



Accessing EZ OFF CAMPUS Through Remote Desktop for Windows Computers

LOGIN TO FORTICLIENT - VPN

If you need instructions for downloading and installing Forticlient, click here: [VPN Instructions](#) or view the instructions provided in the MGCCC Instructor Resources Course in Canvas.

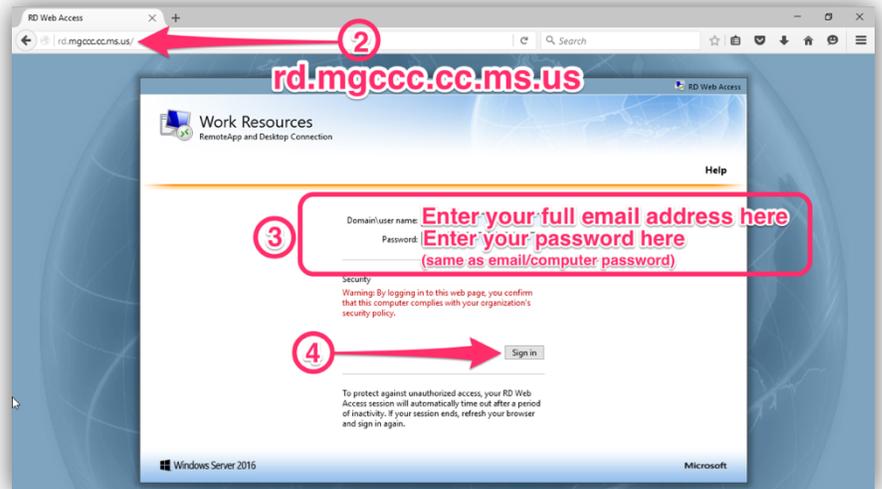
1. Open **Forticlient**, your VPN Client
2. **Login** using your college credentials (firstname.lastname and MGCCC email/computer password)

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

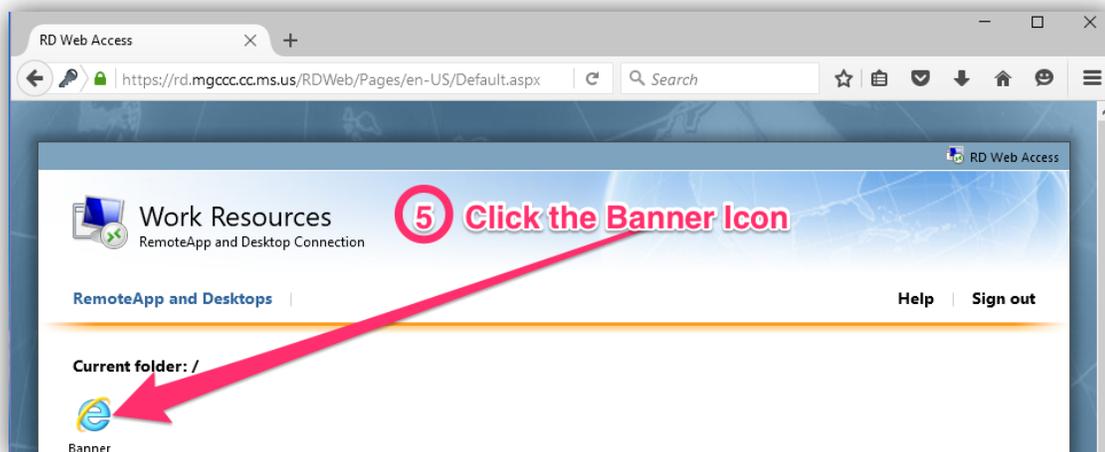
ADDITIONAL NOTE: While logged into Forticlient (VPN), you will only have access to Banner (EZ). You will not be able to get into Canvas or any other website until you disconnect from the VPN.

