

## Accessing MyYC

MyYC is the web-based portal where students access their Yukon College email and courses, as well as other resources to assist with their course work.

Any browser will work. *Please ensure the browser allows pop-ups for the MyYC site and can play Flash content.* Ensure to allow any security warnings about showing certain content.

### How to access MyYC

- Open a browser and go to [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca) and click on the **MyYC** link located on the right-hand side of the main page.  
–OR–
- Open a browser and go to <http://www.yukoncollege.yk.ca/myyc> to go directly to the log in page.

### Logging in

- Your login ID is the **first initial** of your first name and **your full last name**.  
For example: John Smith's login ID will be **jsmith**  
Jane Smith-Jones' login ID will be **jsmithjones**
- Your Password is your **Banner Self-Service PIN**. If you've never logged into Banner Self-Service, your PIN will default to your birthdate in **DDMMYY** format.  
For example: John Smith's birthdate is October 1, 1980 and he has never logged into Banner Self-Service so his password will be **011080**.
- The first time you access MyYC you will be asked to read and accept the Terms of Usage. Do so by clicking **Accept**.
- Next, you will be asked to change your password:
  - Enter your **Current Password** (the password you just used to get in)
  - Then enter a **New Password**. The new password can be any combination of letters and/or numbers between 6 – 64 characters in length.
  - Enter the new password again in the **Re-enter New Password** field
  - Select a **First Question** from the drop-down menu and enter an answer
  - Select a **Second Question** from the drop-down menu and enter an answer

Note: These two fields are mandatory.

#### Change Password

Before you can log into CampusCruiser, you must change your password.

\* Indicates required fields.

\* Current Password :

\* New Password :

\* Minimum password length : 6

\* Re-enter New Password :

\* First Question : In what city was your first elementary school? ▼

\* Answer :

\* Second Question : What is your library ID? ▼

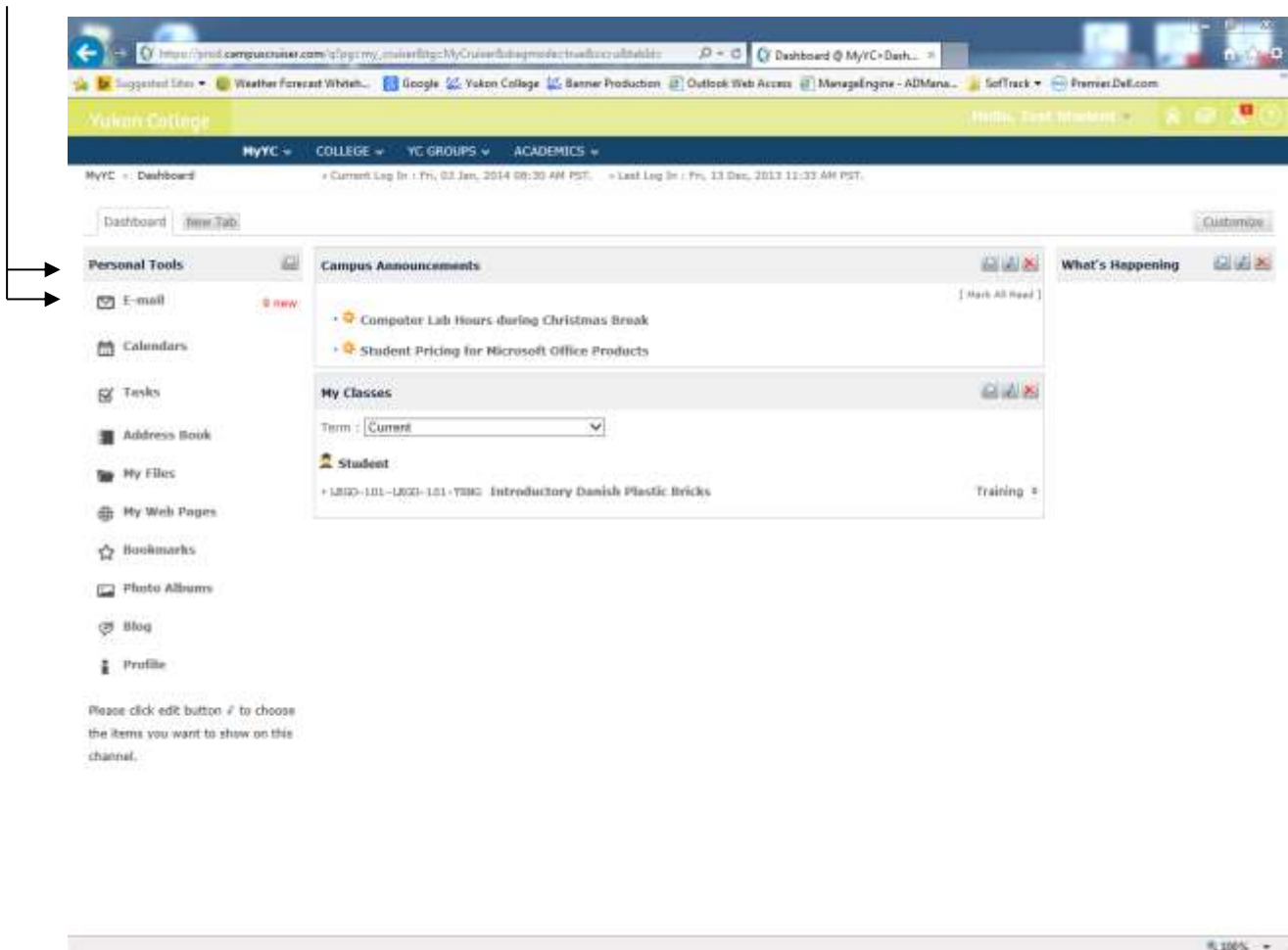
\* Answer :

