

WELCOME TO JERSEY COLLEGE

"YOUR JOURNEY STARTS HERE"

Important Websites

Examsoft/Examplify: <https://jerseycollege.edu>

Username: firstname.lastname@jerseycollege.edu

Password: Same as E-mail/Canvas

Located in JC101 course in Canvas under Modules

Canvas: <https://jerseycollege.instructure.com/login/ldap>

Username: firstname.lastname@jerseycollege.edu

Password: Same as email

E-mail: <https://mail.jerseycollege.edu>

Username: firstname.lastname@jerseycollege.edu

Password: Password!

Virtual Library: <https://jerseycollege.edu>

Under Student Resources

Username: firstname.lastname@jerseycollege.edu

Password: student

Microsoft Office: <https://office.com>

Username: firstname.lastname@jerseycollege.edu

Password: Same as E-mail/Canvas

Student Wi-Fi: Student WIFI TPA

Password: studentwireless

Technical Support

Jersey College has Student Information Techs available to help you with login questions. Their hours of operation are 7:00AM to 7:00PM Monday-Friday at 201.645.1164 or helpdesk@jerseycollege.edu. You can also access our ONLINE help page at <https://jerseycollege.edu/online> for Guides, Videos, and Frequently Asked Questions. You can also create a Help Desk Ticket for support at <https://helpdesk.jerseycollege.edu>

Tech Support: (201)645-1164

Help Desk Email: helpdesk@jerseycollege.edu

Online Resources: <https://jerseycollege.edu/online>

How to Submit a Ticket

1. Open your web browser and navigate to helpdesk.jerseycollege.edu.
2. Sign in utilizing the same credentials that you use to sign in to your **Jersey College Email**. You **do not** have to include @jerseycollege.edu
3. Click on "Open a New Ticket".
4. Click on "Select a Help Desk Topic" and choose the category the closely matches your issue.
5. After selecting the appropriate category, fill out the rest of the forum. Please be detailed as possible when filling out the section entitled Issue Summary.
6. After you are finished completing the forum, click on "Create Ticket" at the end of the forum. After creating your ticket, you will receive a confirmation email that your support ticket has been created.

Office 365 Setup

This is web-based and totally free for you. It allows access to Word, Excel, and PowerPoint.
<https://office.com>.

1. Go to website above
2. Click on the sign in link
3. Enter in your Jersey College Email and Password
4. Your account is created and you are ready to go

Steps to Open and save documents in Office

1. Go into Canvas and click on the assignment needed
2. Click the arrow next to Save and select Save As
3. Name the file in the format for uploading
4. Click Save
5. Open up another tab in your web browser(Internet Explorer, Edge, Google Chrome)
6. In the address bar type in Office.com and hit enter
7. Sign into your Microsoft account
8. Select the program that you will need (Word, Excel, and PowerPoint)
9. Scroll down on page
10. Select Upload and Open
11. Go to Downloads folder on the left hand side
12. Open up assignment that needs to be completed.
13. Click File in the top left when finished with assignment
14. Click Save as
15. Select Download a copy
16. Click Download
17. Click Save
18. Click on tab for Canvas
19. Click on Submit assignment
20. Click Browse
21. Click Downloads folder on the left hand side
22. Select File
23. Click Open
 - a. If another document is needed, click on the add another document option and repeat steps 20 through 23 until all documents are uploaded.
24. Click Submit Assignment