

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.

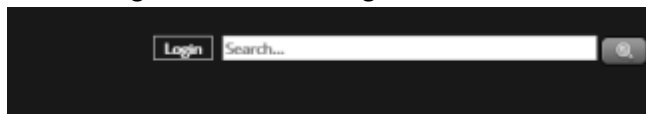
Before You Start: Check your personal email that you supplied on your registration form. You should have received an email from the John A Logan College (JALC) help desk. It has a temporary password that you will need to login to your account. You will also need your student ID number. If for some reason 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.



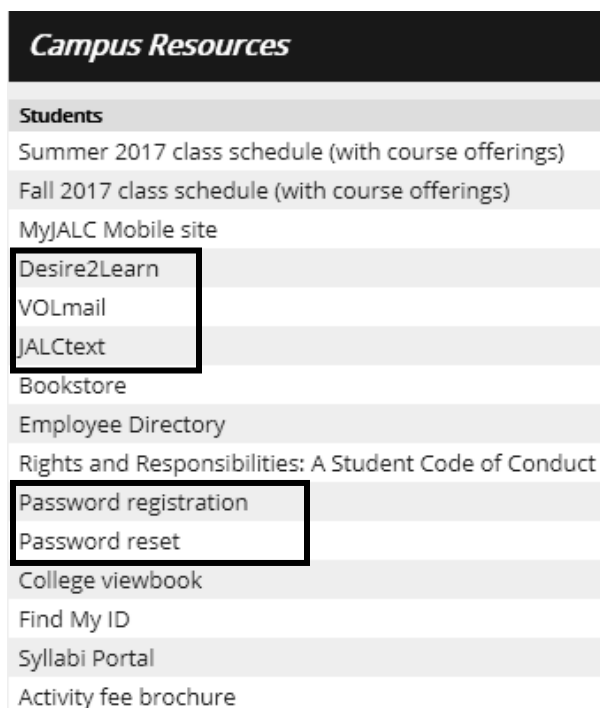
3) You'll login with your Student ID and the temporary password you received in your personal email address.

A screenshot of the JALC login form. At the top, it says 'Sign in using your John A. Logan College Username and Password.' Below this are two input fields: 'Username Examples are Below' and 'Password'. A 'Sign in' button is located below the fields. Underneath the button, there are 'Username Examples' for students and faculty/staff, including student ID numbers and email addresses.

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 Campus Resources 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) Look to the left and find where it says Student Home. Click on the + sign next to Student home and you'll see a "My Course Schedule" button on the left hand side. Click on that.



- 2) Once you get your schedule, you'll see something like this. Click on the buy books link on the right.

Course	Title	Credits	Grading Type	Faculty	Meets	Dates	Room	Books
ECO 201-V1	INTRO MACROECONOMICS	3.00	LT	Pitafi, Basharat A.	0:00 - 0:00 AM	08/16/2017 - 12/14/2017	Y6 / ONL /	Buy Books
ENG 101-V3	ENGLISH COMPOSITION I	3.00	LT	Howerton-Vargas, Michele L.	0:00 - 0:00 AM	08/16/2017 - 12/14/2017	Y6 / ONL	Buy Books
MA1 120-H1	ELEMENTARY STATISTICS	3.00	LT	Jeter, Jennifer	4:30 - 6:00 PM	08/16/2017 - 12/14/2017	Y6 / E / 132	Buy Books
PHS 111-V2	ENVIRONMENTAL SCIENCE II	3.00	LT	Sawicki, Mikolaj	0:00 - 0:00 AM	10/12/2017 - 12/14/2017	Y6 / ONL /	Buy Books

- 3) You will see something like this.

