

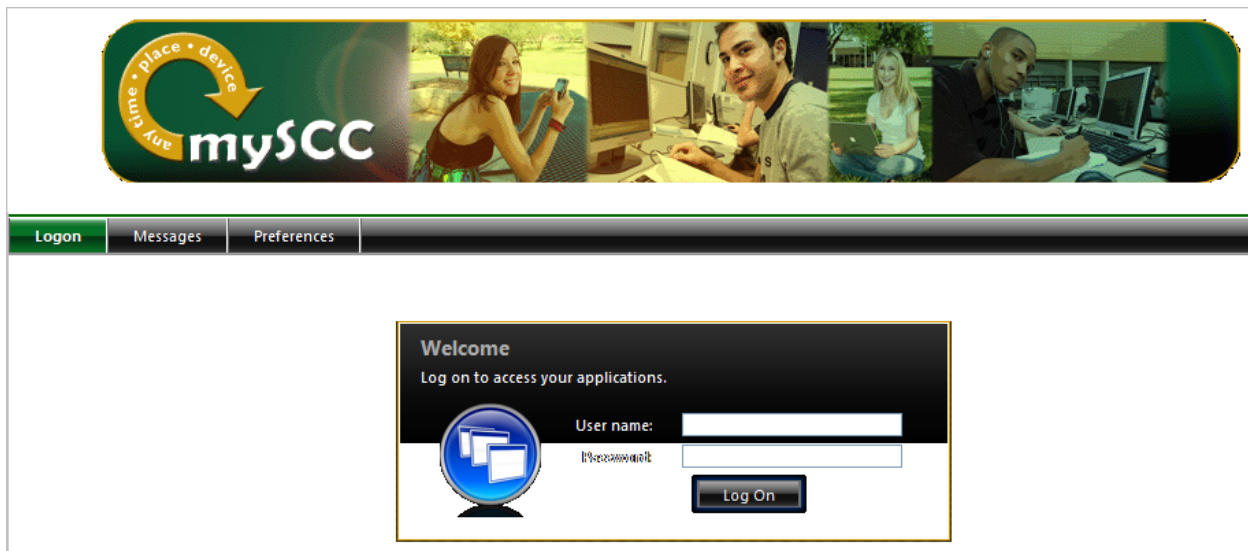


Getting Started with MySCC

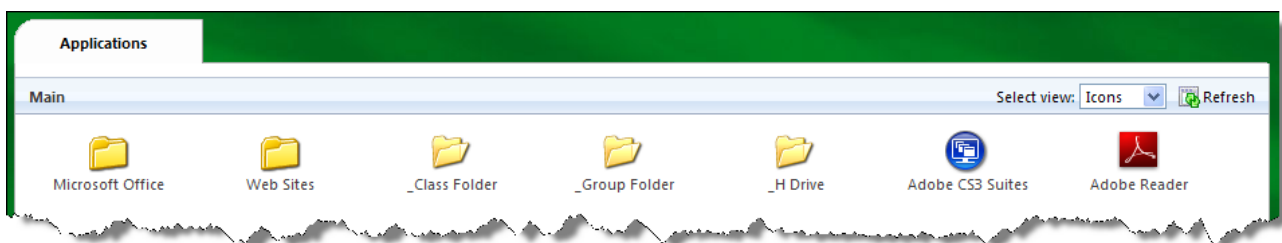
The SCC community has a new and exciting way to access a multitude of software applications – both on and off campus! Using recently acquired Citrix technology, faculty, staff and students can access programs via an Internet connection and using their campus network login information. On campus, you already have the software you need to access the system. To use “MySCC” off campus, you’ll need to perform a one-time installation of Citrix “client” software (unless you’ve used Citrix before). See separate installation guide for Windows or Macintosh.





Using MySCC

Step 1: Enter this URL: <http://myscc.scottdalecc.edu>. The following login screen appears:



Step 2: Enter your campus network login information (“client” or “learner”) and click **Log In**. A screen like the following appears, displaying applications and folders:



-  The applications available depend on your account (see page three for details).
-  If there’s been no activity (idle) for two hours, you’ll be logged out of MySCC.
-  While in a MySCC application, this  icon appears on the right side of the taskbar on a Windows PC (or in the Dock on a Macintosh).

Using MySCC Applications

Some applications appear directly in the Main window of MySCC. Others are found in folders, like Microsoft Office 2007.

- To **open** an application, single-click the icon.
- To **exit** an application, use the normal command in the program (e.g., File>>Close or click the X icon at the upper right corner of the window).
- To **print** a document, use the normal Print command in the program (e.g., File>>Print). It should default to your normal printer. *Faculty using Mac computers:* Opening My Maricopa (SIS) from MySCC provides a convenient method for printing your class roster from home.

