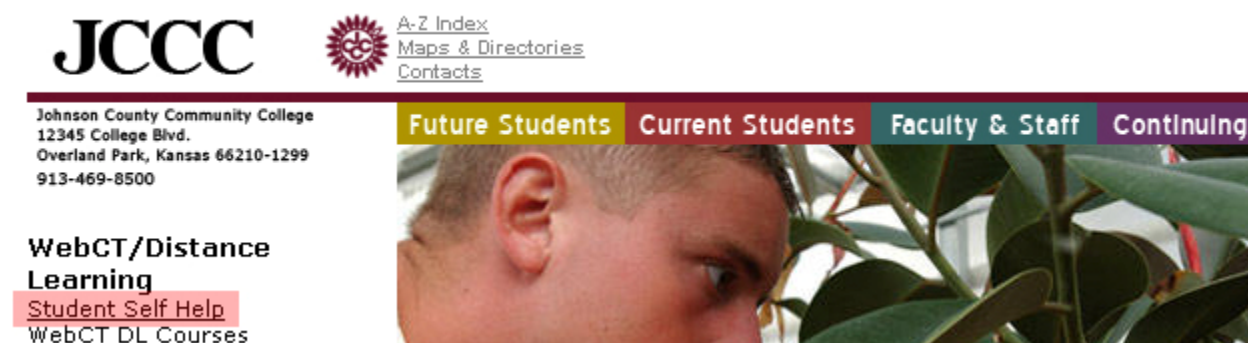


Web Publishing: Before you Begin

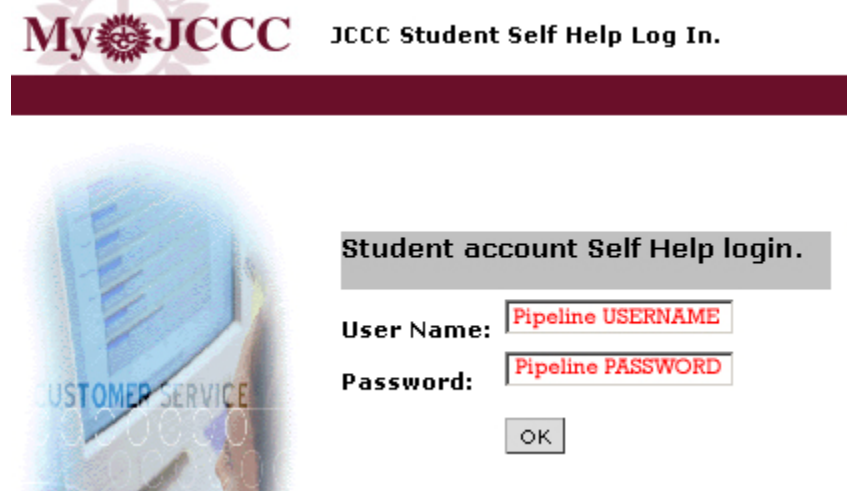
This document shows the steps to configure your students account to enable web publishing.

1. Select the **Students Self Help** link <https://cssdb.jccc.edu/selfhelp/index.php>



The screenshot shows the JCCC website header. On the left is the JCCC logo and contact information: Johnson County Community College, 12345 College Blvd., Overland Park, Kansas 66210-1299, 913-469-8500. Below this is a link for 'WebCT/Distance Learning' with 'Student Self Help' highlighted in a pink box. To the right is a navigation menu with links for 'Future Students', 'Current Students', 'Faculty & Staff', and 'Continuing Education'. A navigation sidebar on the right contains links for 'A-Z Index', 'Maps & Directories', and 'Contacts'. A photograph of a young man looking at a screen is visible in the background of the navigation area.

2. Enter your JCCC Pipeline **Username** and **Password** and select **OK**.



The screenshot shows the 'My JCCC JCCC Student Self Help Log In.' page. On the left is a graphic with a computer monitor and the text 'CUSTOMER SERVICE'. On the right is a login form titled 'Student account Self Help login.' with the following fields: 'User Name:' with a text box containing 'Pipeline USERNAME', 'Password:' with a text box containing 'Pipeline PASSWORD', and an 'OK' button.

3. Select **Activate**



Student Server:

Account	Status	
File Storage	(active)	
Web Directory	Virtual directory does not exist	Activate

If you have forgotten or wish to change your password to your student server space you may do so using this form. This **WILL NOT** change the password to your 'My JCCC' website account. This is for the sole purpose of changing the password to your personal file storage and web space. The only requirement on this password is that it be a minimum of six characters long.

Reset Password

New Password:

Confirm Password:

4. Please read the Webpage Use Policy. If you agree to it select I Agree. If you do not agree to it you will be redirect back to students.jccc.edu.

5. Now under Students Server you should see in Green: File Storage and Web Directory (active)

Student Server:

Account	Status
File Storage	(active)
Web Directory	(active)