Save

## Dashboard

Once you successfully log into MyYC you will see the **Dashboard** page.

To access your email, click the **E-mail** link under **Personal Tools** on the left-hand side.



## Email Address

Your email address is ***yourLogInID@yukoncollege.org***.

For example: John Smith's email address will be ***jsmith@yukoncollege.org***

Jane Smith-Jones' email address will be ***jsmithjones@yukoncollege.org***

## Alerts

When something important is happening the Yukon College will send out alerts to your College email address. You can sign up to receive these alerts as text messages on your cell phone.

- Go to the **MyYC** menu and choose **YC Alerts**
- Click on **Add Phone Number**
- Enter your cell phone number with the area code
- Enter it again in the **Re-type Number** field to confirm
- Select your **Mobile Carrier** from the drop-down menu (i.e. Bell Canada)
- Check the **Emergency Alert** checkbox
- Click **Save**
- *You can also choose to add an email address to which alerts will be sent*

MyYC > YC Alerts

## My CruiserAlert

My Alert Profiles CruiserAlert Channels

### Phone Numbers

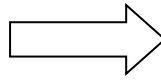
+ Add Phone Number

### E-mail Addresses

1. @yukoncollege.org

Default E-mail Address

+ Add E-mail Address



Phone Alert Profile

Phone Number : 867-123-4567

Re-type Number : 867-123-4567

Mobile Carrier : Bell Canada (CAN)

Comment :   
Maximum 250 characters

Subscribe To : ☒ Emergency Alert

Save Close

## Getting Help

### Logging In:

- By Phone
  - Ayamdigut Campus 456-8610
  - Community Campuses 867-456-8610 or 1-800-661-0504 extension 610
- By Email
  - computer\_help@yukoncollege.yk.ca

### Within MyYC:

MyYC provides interactive videos to help users.

Most screens have a **CruiserAssist** video. Click the **CruiserAssist** button to launch the video.



Clicking the **? (Help)** button, then the **Support** link at the top right-hand corner of the screen will launch a **Support Request Form**.



Clicking the **? (Help)** button, then the **Help** link at the top right-hand corner of the screen will launch text-based help content in a new window.

