

TRIO

U P W A R D B O U N D
UPWARD BOUND MATH & SCIENCE
PUEBLO COMMUNITY COLLEGE

Orientation

Technology/Services

This booklet will help you navigate some of the technology and resources available to TRIO Upward Bound/Upward Bound Math & Science students on the PCC campus.

Prior to accessing any computer or service on the Pueblo Community College campus, ALL students will need to have applied to PCC by completing the PCC application and have received a PCC I.D. from the Welcome Desk located in the Student Center.

- If you have not completed a PCC application or obtained your PCC I.D. please contact your Upward Bound/Upward Bound Math & Science Advisor
- Students will use their I.D. to check into the TRIO Center, TRIO computer lab, appointments, workshops, the PCC Recreation Center and other PCC/UB/UBMS events.

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Campus Clear

When coming onto campus it may be mandatory to submit a Covid-19 self-screening survey through the campus clear app. The app can be downloaded through the App Store or Google Play.

PCC COVID-19 Student and Employee Health Screening

Download

#CampusClear



Each day before you arrive, we ask that you do a self-screening survey through the app **CampusClear**. Download the app and report any symptoms of COVID-19 you may or may not have.

- **Cough**
- **Shortness of breath or difficulty breathing**
- **Chills**
- **Muscle pain**
- **Sore throat**
- **New loss of taste or smell**

Please do not come to the college if you are sick. We want to keep our Panther family safe and stop the spread of infection.



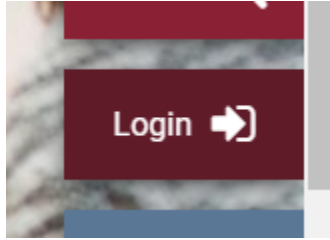
PCC Network

There are student-use computers located in our TRIO lab (AB 154). To use these, you must have your S# and password to log in.

- Ensure you are using the CCC domain
- User Name is S# (ex. S01234567)
- Your default password is: StudentMMDDYYYY (the word 'Student', followed by your date of birth).

PCC Portal

The MyPCC Portal is where you find information about your classes (for Concurrent Enrollment students), access D2L and Navigate



Having password and login problems?

As of July 12, 2020, the way you login to your applications has changed.

Students will now be required to use their computer/network password to access all appropriate resources.

If you are a brand new student, and this is your first time logging in to your college portal or any other college application, please use your default password. Your default password should have been given to you by your college admissions office, which is in the following format: StudentMMDDYYYY (the word 'Student', followed by your date of birth).

If you do not know your computer/network password, please follow the steps below to reset it.

Step 1:

Clear Your Browser Cookies

Instructions for clearing your browser cookies:

- [Google Chrome](#)
- [Firefox](#)

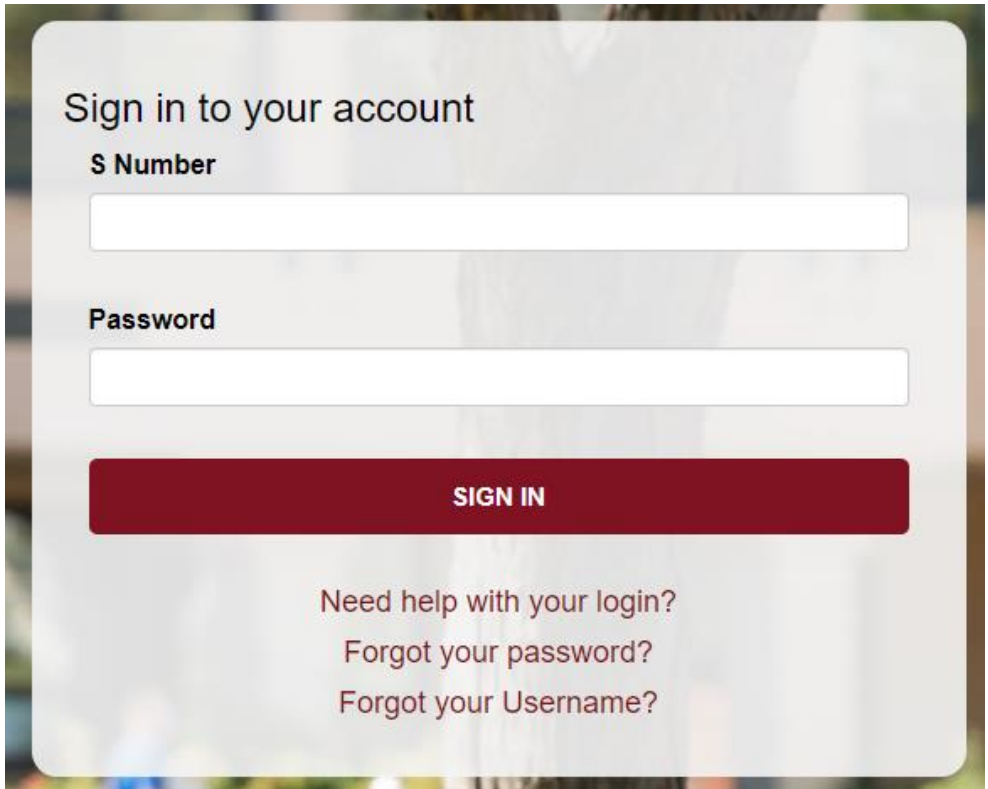
- [Microsoft Edge](#)
- [Safari](#)

