

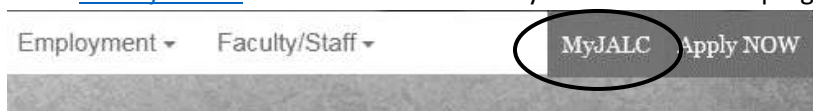
Getting Started

Welcome to the Dual Credit/Dual Enrollment program! We're excited to have you join us! Here are a few first steps to help you get started in your class. Please make sure you complete the following steps to make sure your account works properly.

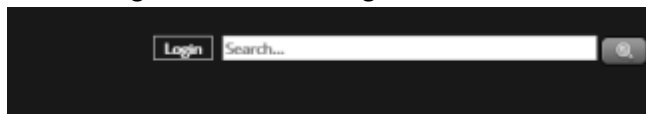
Before You Start: Check your personal email that you supplied on your registration form. You should have received an email from the John A Logan College (JALC) help desk. It has a temporary password that you will need to login to your account. You will also need your student ID number. If for some reason you don't have that email or it has come with a blank password, please call JALC and ask to speak to Dual Credit at 618-985-2828 ext 8403 and we will re-send it to you.

4 Steps to Login to the JALC Student Portal

- 1) Go to www.jalc.edu and click on the blue MyJALC box on the top right.



- 2) See the Login button on the right side of the screen? Click on that.



- 3) You'll login with your Student ID and the temporary password you received in your personal email address.

Sign in using your John A. Logan College Username and Password.

Username Examples are Below

Password

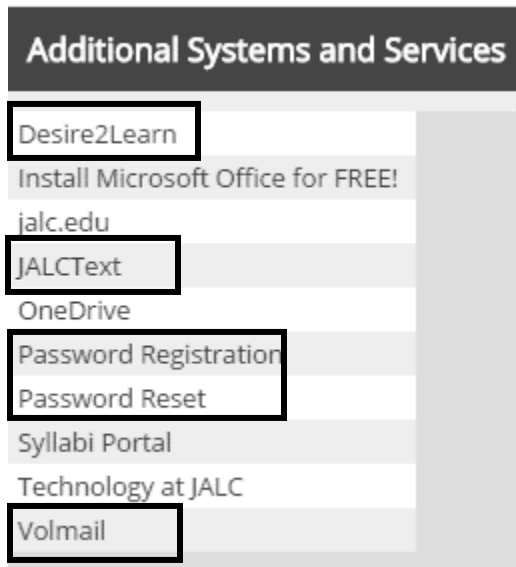
Sign in

Username Examples
STUDENTS:
Student ID# (i.e. 1234567)
-OR-
Volmail Address (i.e. jlogan1234@volmail.jalc.edu)
FACULTY/STAFF:
Email Address (i.e. johnlogan@jalc.edu)

Questions? Problems? Call or email the Dual Credit office! 618-985-2828
Scott Wernsman, Director of Dual Credit, Ext. 8403, scottwernsman@jalc.edu
Jenny Ditch, Administrative Assistant, Ext. 8312, jennyditch@jalc.edu

4) Now that you're logged in, go down to the bottom right and locate the Additional Systems and Services area. You will need to do a few other things to make your experience easier.

- **Password Reset** – Reset your temporary password to something you can remember.
- **Password Registration** – Set up some security questions in the event you forget your password.
- **Volmail** – This is your JALC email address that you will use to communicate with JALC and with your college instructors. Please check this regularly as they will not use your personal email address to communicate with you. You are able to forward this account to another email address.
- **Desire2Learn (D2L)** – This is where your online classes will take place. Login here. You'll be able to self-register for a D2L orientation on the first page.
- **JALCtext** – Set this up to get text reminders about bill dates, registration dates, and occasional building closures, and website outages. We recommend every student sign-up for this service.



