

# USC Online Learning Access

These instructions are to help new and returning student's access USC online classes.

## **Step 1: Make sure your USC email is working.**

If you do not know how to use your email or need to setup your email account see "Student E-Mail" instructions on the portal at <http://online.uscny.edu>.

## **Step 2: Make sure you know the online courses you are registered for.**

If you have any questions about the courses you are registered for, please contact your local campus for assistance.

**Note:** *You may not be able to access your online courses until the first day of classes.*

## **Step 3: Logging into your online course.**

- All USC online classes are accessed through the USC Faculty / Student Portal
- To access your online classes open your Web browser to <http://online.uscny.edu>
- You will be redirected to the USC Faculty / Student Portal.
- Your USC e-mail address is your user name. Your email address is formatted as "firstname.lastname@uscny.edu" your temporary password is "**uscny22**" (all lower case.)
- Under Login on the left side of the portal page use the information above to login to the portal.
- When you login you will see your classes listed and the Library and Student lounge.
- If on the first day of classes you are missing any classes or the Library or Student Lounge when you login, navigate to and follow the getting help instructions at <http://online.uscny.edu>.