

www.hfcc.edu ONLINE



HFCC Online Student Services - WebAdvisor

What is WebAdvisor?

WebAdvisor is a web-based tool for student access to grades, schedules, registration information, and financial information.

Why do I need WebAdvisor?

Current students use WebAdvisor to

- Register for classes
- Drop and Add classes
- Pay for classes
- Retrieve grades (grades are no longer mailed)
- View and print schedules
- Get financial aid updates
- Check account balances

How do I find WebAdvisor?

From the HFCC website, <http://www.hfcc.edu>, click the Current Students link. Then click WebAdvisor on the left-page menu.



What is my WebAdvisor ID?

You are assigned a unique WebAdvisor ID the first time you enroll for classes. To find your WebAdvisor ID go to www.hfcc.edu. Click the Current Students link; then click the WebAdvisor link on the left-page menu. Click on **Students** then click on **What's my user ID?** Follow the instructions.

What's my WebAdvisor password?

Use the two-digit month and two-digit day of your birth to create your four-digit initial WebAdvisor password.

For example, for a June 5 birthday, the month would be written 06 and the day would be written 05, so the password would be 0605.

Where can I get help with WebAdvisor?

For help with your WebAdvisor login or password, send an email to myhfcc@hfcc.edu, or contact the Registrar's Office at 313-845-9403.

Student Email - GroupWise

Do I have HFCC student email?

Yes, all students are provided with a GroupWise email account when they register for classes.

What is my email address?

Your HFCC Group Wise email address is your WebAdvisor ID@hfcc.edu.

How do I access my HFCC email?

You can retrieve your GroupWise email from on- or off-campus using the GroupWise WebAccess at <https://dvc.hfcc.net/servlet/webacc>.

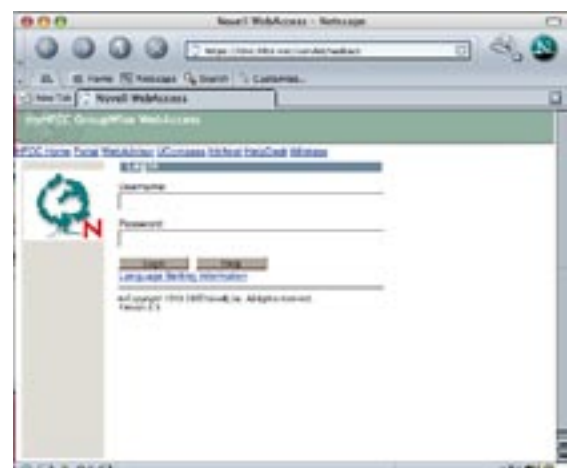
What is my email password?

Your GroupWise password is the same as your Novell Network password.

The GroupWise password can be changed by opening your GroupWise account and accessing the **Options box**, then the **Password tab** to create a new password.

How do I get help with my HFCC email?

For help with your GroupWise email account? Send an email to helpdesk@hfcc.edu. On campus you may call the Help Desk at ext. 9310.



HFCC Online Classes - UCompass Educator

What is UCompass Educator?

UCompass Educator is HFCC's online classroom system. You must enter your User ID and password to log in to your UCompass account. Your User ID is the same as your WebAdvisor User ID.

How do I know if I have a UCompass Educator class?

Only students enrolled in online courses or courses that use UCompass Educator as a supplement to traditional classroom instruction can use UCompass. UCompass courses are available to students on the first day of classes.

How do I find UCompass Educator?

The direct link to UCompass is <http://henryford.ucompass.com>. You may also access UCompass through the Current Students link on the HFCC website, <http://www.hfcc.edu>.



What is my UCompass Educator ID?

Use your WebAdvisor ID to log into UCompass.

What is my UCompass Educator password?

Your

Where can I get help with UCompass Educator?

For help with UCompass, contact the HFCC Office of Instructional Technology. Phone: 313-845-9663, ext 3 or 4 Email: support@henryford.ucompass.com

HFCC Campus Computer Network - Novell

What is Novell?

Novell is the HFCC campus computer network.

Why do I need it?

To use any computers on campus you must log onto the Novell network.

What is my Novell Network ID?

Use your WebAdvisor ID to log into the Novell Network

What is my Novell Network password?

Yo

Where can I get help with Novell?

For help with your Novell Network login or password, send an email to helpdesk@hfcc.edu. On campus you may call the Help Desk at ext. 9310.

HFCC Portal

If the classes that you are taking at HFCC require that you to use HFCC Campus Network (Novell) you will have access to the network.

The HFCC Portal <https://myportal.hfcc.edu/> will allow you to access your HFCC H: drive from off campus. Sign into the Portal with your Novell ID and password.

To work on your files from off campus you must download the files to your computer.



Wireless is now available on HFCC's main campus!

FREE wireless (WI-FI) Internet service is provided at selected buildings, look for the HFCC Wireless logo at the entrance to the buildings.