PLEASE Make sure you clear your browser cookies before you visit any application.

Step 2:

Use the password reset tool

Click **Forgot your password** link.



The image shows a login form with the following elements:

- Title: Sign in to your account
- Field 1: S Number (with an empty input box)
- Field 2: Password (with an empty input box)
- Button: SIGN IN (in a dark red box)
- Links: Need help with your login?, Forgot your password?, and Forgot your Username? (all in a reddish-brown color)

Step 3:

Select one of the two options to reset your password.

All Users (Students, Faculty and Staff)

This option is available for all users (Students, Faculty and Staff). Please click the button below to reset your password using your personal email address.

Students Only

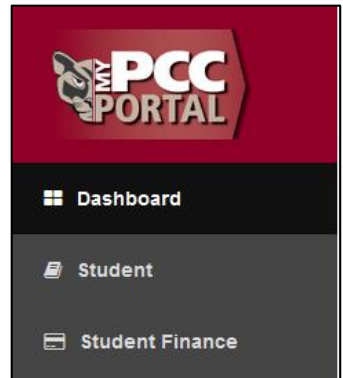
This option is available only for Students. Please click the button below to reset your password by using the Student Identity Verification Tool.

Contact the Help Desk

If you are still not able to log in, please contact the Live 24/7 Tech Support Help Desk. Call [1-888-800-9198](tel:1-888-800-9198) or visit help.cccs.edu for further assistance with your account.

Dashboard / Student / Student Finance Sections

- TRIO Upward Bound/Upward Bound Math & Science students will only be utilizing the portal to access their PCC email, Navigate app to schedule appointments and D2L to access Upward Bound curriculum and resources
- Dashboard shows frequently used features of MyPCC Portal (Navigate, D2L)
- Student section shows links to your schedule, online learning tools, etc.(Concurrent Enrollment)
- Student Finance section displays your bill, payment options, etc. (Concurrent Enrollment only)



My PCC Alert- Dashboard section (under Safety & Security on lower right side)

- You will receive information about college closures, emergencies and other safety alerts.

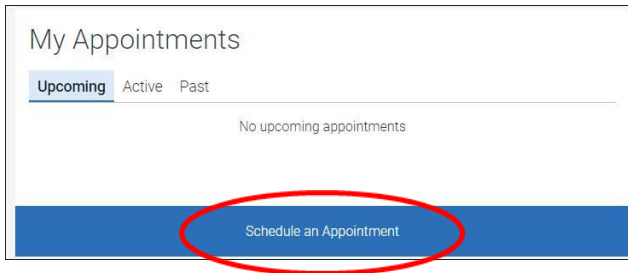
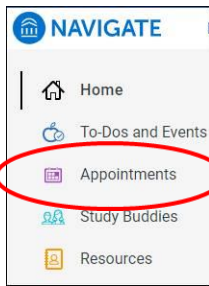
Navigate- Dashboard section

TRIO students will only use Navigate to schedule advising appointments with your TRIO advisors and log into services

Schedule an advising appointment through Navigate

How to make an appointment with your UB Advisor:

- Log into your PCC portal
- Click the navigate icon
- Click appointments
- Click schedule an appointment
- Reason, Choose Upward Bound (high school)
- Choose Upward Bound Advising
- For location choose
 - TRIO AB room 154 for an in-person
 - Virtual Advising for a virtual appointment
- Choose the available day and time that works for you
- Choose email and text reminders
- Confirm your appointment



Reason

What type of appointment would you like to schedule?

[> Select](#)

Appointment Scheduling

[X Exit](#)

[< Back to Reason](#)

What type of appointment would you like to schedule?