Access EZ Using Remote Desktop

1. 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**



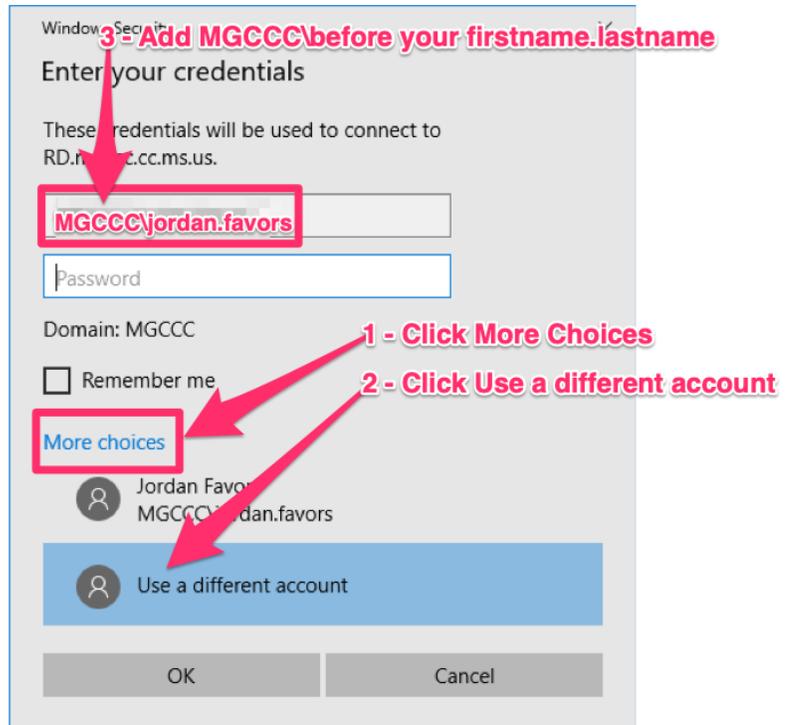
6. Click the **Banner icon**



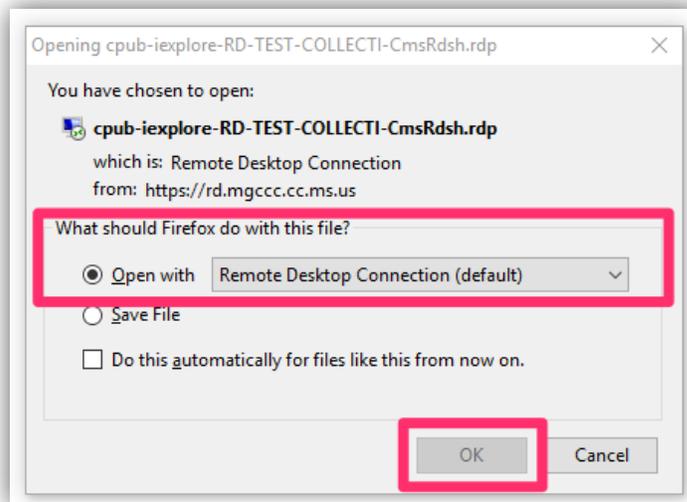
7. If you receive a “Windows Authentication” pop-up, follow these steps:

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.