Using Adobe CS3 Suite

The Adobe Creative Suite applications, such as Photoshop or Acrobat Professional, will run in a “virtual desktop” (separate copy of Windows) in MySCC. This allows for better performance with these memory-intensive programs.

- Step 1:** From the Applications main menu, click **Adobe CS3 Suite**. A Tip message box appears, indicating that the Shift-F2 key combination can be used (while in this virtual desktop) to minimize the window in order to access other programs on your computer.
- Step 2:** Click **OK** for the Tip message box. The Client File Security box appears (as described below).
- Step 3:** Select **Read Access** or **Full Access**, then click **OK**. A new, virtual desktop (Windows environment) appears full screen.
- Step 4:** To access Adobe applications, choose **All Programs** from the **Start** menu.
- Step 5:** To quit from this virtual desktop, choose **Log Off** from the **Start** menu.

Granting Access to Your Local Files

If you try to open a file from your local computer (e.g., through Windows Explorer), the MySCC system will ask permission to access your files.

On Windows PCs, you’ll receive this window (at right). Make the desired choices, then click **OK**.

On Macintosh, you’ll receive a message regarding READ access and a separate message regarding WRITE access (when trying to open or save a file).

For more information on using MySCC, go here:
<http://www.scottsdalecc.edu/myssc>



Standard Applications in MySCC (faculty, staff and/or students)	
<i>Microsoft Office</i> folder	
Word 2007	Word processing (creation of documents)
Excel 2007	Spreadsheet (creation of tabular worksheets)
PowerPoint 2007	Presentation (creation of slide shows)
Access 2007	Database management
Publisher 2007	Page layout (desktop publishing)
OneNote 2007	Organizational software for note-taking, etc.
InfoPath 2007	Electronic form creation and deployment
Visio 2007	Visual diagramming software
<i>Web Sites</i> folder	
Blackboard	District-wide learning management system
My Maricopa	Student Information System (SIS), HRMS, CFS
Turnitin	Plagiarism prevention software
<i>Adobe CS3 Suite</i> (launched in virtual desktop – separate copy of Windows)	
Acrobat Professional 8	Editing & organizing Acrobat PDF files
Dreamweaver CS3	Web development application
Fireworks CS3	Bitmap and vector graphics editor (for web designers)
Flash CS3	Multimedia authoring tool for web applications, etc.
Illustrator CS3	Drawing program (vector-based images)
Photoshop CS3	Image editing (primarily for bitmap images)
InDesign CS3	Page layout (desktop publishing)
Device Central CS3	Integration tool for Adobe suite applications
<i>Windows Accessories</i>	
Calculator	Electronic keypad for performing calculations
Notepad, WordPad	Notepad – simple text editor; WordPad – allows for some text formatting & graphic inclusion
Paint	Simple drawing tool for creation of bitmap pictures
Photo Editor	Simple editing software for .jpeg & other graphic files
Windows Explorer	File & folder management
Web browsers	MS Internet Explorer, Mozilla Firefox
<i>Other applications</i>	
Adobe Reader	Viewing/printing Acrobat PDF files
QwestDex	Online phone directory
Visual Studio (with MSDN 2005 Library)	Computer application development software
Sketch Pad	Build and investigate mathematical models, objects, figures, diagrams, and graphs
Maple	Mathematics software
NCLEX	Online nursing software
MicroGrade	Gradebook software for faculty

Additional Items for SCC Students & Faculty (“learner” account)	
<i>Class Folder</i>	Access to class data files
<i>My Documents</i> folder	Personal storage area for files*
NOTE: Based on specific need, certain classes may have access to additional applications	

*This area is recommended for storing the files you use regularly with MySCC. Although you can access files stored on your computer’s hard drive or flash drive, performance will be significantly diminished.

NOTE: Faculty and students who use Blackboard or My Maricopa:

In order to upload data files to Blackboard – which are created/stored from within MySCC – make sure you log into Blackboard THROUGH MySCC, using the Blackboard icon in the *Web Sites* folder (described above).

Additional Items for SCC Staff & Residential Faculty (“client” account)	
<i>H Drive</i> folder	Personal storage area for your files*
<i>Group Folder</i>	Access to W: (shared) drive
<i>Web Sites</i> folder (in addition to “Standard”)	
SIS	Student Information System (my.maricopa.edu)
BOEXi Reporting	Generation of reports from SIS
RISv2	Generation of reports from SIS
Web Financials	Online, district-based financial software
<i>Microsoft Office</i> folder	
Project 2007	Project planning & implementation software

*The *H Drive* (or *My Documents*) folder is highly recommended for storing the files you use regularly with MySCC. Although you can access files stored on your computer’s hard drive or flash (USB) drive, performance will be significantly diminished. When accessing data off a flash drive, make sure you insert the drive first, before logging into MySCC (then it will recognize the drive).