- TRIO SSS
- Upward Bound (high school)
- Faculty Office/Advising Hours
- Early College (High School)
- Nursing Division

[Answer Next Question >](#)

Choose from the following options and click Next.

Upward Bound Advising

Done for Reason

Choose from the following options and click Next.

Upward Bound Advising

[> Edit](#)

Choose from the following options and click Next.

Upward Bound Advising

Appointment Scheduling

[< Back to Location and Staff](#)

What location do you prefer?

TRIO AB Room 154

Virtual Advising

- TRIO AB ROOM 154 is an in-person advising appointment
- Virtual Advising is a virtual appointment using webx

- You can use your phone or computer for virtual appointments

Available Times

Select a day and time.

Next Week >

SUN 16 Aug	MON 17 Aug	TUE 18 Aug	WED 19 Aug (2)	THU 20 Aug (3)	FRI 21 Aug (5)	SAT 22 Aug
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Before noon After noon

02:30 PM 03:30 PM

Reason Location & Staff Available Times Confirm

Confirm

Upward Bound Advising
One Time Appointment

Wed, Aug 19 3:30 - 4:30 pm Alixandria Aguilar

TRIO AB Room 154

Anything specific you want to discuss?
Comments for your ...

Appointment Reminder

- Send email to charris269@student.cccs.edu
- Send text message

Add Phone number:
7197449174

Confirm Appointment >

Checking into your TRIO Upward Bound/Upward Bound Math & Science Appointments

- Your in-person appointments will be in the TRIO offices located in AB 154

- You will need your PCC student I.D. or S# to check into your appointment when you arrive
- Scan your I.D. or enter your S# at the kiosk, click the green check-in button and your advisor will be alerted of your arrival
- For virtual appointments you will click the link provided in your appointment reminder or in the navigate app under upcoming appointments.

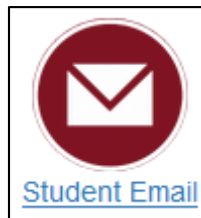
Student Email- Dashboard section

All college correspondence comes through this email address, so it's **IMPORTANT TO CHECK REGULARLY!!**

- To sync your student and personal email:

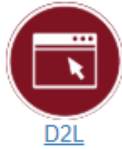
Click email icon → Gear Icon → Mail → Forwarding

- Type in personal email address
- Check “Keep a Copy of Forwarded Messages”
- Click “Start Forwarding”
- Click “Save”
 - Always log off by clicking on the initials icon (This is important to keep account security.)



Desire to Learn

Upward Bound Course Access from Portal- Student section



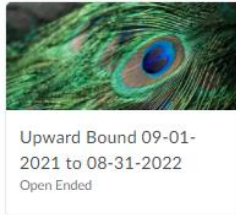
Contact: 719-549-3343 or Toll free 888-642-6017 ext. 3343

If you are having trouble accessing D2L, please ensure you are using the [Firefox](#) Web Browser.

- **Desire2Learn (D2L):** Upward Bound

You will have access to your Upward Bound course, D2L orientation course and if in Concurrent Enrollment, you will have access to your college courses.

- In your MyPCC Portal, scroll down to find the D2L icon and click
- Find the Upward Bound Program class shell



- You can now access your workshops, program documents, STEM information, tutoring instructions, and much more. Everything you need is here!

Students should also complete the D2L Orientation to familiarize themselves with the platform

- D2L Orientation for Students- Self-register and complete this course to learn how to use D2L. Lessons include how to use the Content Tool, Messaging feature, Discussions Tool, and more.

You must utilize Google Chrome when accessing these platforms!

Communication

Remind

All students are required to download and utilize the Remind app as TRIO Upward Bound/Upward Bound Math & Science uses this service to communicate with participants and their families about UB/UBMS services, trips and updates



- To download the app go to your app store and search “Remind”
- TRIO Upward Bound/Upward Bound Math & Science staff will send you a text to accept the invitation to our Remind group

Band App

All students are also required to download and utilize the Band app as TRIO Upward Bound/Upward Bound Math & Science uses this service to communicate with participants and their families about UB/UBMS services, trips and updates



Create an account here

- <https://band.us/n/a0ad37V3QeK8N>

Or scan this QR Code



Facebook/Instagram

- Students who have a Facebook or Instagram account are encouraged to join the PCC TRIO Upward Bound/Upward Bound Math & Science group
 - Facebook: Trio Upward Bound
 - Instagram: trioubpueblocc

