EDISON STATE RESOURCES AND ONLINE TOOLS

USERNAME & PASSWORD

It takes 24-48 hours after you first register for a class for the Username and Password account to be created. You will need your Edison State Username (User ID) and password to access Blackboard, Email, MyESCC, computers on campus, and more.

USERNAME (USER ID)

Find your Edison State Username:

1. Visit *www.edisonohio.edu*
2. Select "Resources" at the top of the page
3. Select "MyESCC"
4. Select "Sign In"
5. Select "Forgot Your Username?"
6. Complete form with First Name, Last Name, and Email Address
   Note: *Enter the email address provided at the time of application to Edison State.*

PASSWORD

Your default password is:

1. The last four digits of your Student ID Number
2. Followed by the first four letters of your last name (with the first letter capitalized)*

Example:

Student Name: Thomas Edison
Student ID Number: 123456
Username (User ID): tedison
Password: 3456Edis

Changing your password:

1. Visit https://ssrpm.edisonohio.edu
2. Enroll in SSRPM
3. Change your password. You will be required to update your password every 90 days.

*If your last name includes additional letters that are normally capitalized they will still be capitalized in your default password. If your last name is less than four characters the capital letter "A" will be added to the end of your name until enough letters are added to satisfy the four-character requirement.
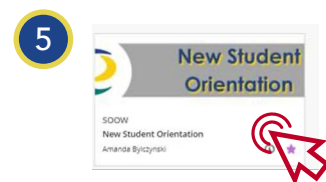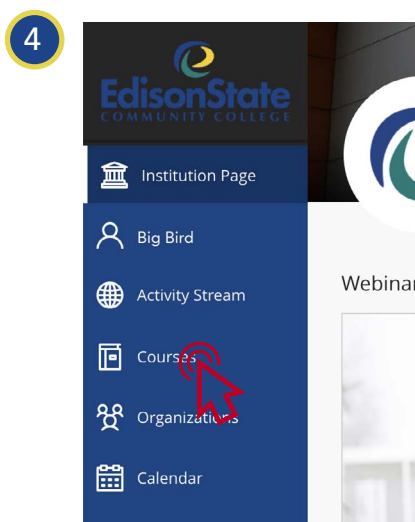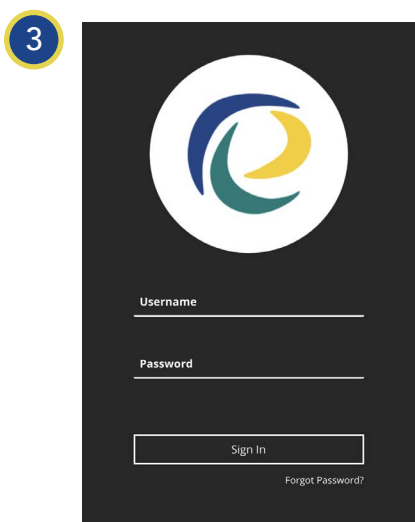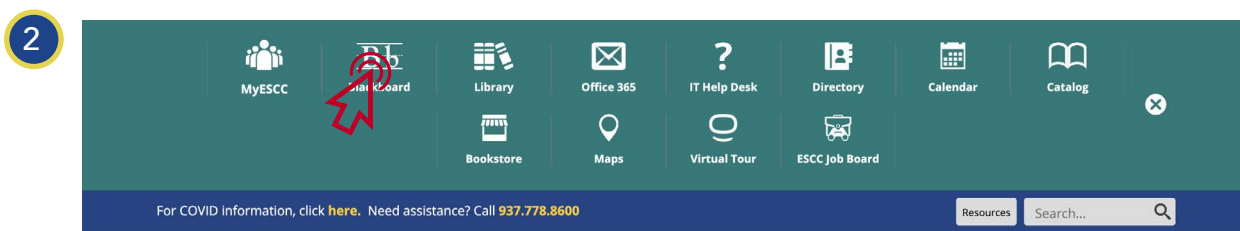
NEW STUDENT ORIENTATION

Whether you're taking classes online, in-person, or at your high school, you will need to know how to navigate Edison State resources and online tools. Your first step after registering for classes is New Student Orientation. New Student Orientation is held online and is available on Blackboard 24-48 hours after registering for your first semester. New Student Orientation will set you up for a successful transition to Edison State and is available to you as a resource throughout your entire time as a student.

New Student Orientation is a self-paced experience and is composed of two main parts: orientation topics and course completion modules. This online experience allows you the flexibility to complete orientation from anywhere at any time that is convenient for you. Once you have completed all the orientation topics, you will then need to complete the course completion modules. You will receive completion credits for the assignments, must receive 80% or higher on each of the quizzes, and pass the orientation quiz. These assignments will demonstrate your ability to perform certain tasks and use certain tools which will help prepare you to be successful in your courses at Edison State.

ACCESSING COURSES IN BLACKBOARD

1. Visit *www.edisonohio.edu* and select "Resources" at the top of the page.
2. From the green drop down menu, select "Blackboard"
3. Sign in with your Edison State credentials – Username (User ID) and Password.
4. Desktop: Select "Courses" in the left panel to view available courses.
   Mobile: Tap Menu Icon at the top of the page (three lines), then Select "Courses"
5. Select your course from the options provided.

Note: The New Student Orientation course is available to you as a resource throughout your entire time at Edison State.

NEED HELP?

- The IT Help Desk is available 24/7 by visiting *www.edisonohio.edu* and clicking on *Resources* in the top right corner followed by IT Help Desk. You may also email **support@edisonohio.edu** or call **937.778.7957**.

- Every course is set up differently. If you cannot find something in your course, **reach out to your instructor**. If you have specific questions regarding Blackboard or the New Student Orientation course, please contact Jessica Edwards, Director of Distance Learning at **jedwards3@edisonohio.edu**.