Course Materials
ECO: 201: V1 : BASHARAT PITAFI
[1 Required Material\(s\)](#)
[Print List](#)
Required Material(s) (1)

Type	Buy/Rent	Option	Rental Period	Provider	In Stock	Year Price
<input type="checkbox"/> Hardcover	BUY	NEW			✓	\$411.30
<input type="checkbox"/> Hardcover	BUY	USED			✓	\$306.75
<input type="checkbox"/> Hardcover	RENT	NEW	Due 12/15/17		✓	\$328.20
<input checked="" type="checkbox"/> Hardcover	RENT	USED	Due 12/15/17		✓	\$184.00

ISBN Number

Author: Anand
Edition: 12th
ISBN: 978128178321

Add to Cart

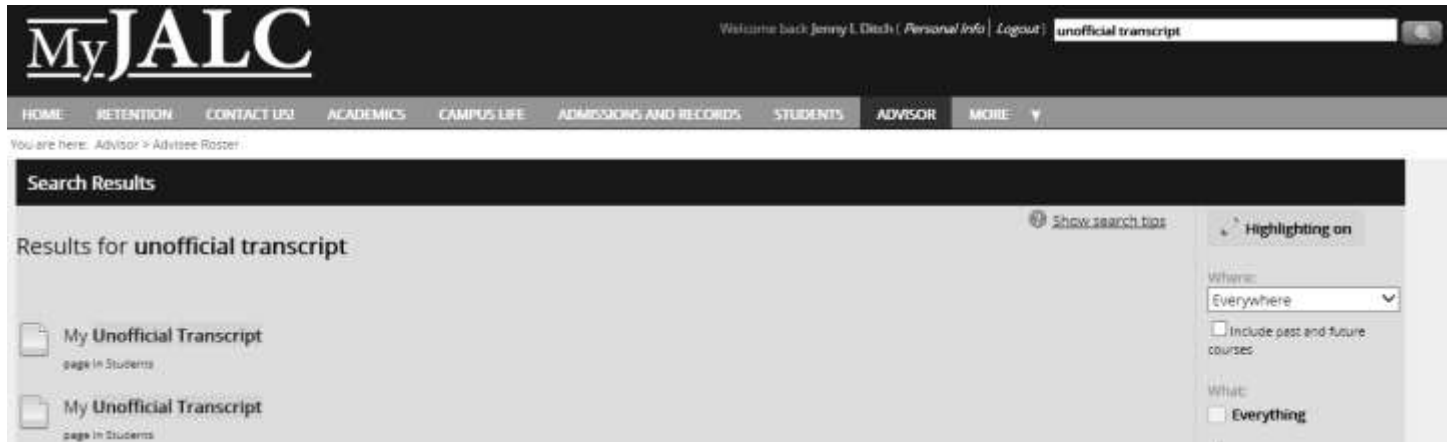
See the ISBN number? That's the number you're going to want to use to search for the book online at chegg.com, amazon.com, half.com or anywhere you can find textbooks.

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Finding Your Transcripts

Unofficial Transcript

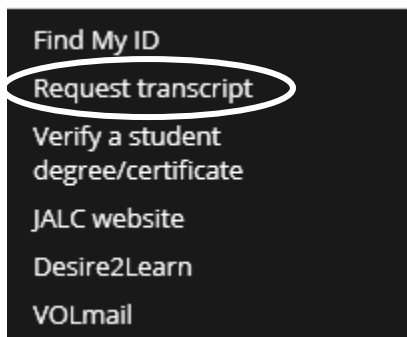
Before you receive your final grades for your Dual Credit or Dual Enrollment class(s), you may be required to submit a transcript for a scholarship or college application. You're probably going to need an unofficial transcript for those until your final grades are posted. The easiest way to find that is to search "Unofficial Transcript" in the search box in the top right hand corner of your portal. Click on the first result that comes up.



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 or email to anyone who may need it.

Official Transcript

Your official transcript is found in Quick Links – Request a Transcript. You usually shouldn't need to do this until you're finished with your classes at John A Logan College.



That will send you to <https://iwantmytranscript.com/login> where you will need to create an account. You will need your contact information, social security number and your student ID.

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