

Accessing the SUNY Schenectady Portal, College Email, D2L, and Banner Self-Service

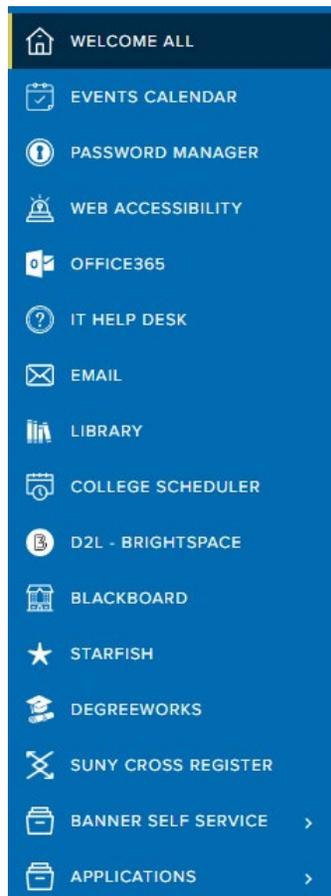
- Open the SUNY Schenectady home page (www.sunysccc.edu).
- Click the yellow “My SCCC” button in the top right corner:



- The following window will appear:

The image shows a login window with a blue border. At the top left is a padlock icon and the word 'Login'. Below this is a red text link: 'Need Help? Call (518) 381-1487.'. There are two input fields: 'Login:' followed by a 'Username' field, and 'Password:' followed by a 'Password' field. Below the password field is a checkbox labeled 'Remember me' and a blue 'LOGIN' button. At the bottom, there is a message: 'Accessing MySCCC Portal - please click [here](#) to learn how to retrieve your credentials:'. Below this are two links with padlock icons: 'Reset Password (Using MFA)' and 'Reset Student Password (New Users/ Lost MFA)'. At the very bottom, it says 'MFA - Multi-Factor Authentication'.

- Sign in using your username and password:
 - User Name: _____
 - Password: 6 digit date of birth @sccc
 - 6-digit date format is MMDDYY
 - Make sure sccc is all lower-case.
 - Once logged in, you will be prompted to change your password. Then you will be prompted to set up your account recovery settings. You must set up the personal email and cell phone, but the recovery questions are optional.
 - Once your recovery settings are entered, click on the “MY SCCC Portal” button in the lower left corner. On the next screen, you will see a blue menu bar on the left-hand side of the page, which allows you to access your email account, D2L, Banner, and many other resources:



- To log into email, click on the “EMAIL” link in the menu bar.
- Your username for your email is your entire College email address:

- The password you will use for email is the same password you just set up for the MY SCCC portal.

IT Tips

- When first accessing email, if you are directed to a page to sign in or buy, click on “sign in.” You may see another screen asking if this is a personal, school or work account. Select school or work account.
- There is an “IT Help Desk” link in the portal’s menu bar. From the IT Help Desk page, you can submit a ticket for any issues you may be having, as well as find a multitude of self-help articles.
- The “password manager” link in the portal’s menu bar is where you can see and update your security settings and change your password.