

Business Process Procedures

14.05 USING MyNOVA

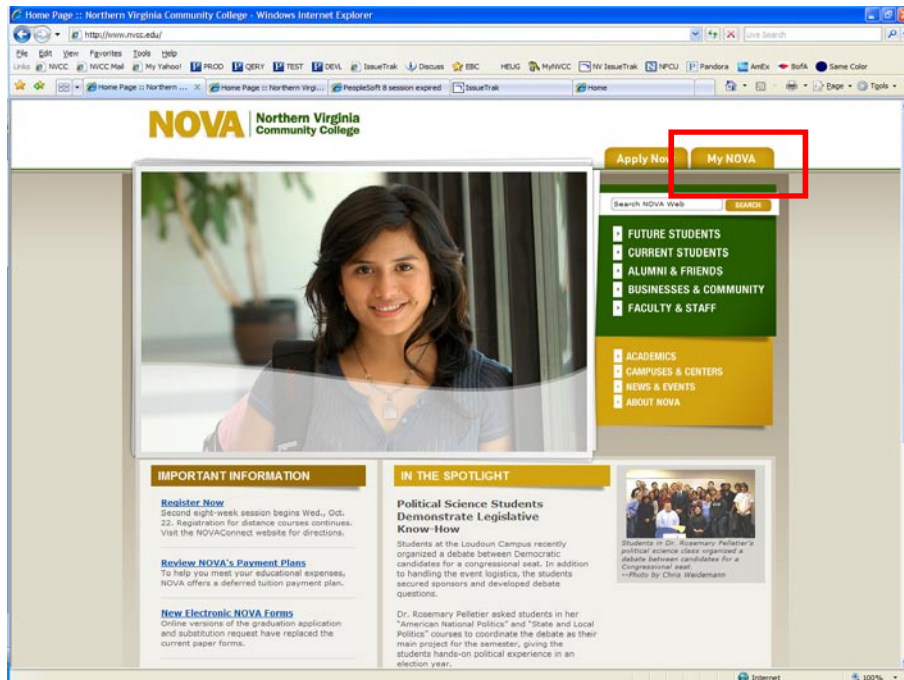
Overview These procedures document the process for accessing NVCC and VCCS databases.

Key Points MyNOVA is used to access SIS, AIS, Blackboard and student email.

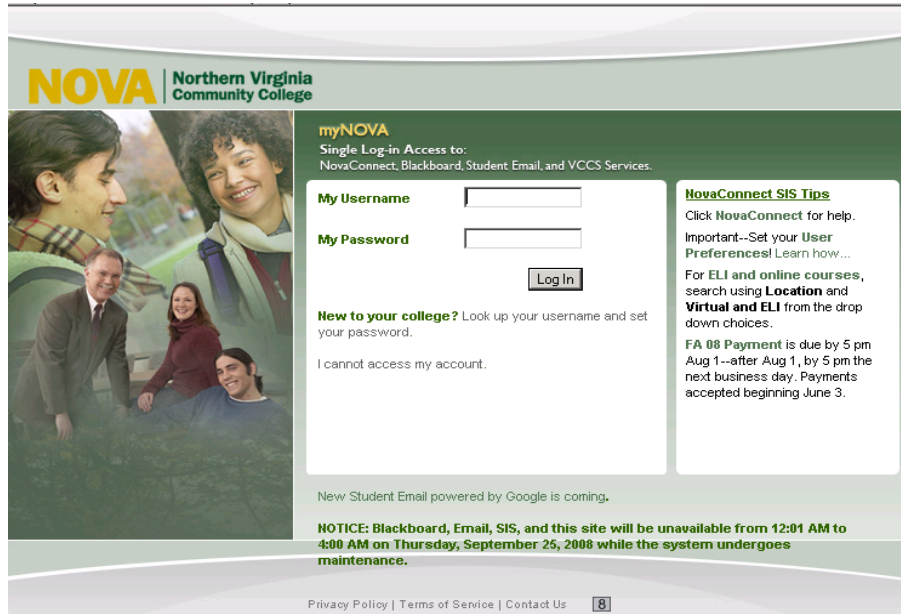
Navigation NVCC Home Page > My NOVA

Detailed Directions

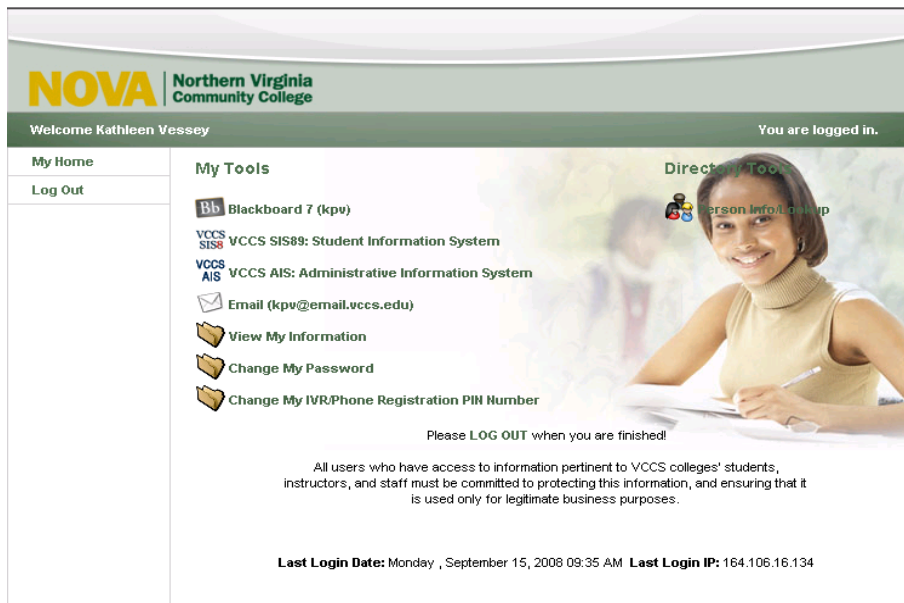
Step 1 Navigate to the Northern Virginia Community College home page at www.nvcc.edu. Click the MyNOVA tab in the upper right-hand corner of the page



Step 2 The myNOVA home page will display.



Step 3 Enter your Username and Password, and click **Log In**. The My Tools page displays.



Step 4

Click on the My Tools links to access the following VCCS applications:

Link	Provides
Blackboard	Access to VCCS' Blackboard.
VCCS SIS89 Student Information System	Access to the S89PROD student information database. Links to the S89QUERY, S89TEST and S89DEVL databases are provided by CIS upon request.
VCCS AIS: Administrative Information System	Access to PeopleSoft Financials, the VCCS' AIS system.
Email	Access to VCCS' email system, which is separate from NVCC's email system.
View My Information	Details regarding the user's account: User name EmplID Student email address Employee email address My VCCS roles
Change My Password	Directions for establishing a new password and security question.
Change my IVR Phone Registration PIN number	Directions for establishing a new IVR PIN