Internet service is provided at selected buildings; look for the HFCC Wireless logo at the entrance to the buildings

Visit www.hfcc.edu/wireless for more information on:

- Connection process
- Technical support

This wireless network is made possible by a generous grant from the HFCC Foundation.



HELP with HFCC Online Services

HFCC Online Student Services - WebAdvisor

For help with your WebAdvisor login or password, send an email to myhfcc@hfcc.edu, or contact the Registrar's Office at 313-845-9403.

HFCC Computer Network - Novell

For help with your Novell Network (on campus) login or password, send an email to helpdesk@hfcc.edu. On campus you may call the Help Desk at ext. 9310.

HFCC Online Classes - Ucompass Educator

For help with Ucompass contact the Office of Instructional Technology

Phone: 313-845-9663, ext. 4, or 5.

Email: support@henryford.ucompass.com

Many of the **HFCC's Online Services** have links and information on the Current Student page http://www.hfcc.edu/current_students

WebAdvisor

UCompass

Computer Help Desk

HFCC Portal

Wireless

WebAdvisor FAQ

UCompass FAQ

College Store - Online collegestore.hfcc.edu

Purchase Textbooks Online!

We've made it even easier to purchase your textbooks.

Save Money On Software!

Students of HFCC can purchase academically priced software at substantial savings over regular retail stores. These are some of the most widely used programs in the classroom and they can be purchased any time throughout the year (*restrictions do apply*).



Henry Ford Community College Computer Systems Acceptable Use Policy Policy 6800

Henry Ford Community College's computers, peripherals, software, networks, supplies, e-mail systems, and Internet connections ("HFCC's Systems") are intended to carry out the legitimate operational functions of HFCC and not for purposes unrelated to college business. It is not the intent or purpose of this policy to dampen or restrict freedom of inquiry or freedom of criticism.

HFCC prohibits the removal, relocation, or alteration of equipment or software without written authorization.

It is the policy of HFCC to prohibit the use of HFCC's Systems for purposes of:

Harassment of persons or organizations on or off campus for any reason.

Sending or receiving material of a profane, pornographic, or threatening nature.

Sabotage, misuse, or abuse of equipment, software, or data on or off campus, including unauthorized alteration of HFCC's Systems and computer files through the willful or negligent introduction of viruses or by mechanical or electronic tampering.

Unauthorized production or reproduction of programs, or multiple copies of material in any form for the purpose of resale or redistribution in violation of the intellectual property rights of HFCC or any other person.

Plagiarizing, altering, or tampering with, the work of others.

Gaming, solicitation, or any activity deemed illegal or contrary to HFCC policies.

Theft of intellectual or other property, including copyright infringement.

Intentionally preventing an electronic communication from being received by the intended recipient without authorization from the originating sender.

Intentionally causing an electronic communication to be viewable or heard by persons other than the named recipient without authorization from the originating sender, or the named recipient, except where the recipient of electronic communications reports a violation of the Computer Systems Use Policy.

It is the desire of HFCC to ensure that HFCC Systems are put to the best and most efficient use. HFCC therefore requires that:

Students, faculty, and staff receive appropriate training in hardware, software and network use, or demonstrate acceptable levels of proficiency prior to access.

Students, faculty, and staff be mindful of the time spent (as in "surfing the net" or "chatting") on HFCC's Systems, or material consumed (such as having large or vague searches printed.)

Students, faculty, and staff exercise reasonable care in protecting their log-on names and passwords, and not permit unauthorized persons to access HFCC's Systems.

Students, faculty, and staff should not use HFCC's System to store messages and files because it would place an undue burden on limited system resources.

Users of HFCC's Systems are reminded that e-mail is like any other form of written communication. It is subject to the same legal restrictions and potential liabilities as a paper document. E-mail may be subpoenaed, and is subject to the "Freedom of Information Act." In view of this, HFCC's System should not be considered appropriate for transmission of confidential or proprietary information. From the standpoint of the creator of a message, the message should be viewed as "business correspondence" or as an academic paper which has a likelihood of becoming a published document. HFCC does not monitor or permanently store messages. However, unlike a written document that can entirely be erased or destroyed by the writer, user deletion of messages renders electronic space in the system available for other messages, but does not immediately erase the messages from the system. Therefore, users of HFCC's Systems should not expect privacy. Nevertheless, it is incumbent upon all users of HFCC's Systems to treat misdirected e-mail communications with reasonable care to avoid undue disclosure of the messages of others.

Penalties for violation of this policy will vary depending on the nature and degree of the specific violation. Penalties range from reprimand through expulsion for students or termination for employees in accordance with the provisions of any College Collective Bargaining Agreement, to the extent such Agreement applies to the employees. If violations of law are involved, users may incur civil liability to HFCC or third parties, and may also be subject to prosecution.

This policy incorporates, by reference, other HFCC policies and/or procedures related to computers and intellectual property, including the written guidelines and materials that were provided at the time the privilege of access to HFCC's Systems was granted to each user.

Adopted 7/28/97