

College Credit Now

Directions to Web Access for Instructors



1. Go to: www.sunyocc.edu/community and click on **Youth & Pre-College Programs**, then click on **College Credit Now!**
2. Once on the College Credit Now website click on **Instructors**, then **Web Access for Instructors** and then the link for the **Web Access Login**.
3. Click **See if you already have a User ID** to see if you have an Onondaga Community College account already.

Register Online

In order to register for classes, you must first log in with your **User ID + password**. Then you can search and register for class sections.

New to WebAccess?	Download step-by-step instructions
Already have a User ID?	Launch WebAccess
Taken a class before?	See if you already have a User ID
Need a User ID?	Create a User ID
Forgot your User ID?	Lookup your User ID
Need help?	call 315.498.2000 during business hours or email us
Just Looking?	Search for Sections

Always check to see if you have a User ID at OCC first.

4. Enter your **Last Name** and **Social Security Number** and click **SUBMIT**.

What's My User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

OR

College ID #

SUBMIT

5. You will see your **User Name** and **College ID** on the results screen. For future reference write these down in the space provided on the next page. Click on the **What's My Password** link to determine the password to your account.

Web Access Account Information:

Record your account information below for future reference.

College ID #	
Web Access Username	
Web Access Password	

6. Using your username and password log into **Web Access**.
(If you see a *Login Successful* screen after hitting login, go back to the **Register Now** tab/screen and click on **Launch Web Access**.)

Central Authentication Service (CAS)

The CAS Login page enables single sign-on to multiple websites at OCC. This means that you only have to enter your user name and password once for websites that use the CAS Universal Login service. For more information, please review the CAS support documents.

[CAS Login Help](#)
[CAS Frequently Asked Questions](#)
[CAS Overview](#)

User Name Support Links:
[Forgot Your User Name?](#)

New Students - your initial password is your seven digit College ID# (student/employee number), including any leading zeros.

Need Help with Login - call 315.498.2999 during business hours or [email us](#).

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your User Name and Password [CAS Login Help](#)

User Name:
[Yellow Highlighted Input Field]

Password:
[Yellow Highlighted Input Field]

[Forgot Password?](#)

Warn me before logging me into other sites.

7. Click on **Faculty** and then on **Address and Phone Number Change Request**.

User Account

[What's My User ID?](#)
[Address and Phone Number Change Request](#)

8. Review & update your contact information as indicated below, click **SUBMIT**.

Address and phone number change request

Address Information For
[Redacted]

Street Address/Apartment
[Text Field] *Update your address*

City [Syracuse] State [NY - New York] Zip Code [13203]

County [042 Onondaga - 067] Country [Dropdown]

Phone Number **Ext Type**

[Text Field]	[CELL Cell Phone]
[Text Field]	[Dropdown]
[Text Field]	[Dropdown]

Update your phone numbers, including home phone and cell phone numbers

E-Mail Address [Text Field] *Update your E-Mail address*

Effective Start [05/25/12] Effective End [Text Field]

Send your Phone and Email Info to NY Alert(Y/N)

SUBMIT

To view Class Rosters:

1. Back on the **Faculty** menu click on the **Class Roster** link under Faculty Information

Faculty Information

[Class Roster](#) *←*

[Grading](#)

[Search for Sections](#)

[My Class Schedule](#)

2. All sections you are assigned to in the current semester will appear. Click on the **section name and title** of the one you would like to see your roster for or select a term or date range and hit **SUBMIT**.

Class Roster Select Section

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
ATC-103-750 (84589) Auto Fundamentals	Spring 2013 Undergraduate	01/22/13	05/13/13	01/22/2013-05/13/2013	East Syracuse Minoa HS	15 / 13 / 0
ATC-103-750 (76027) Auto Fundamentals	Spring 2012 Undergraduate	01/23/12	05/13/12	01/23/2012-05/13/2012	East Syracuse Minoa HS	10 / 18 / 0

OR: Select a term or date range to change your class list Term [Dropdown] Start Date [Text Field] End Date [Text Field]

SUBMIT

- Here is a view of the roster. During the online registration period you should view your roster on a regular basis to ensure all of your students are completing their registration. Click Submit to go back to your list of sections.

Class Roster

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
ATC-103-760 (84588) Auto Fundamentals	R. Nease	01/22/2013-05/13/2013	15 / 13 / 0

[--Select a different course section](#) [E-Mail these Students](#)

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Repeat	Credits	CEUs	Cross-Listed Section
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		
View Student	0118884		jessica@atc.edu	413-866-2010			UG	New		4.00		

Security Access Messages
None

Show Dropped/Withdrawn Students

Show Waitlisted Students

SUBMIT

To complete online Grading:

- On the **Faculty** menu click on **Grading**.

Faculty Information

[Class Roster](#)
[Grading](#) ←
[Search for Sections](#)
[My Class Schedule](#)

- Select the appropriate **Term** for which you are grading and click **SUBMIT**.

Grading

Select a term or date range to restrict your class list

Term 2013FA - Fall 2013 Undergraduate ↓ ←

Start Date End Date

SUBMIT

3. Select **F – Final**, check/click next to appropriate **Course Section** and click **SUBMIT**.

Change Pas

Faculty

Grading

Final or Midterm/Intermediate Grading **F - Final**

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Me
<input checked="" type="radio"/>	ENG-103-001 Fresh./Comp. I	09/08/09	12/17/09	M	190	08:0

SUBMIT

4. Enter the appropriate grade for each student. If awarding an "I" (incomplete), an expiration date **must** be entered and must be on or before the end date of the following term. Click **SUBMIT** and wait for confirmation screen

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended
Student Name	0180070	A	UF		09/20/12	<input type="checkbox"/>
Student Name	0180070	N	UF			<input checked="" type="checkbox"/>
Student Name	0180070	N	I	05/01/13		<input type="checkbox"/>
Student Name	0180070	N				<input type="checkbox"/>
Student Name	0180070	A				<input type="checkbox"/>

5. Review the confirmation screen to ensure entered grades are accurate.

Grading Confirmation Form

Class Name ENG-099-000
 Title Basic Composition
 Location Main Campus
 Term Spring 2010 Undergraduate

Instructor
 Ms. Tracey L. Green
 Ms. Laura J. Matechak

** Your changes have been saved. Modified records are shown below **

Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Cr
Test, D.J.	0180070	N	A						

OK

GRADING NOTES:

- **Grades of W and UF cannot be issued during the final grading cycle.**
- All students must be issued a grade by the deadline provided by the CCN Director.
- You do not have to enter all your grades at once. However, you do need to hit SUBMIT after each session of grading.
- Grades cannot be altered electronically after the day you have graded your course (grades are verified each evening). A formal grade change form must be submitted to the Registrar's Office in accordance with the Academic Rules. This form may be obtained through the College Credit Now office.
- Students who audit your course and have had satisfactory attendance should be given an audit grade of AU. Audit status appears on the course section roster.

Problems / Questions?

Onondaga Community College Help Desk

Hours: <http://students.sunyocc.edu/support.aspx?menu=424&id=1175>

315-498-2999

helpdesk@sunyocc.edu

College Credit Now, Onondaga Community College

Hours: Monday - Friday, 9:00am - 5:00pm

315 498-2820

315 498-2020 (fax)

collegecreditnow@sunyocc.edu