

What is TConnect?

TConnect is a web-based service that allows students access to their academic records from any computer with an Internet connection!

Who can use TConnect?

Temple College students, faculty and staff can currently use TConnect to perform a variety of functions such as online registration, adding, viewing and printing schedules and academic and employee profile.

What do students have access to when using TConnect?

Students have access to:

- Web Registration if they are eligible to self-advise
- Class schedule/account balance information
- Program Evaluation to run a degree plan
- Unofficial transcript to view or print
- Final grades and grade point averages by term to view or print
- Student profile and test information
- Graduation application
- Transcript request form for official transcripts
- Enrollment verification request form

How do I get started?

To access TConnect go to the Temple College web page at www.templejc.edu and select the TConnect link or the Web Registration link.

Your user name and password is automatically set up when you register for classes at Temple College. Your user name consists of your last name plus first initial and last 3 numbers of your Student ID and your initial password is your 6-digit birth date in the mmddyy format.

User name example:

Nora Jones ID #0020243 = jonesn243

Password example:

January 1, 1985 = 010185

The first time you log into TConnect, you will be required to change your password for security purposes. The new password must contain at least 6 characters and include both letters and numbers and will be case sensitive. You can also leave a "hint" in case you forget your password. However, if you forget your password and did not leave a hint, you can have a temporary password emailed to your TC WebMail account by selecting "What's My Password?" and entering the appropriate information.

What is TC WebMail?

All credit students have access to a TC WebMail account within 24 hours of first registration. You can access WebMail at <http://templejc.edu/login.asp>. It's fast and easy to use and has the following advantages:

- It can be accessed from any Internet connection both on or off campus!
- Temple College can contact you with important information using this address. **This will be the ONLY email address that will be used to notify you of cancelled classes, registration information, or any other TConnect notices.**
- You can reset your TConnect password and have a new one sent to this account so you won't be locked out when you need to use it!

If I run into problems trying to use TConnect who do I call?

For technical questions call the Help Desk at 298-8450

For questions regarding registration or academic records, call Admissions & Records at 298-8324

HELPFUL TIPS

Before using **TConnect** for the first time, it may be helpful to click on the **FAQ** button included in the menu at the top right of the screen.

- Your initial **TConnect** password and your **WebMail** password are **NOT** the same! The **TConnect** password is entered in the **mmddy** format and **you will be required to change it** the first time you log in. The **WebMail** password is entered in the **mmddyyy** format and **will remain the same.**
- **Use the mouse** to make selections - **DO NOT press the Enter key.**
- Once you log in to **TConnect** most of the screens have a **HELP** button located in the upper right corner of the screen. These **HELP** screens give a brief explanation of the option you have chosen and how to use it. Click the X in the top right-hand corner to exit the **HELP** page and return to the **TConnect** screen.
- To move around in forms, **use the tab key** or the mouse.
- **Don't use the browser's back button** - always click **Menu** or **Submit.**
- On some screens, you may need to **scroll down** to see the **Submit** button.
- Print from **TConnect** by selecting **File** and **Print** from the **Menu Bar**. Selecting **landscape** instead of **portrait** from the print menu may be best for some pages!

IMPORTANT!

To ensure confidentiality:

1. **DO NOT share your password** with anyone.
2. Exit **TConnect** properly by clicking the **Log out** button at the top or bottom of the screen.
3. Always close the browser when your process is complete.
4. Log out of TConnect and log out of your windows session when you are finished if you are using a shared computer.