

LOGIN TO FORTICLIENT - VPN

If you need instructions for downloading and installing Forticlient, click here: <u>VPN Instructions</u> or view the instructions provided in the MGCCC Instructor Resources Course in Canvas.

- 1. Open **Forticlient**, your VPN Client
- 2. Login using your college credentials (firstname.lastname and MGCCC email/computer password)

NOTE: If you get an "access denied" error, visit: <u>https://password.mgccc.edu/</u> and reset your password. If resetting your password doesn't resolve the issue, please contact eLearning.

ADDITIONAL NOTE: While logged into Forticlient (VPN), you will only have access to Banner (EZ). You will not be able to get into Canvas or any other website until you disconnect from the VPN.

Access EZ Using Remote Desktop

- Open your internet browser: IE or Mozilla Firefox (these instructions were created using Firefox)
- 2. In the browser's address bar, enter **rd.mgccc.cc.ms.us**
- 3. Enter your **email address** in the Domain\Username box
- 4. Enter your MGCCC email/computer password
- 5. Click Sign In



6. Click the Banner icon



7. If you receive a "Windows Authentication" pop-up, follow these steps:

ON WINDOWS 10

- a. Click More Choices
- b. Click Use a different account
- c. Enter
- MGCCC\yourfirstname.lastname
- d. Enter your MGCCC computer/email password.



8. Click the **OK** on the pop-up box that appears.

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You have chosen to open:									
퉣 cpub-iexplore-RD-TEST-COLLECTI-CmsRdsh.rdp									
which is: Remote Desktop Connection									
from: https://rd.mgccc.cc.ms.us									
What should Firefox do with this file?									
Open with Remote Desktop Connection (default) ✓									
Save File									
Do this automatically for files like this from now on.									
OK Cancel									

9. When the Ellucian window opens, enter your firstname.lastname in the User Name field.

10. Enter your MGCCC email/computer password in the Password field.



11. Click Continue

Security \	Narning	×
Do y The co	ou want to Continue? onnection to this website is untrusted.	
(Website: https://prodinb.mgccc.edu:443	osite
note.	More Information	nue Cancel

- 12. Double-Click the MGCCC Local Forms Main Menu link
- 13. Double-Click on MGCCC Faculty
- 14. Double-Click on MGCCC Electronic Attendance

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15. Enter the **term**, your **M#**, and **password**.

16. Hit Control-Page Down

17. Double-click on the CRN

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18. Hit Control-Page Down

19. Click **OK** to close the pop-up box

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20. Click in the appropriate **date field** and **enter the appropriate code** (NG, AB, WD, WP, WF, or RI) for each student.

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Mississippi Gulf Coast Community College													
Electronic	Attendanc	e	Term	CRN	Subject	Number	Section	Census Date Begin Loc	k End Lock E-Signature				
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E	Jakob	F	N Look	up the s	tudent's	Last Da	te of Pa	rticipation on your C	anvas Access Report				
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B	Elizabeth	l I	N4	Enter	NG on th	e first da	y of clas	ss for students who h	ave not participated.				
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			Enter I	nter WD RI when	on the las a student	st date of t requests	participa re-entry	ation for students who y into a class after beir	request a withdrawal. Ig dropped or withdrawn				

NOTE ON RECORDING ABSENCES:

- Attendance for online courses should be measured weekly for 15-week and 8-week courses and twiceweekly for 4-week courses.
- It is recommended that **absences** be marked in EZ on the Monday following the week of participation. (Mondays and Wednesdays 4-week)

NOTE ON LDAs: When recording a drop or withdrawal (WD, WP, or WF):

- FIRST CHECK THE STUDENT'S PARTICIPATION ACCORDING TO THE STUDENT'S CANVAS ACCESS REPORT.
- Mark WD, WP, OR WF on the student's last date of participation
 - If the student's last date of participation falls on a Saturday, place the withdrawal code in EZ on the day before (Friday) since Saturday is not available in EZ.
 - If the student's last date of participation falls on a Sunday, place the withdrawal code in EZ on the day after (Monday) since Sunday is not available in EZ.
- Mark RI on the date the student requested re-entry.

21. Click **Save** when you have finished entering attendance data.

Electronic Signatures (e-signature – top right corner of EZ roster) should not be entered in EZ until the EZ roster has been verified as accurate by the instructor AND the Census date has passed (see online course calendar for census dates).