

# Desire2Learn Hybrid/Web-Enhanced Server

## Student Login Instructions

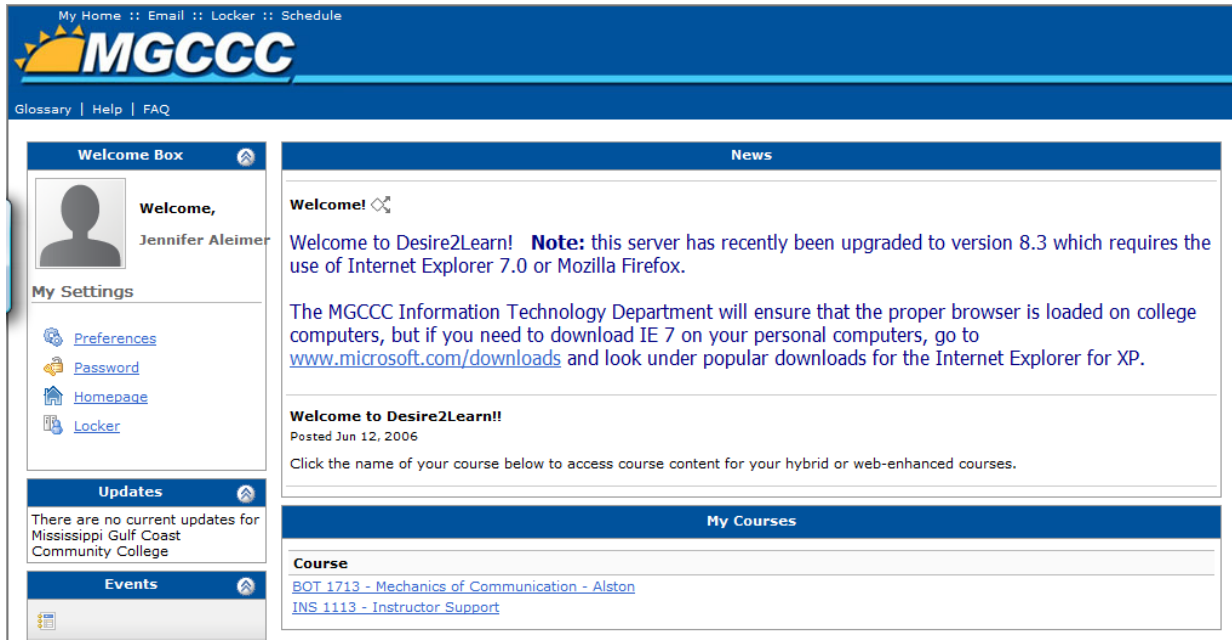
The D2L Hybrid/Web-Enhanced server is used for all courses that are hybrid (class time is split between traditional and online) as well as those that are web-enhanced (class time is traditional with “enhancements” available online). The process for logging into this server is as follows:

**If you have never logged into <http://myclassroom.mgccc.edu>, you will first need to obtain your username and password.** The D2L login information is the same as the student’s original MGCCC email username and password. **NOTE: Usernames and passwords for D2L are NOT reset each semester, so if you have logged in before, you will use the same information.** New users should follow the steps below to retrieve their login information:

1. Go to [www.mgccc.edu](http://www.mgccc.edu) and click **Web Services** link located under Students
2. Click the **Enter Secure Area** link
3. Enter your User ID (social security number or student ID) and PIN and then click the **Login** button
  - a. Note: If you do not know your primary pin number, the third sentence on the page above the log in area states, “If you do not know your PIN or need assistance obtaining one, please visit our Web Services Information page.” Click “**Web Services Information.**” Scroll to the bottom and key in your SSN and birth date. The system will automatically provide the proper information. If your PIN has been changed, or does not work, please visit Admissions or the Career Center at the campus where you registered.
4. Click the **Personal Information** link
5. Click the **Retrieve Student Email and D2L/Bb Logon Information** link
6. Record the **Username** and **Password** information displayed (it does not matter if you have changed the password in your student email account)
7. Log out of *Web Services* and return to [www.mgccc.edu](http://www.mgccc.edu)
8. Click the **Distance Learning** link on the top right side of the page (directly below the Search button).
9. On the left side of the *MGCCC Distance Learning* home page, click **Login to Hybrid/Web Enhanced Courses** under *Current Students*.
10. In the **Username** box, type the Username retrieved from *Web Services*.
11. Type the password in the **Password** box exactly as it was in *Web Services*. (Remember that passwords are case-sensitive!)
  - a. Note: If you have logged into D2L previously and changed your password/**OR** the password from Web Services does not work, click the **Forgot Password?** Link under the Login button at [www.myclassroom.mgccc.edu](http://www.myclassroom.mgccc.edu) to have your username and password

emailed to your MGCCC student email account. **For assistance with student email accounts, contact the MGCCC Computer Center 228-896-2522 or 228-897-3904.**

12. Click **Login**. When you enter D2L, your screen should appear similar to the example below, except that your course listing will have only those courses in which you are enrolled.



The screenshot displays the MGCCC D2L user interface. At the top, there is a navigation bar with links for "My Home", "Email", "Locker", and "Schedule". The MGCCC logo is prominently displayed. Below the logo, there are links for "Glossary", "Help", and "FAQ". The main content area is divided into several sections:

- Welcome Box:** Displays a user profile for Jennifer Aleimer with a "Welcome" message. Below this are "My Settings" options: Preferences, Password, Homepage, and Locker.
- Updates:** A message stating "There are no current updates for Mississippi Gulf Coast Community College".
- Events:** A section for upcoming events.
- News:** A "Welcome!" message with a note about a server upgrade to version 8.3, requiring Internet Explorer 7.0 or Mozilla Firefox. It also mentions that the IT department will ensure the proper browser is loaded on college computers, but provides a link to download IE 7 for personal computers.
- My Courses:** A section listing enrolled courses: "BOT 1713 - Mechanics of Communication - Alston" and "INS 1113 - Instructor Support".

13. To enter a course, click the appropriate link in the **My Courses** section. You will then be "inside" your course and will be able to see all content available.

**Please note:** It is highly recommended that you change your password to something that you can easily remember once you have logged into D2L. To do so, click *My Password* in the *Welcome Box*. You will be prompted to reenter the old password and type your new password twice. Again, keep in mind that all passwords are case-sensitive.