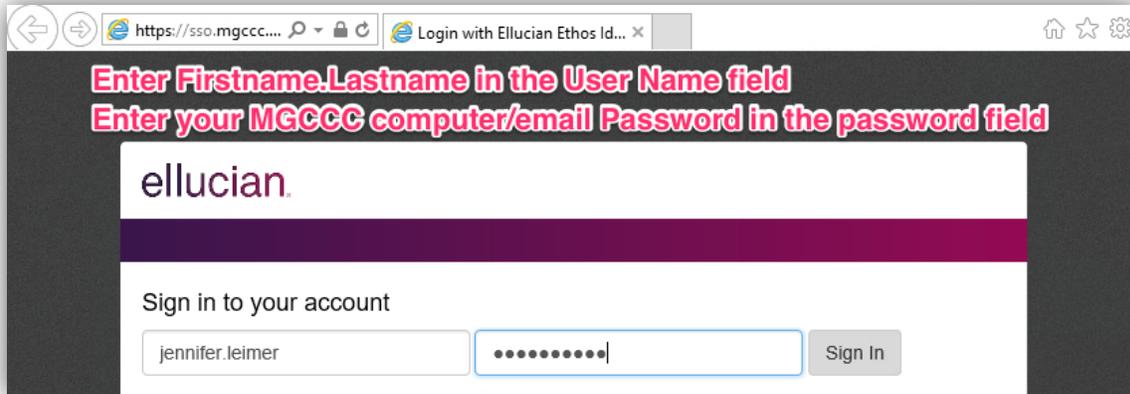


8. Click the **OK** on the pop-up box that appears.

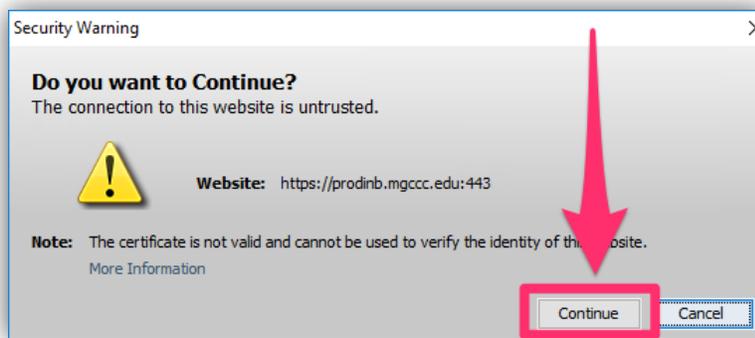


9. When the Ellucian window opens, enter your **firstname.lastname** in the User Name field.

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



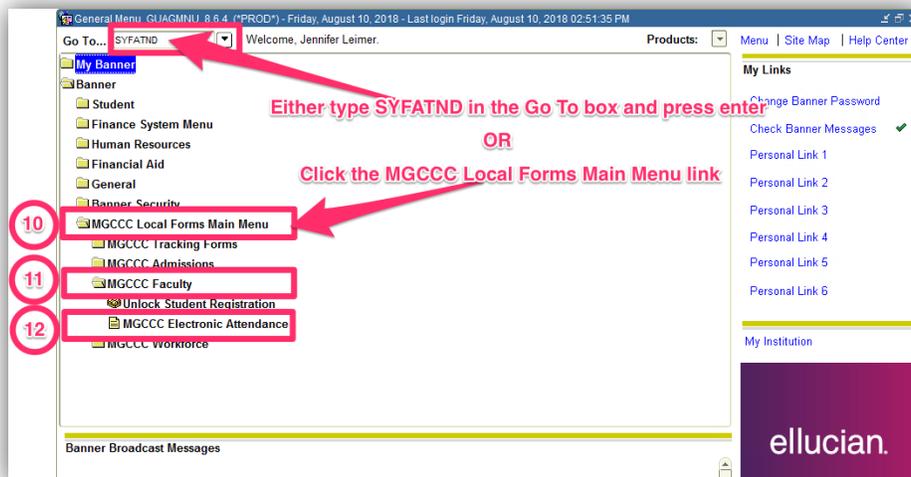
11. Click **Continue**



12. **Double-Click** the **MGCCC Local Forms Main Menu** link

13. **Double-Click** on **MGCCC Faculty**

14. **Double-Click** on **MGCCC Electronic Attendance**



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

16. Hit **Control-Page Down**

17. **Double-click** on the **CRN**

CRN	Subject	Course	Section	Description	Start	End
19951	BAD	2533	06A	Computer App in Bus. Ind	12-MAR-20	04-MAY-20

18. Hit **Control-Page Down**

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

Click OK to close the Forms pop-up box

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

Look up the student's Last Date of Participation on your Canvas Access Report

Enter AB when a student has earned an absence.
Enter NG on the first day of class for students who have not participated.
Enter WP or WF on the last date of participation for students who exceed the allotted absences.
Enter WD on the last date of participation for students who request a withdrawal.
Enter RI when a student requests re-entry into a class after being dropped or withdrawn.

NOTE ON RECORDING ABSENCES:

- Attendance for online courses should be measured weekly for 15-week and 8-week courses and twice-weekly 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).