

## JCPortal Information

<http://www.jcic.edu>

### Login Page:

#### User ID:

- Your ID and password are assigned when you completed the admissions application.
- The seven-digit student id number is located on your registration letter at the top and bottom of the letter.
- The JCPORTAL ID begins with a "W" plus your seven-digit student id. The "W" is in UPPERCASE. Example: John Smith 0100456 = **W0100456**.

#### Password:

- Your initial password is comprised of the first two letters of your first name, first two letters of your last name, and the last four digits of your college ID. Example: **John Smith 0100456** the password is **JOSM0456**. The "JOSM" is in UPPERCASE. Please change this password as soon as possible.
- A password must be at least six characters.
- The password cannot be the same as your ID.
- The password is case-sensitive. (**Check your Caps Lock key**)
- Your password expires after sixty days.
- You are notified seven days prior to password expiration. You will continue to receive this message until you change the password.
- No one at the college should ever ask you for your password and you should never give it to anyone.
- No one at the college can tell you what your password is because all passwords are encrypted.
- A successful first login will tell you that your password has expired and you must change it.
- An unsuccessful login attempt will return you to the login page.
- If you attempt five consecutive logins unsuccessfully, your account is locked and you will need to unlock your account.

#### Unlocking Account or Forgot Password:

- You can reset the password and unlock your account, by selecting the "**Forgot My Password**" located on the JCPORTAL login page and a new password will be emailed to your college email account.

#### Help:

- Please disable any popup blockers in your web browser.
- If you need additional assistance from the college, please contact the HELP DESK at **(601) 477-4160**.

**NOTE: After you have changed your password, click on Sign Out link located at the top of this screen and login in to the JCPORTAL using your new password.**