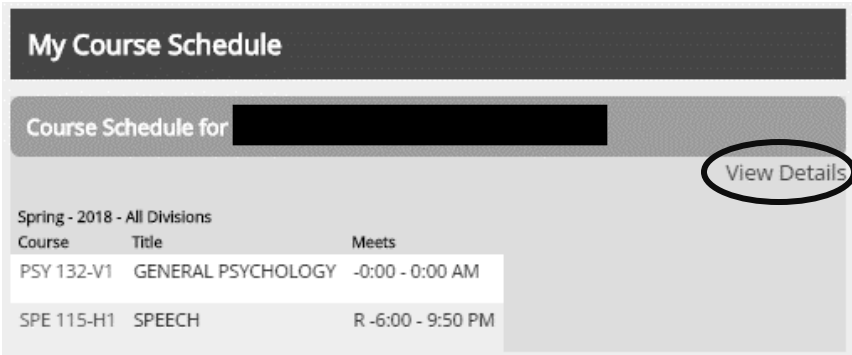
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Other Helpful information

Now that you've accomplished those first important steps, here are some other helpful areas in the Portal (MyJALC).

Finding your Schedule and Book Information:

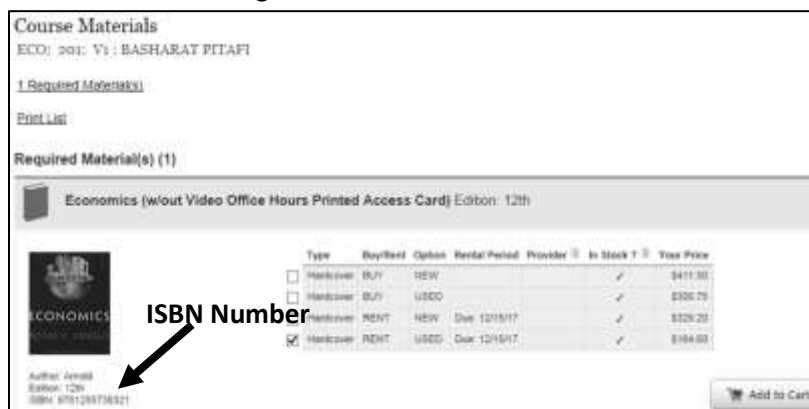
- 1) Right underneath the navy blue area that says myJALC, there's a gray bar. Click on the Students button on that gray bar. Now scroll down until you find the My Course Schedule area and click on View Details



- 2) Now you want to click on the Buy Books link to the right of your schedule details:

Course	Title	Credits	Grading Type	Faculty/Meeting	Dates	Room	Books
PSY 132-V1	GENERAL PSYCHOLOGY	3.00	LT	Junge, Denis A 0:00 - 0:00 AM	01/10/2018 - 05/11/2018	Y6 / ONL /	Buy Books
SPE 115-H1	SPEECH	3.00	LT	Kahil, Ragda R 6:00 - 9:50 PM	01/10/2018 - 05/11/2018	Y1 / E / 242	Buy Books

- 3) You will see something like this.



See the ISBN number? That's the number you're going to want to use to search for the book online at chegg.com, amazon.com, or anywhere you can find textbooks.

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Finding Your Transcripts

There are two types of transcripts you'll need to have access to and those can both be found in the Helpful Links area on the right side of the main MyJALC page.

Unofficial Transcript

Before you receive your final grades for your Dual Credit or Dual Enrollment class(s), you may be required to submit a transcript for a scholarship or college application. You're probably going to need an unofficial transcript for those until your final grades are posted.

You'll find your unofficial transcript that you can print. You can also scroll down to the bottom of your unofficial transcript and find a PDF that you are able to download and print or email to anyone who may need it.

Official Transcript

When you click on the Request a Transcript link that will send you to the landing page for TranscriptsPlus where you will need to create an account there and place an order.

Helpful Links

[Apply for Graduation](#)

[Course Search](#)

[Employee Directory](#)

[Find My ID](#)

[My Academic Information](#)

[MyJALC Mobile Site](#)

[My Unofficial Transcript](#)

[New Student Information Guide](#)

[Request a Transcript](#)

[Verify a Student Degree Certificate](#)

[Where do I go when I need to...](#)

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