



Student Technology Guide



These resources are how staff and faculty will communicate with students.
Please submit all correspondences through your Office365 account.

Please be aware that this account is the property of SPCC and may be accessed to verify information.

NOTE: PASSWORDS EXPIRE EVERY 90 DAYS.

PLEASE ACCESS YOUR ACCOUNT EVERY 30 DAYS TO KEEP IT ACTIVE.

QUESTIONS? Have questions or need assistance with your student account?

Contact the IT Department at **704.272.5320** or **ITsupport@spcc.edu**.

Please provide your name, complete Student ID, and state the assistance that you need.

Student ID # _____

Username: _____

Email: _____@student.spcc.edu

Temporary password: _____

New password: _____

For example:

If your name is George Washington and your Student ID is 1234567 then your User ID would be gwas4567.

If your name is George O'Smith and your Student ID is 1234567 then your User ID would be go_s4567 (*This has one underscore.*).

You will be assigned a temporary password: Tempmmdd+. This is the word Temp beginning with a capital T, your two-digit birth month, your two-digit birth day, followed by a plus sign (+). *You will be required to change the password when you log in the first time.*

Example: George Washington, Date of Birth: 01-20-1975

Student ID: 1234567

Username: gwas4567

Temporary password: Temp0120+



What is the Go Portal? The Go Portal is where you can register for classes, view your schedule, final grades, financial aid, and pay for your classes.

How do I access the Go Portal site and Log In?

- Look for the Go Portal link in the Student Panel section, located in the top right-hand side of the SPCC website (www.spcc.edu) or use the direct website (go.spcc.edu) to sign in.
- Enter user name and temporary password
- If it is your first-time logging in, you will be prompted to change your password. Your password must be eight characters long, have an uppercase and lower-case letter, a number and cannot be any part of your full name. Once you successfully change our password in your Go Portal, your email, Moodle and AVISO password all automatically sync together. Therefore, every platform has the same username and same password.

Office 365

What is Office 365? Office 365 is a bundle of services provided to students including: Outlook (student email), Microsoft word, PowerPoint, Excel, etc. The Microsoft suite is free to download for all students.

How do I access my Office 365 account and Log In?

- Look for the Email link in the Student Panel section, located in the top right-hand corner of the SPCC website (www.spcc.edu) or use the direct website (portal.office.com) to sign in.
- Enter your **student email address** (username@student.spcc.edu) and your GO Portal password.
(Note: student is singular; not plural)

moodle

What is Moodle? Moodle is a course management system used by all SPCC courses. This is where you will submit homework and other assignments, as well as, find all of your course resources, such as the class syllabus, class schedule, current grades, instructor information and more!

You will be able to see your courses in Moodle on the first day of classes!

How do I access Moodle and Log in?

- Look for the Moodle link in the Student Panel section, located in the top right-hand side of the SPCC website (www.spcc.edu) or use the direct website (online.spcc.edu) to sign in.
- Moodle has the same log in information as your Go Portal

If you have questions or need assistance with Moodle, please email ITsupport@spcc.edu

AVISO RETENTION

What is AVISO? Aviso is an online system that allows students to connect and engage with the college for academic success. Aviso is where students will view their academic advisor and set appointments; create and review their individual academic plans; and maintain communication related to academic goals.

How do I access Aviso and Log In?

- Look for the AVISO link in the Student Panel section, located in the top right-hand side of the SPCC website (www.spcc.edu) or use the direct website (spcc.avisoapp.com) to sign in.
- Aviso has the same log in information as your Go Portal



What is TaskStream? Taskstream is an online software that helps faculty evaluate student learning at SPCC. In selected classes, students will upload key assignments to Taskstream. Faculty review student work and make improvements to courses and programs based on student performance. Your course syllabus will let you know if key assignments need to be uploaded in Taskstream.

How do I access Taskstream?

- If your course requires the use of Taskstream, you will need to create a free Taskstream account using your SPCC email address. If you already have a Taskstream account, login with your SPCC email address or use the forgot login option.
- Look for links to Taskstream (login.taskstream.com) and Taskstream support resources ([bit.ly/Taskstream Student](http://bit.ly/TaskstreamStudent)) on the right toolbar in Moodle.
- Full instructions including the college's keycode, directions for linking to your program or core skills area to upload assignments, and video tutorials are available at bit.ly/TaskstreamStudent.
- Your instructor and course syllabus can provide assistance with creating an account and requirements for assignments.
- Contact the SPCC Office of Institutional Effectiveness for additional questions: Institutional-Effectiveness@spcc.edu (704-290-5887, 704-290-5833, or 704-290-5873).

L. L. Polk Campus

680 Hwy. 74 West
P.O. Box 126
Polkton, NC 28135-0126

Old Charlotte Highway Campus

P.O. Box 5041
Monroe, NC 28111-5041
4209 Old Charlotte Highway
Monroe, NC 28110

Lockhart-Taylor Center

514 North Washington Street
Wadesboro, NC 28170

Tyson Family Center for Technology

P.O. Box 5041
Monroe, NC 28111-5041
3509 Old Charlotte Highway
Monroe, NC 28110