Important Services Provided by TRIO Upward Bound/Upward Bound Math & Science

Tutoring

Tutoring services are available for you free of charge

- PCC lab
 - Students can receive free tutoring M-F from 8:00am-5:00pm in our TRIO computer lab which is located in AB 154. To maintain proper physical distancing guidelines lab space is limited to 9 students in the lab and 9 students in the TRIO center. Student are encouraged to call the TRIO office (719-549-3468) before arriving at PCC to ensure space is available.
- Online tutoring
 - This service is available to all students
 - Students can access virtual tutoring 24/7 via NetTutor

NetTutor

Create an account here

www.nettutor.com/pccNT

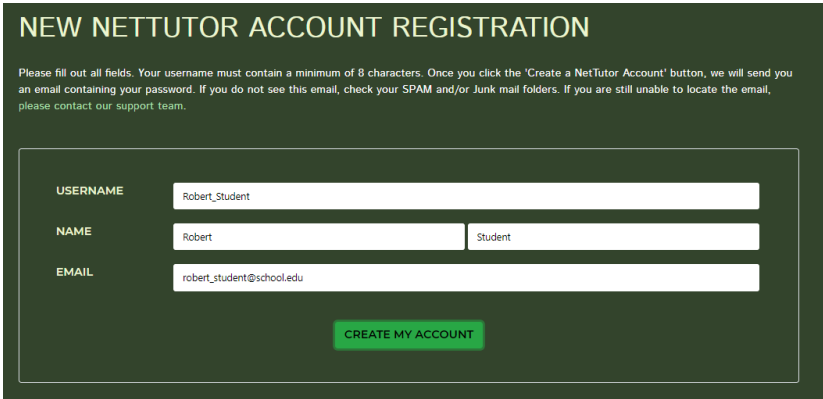
Access tutoring here

www.nettutor.com

How to create a NetTutor Account

1. Fill out the form at <https://www.nettutor.com/pccNT>.

a. Use your S# as your username



NEW NETTUTOR ACCOUNT REGISTRATION

Please fill out all fields. Your username must contain a minimum of 8 characters. Once you click the 'Create a NetTutor Account' button, we will send you an email containing your password. If you do not see this email, check your SPAM and/or Junk mail folders. If you are still unable to locate the email, please contact our support team.

USERNAME: Robert_Student

NAME: Robert Student

EMAIL: robert_student@school.edu

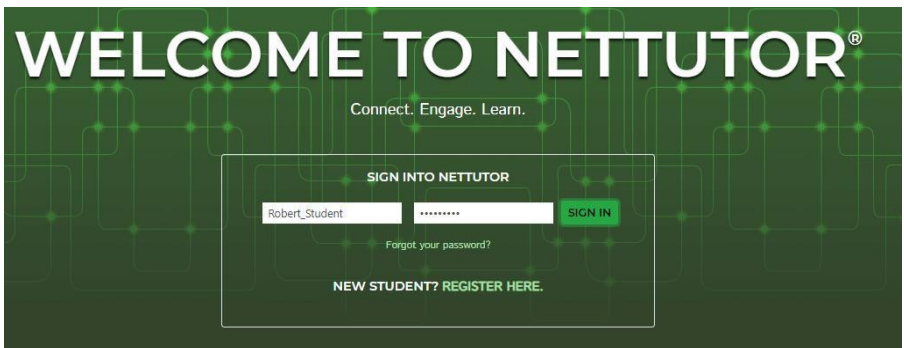
CREATE MY ACCOUNT

2. Click the **CREATE MY ACCOUNT** button. A password will be emailed to the email address you used in step 1.

a. Please save your password

b. If you forget your password, you may click forgot password and create a new one

3. Use the username you created and the password that was emailed to you to sign in to NetTutor at <https://www.nettutor.com>.



WELCOME TO NETTUTOR®

Connect. Engage. Learn.

SIGN INTO NETTUTOR

Robert_Student ***** **SIGN IN**

Forgot your password?

NEW STUDENT? REGISTER HERE.

4. Read through the End User License Agreement. If you agree to the terms, click the Accept and Continue button.
5. Select the subject for which you want tutoring

Campus Tours

- TRIO UB/UBMS will provide students the opportunity to participate in in-person and virtual college campus tours. In-person campus tours will be contingent on COVID-19 regulations

Equipment and Book Checkout

- Students who are in need of one of the following may checkout the needed device by meeting with their advisor
 - laptop
 - graphing calculator
 - textbook
 - supplies to complete school projects

Workshops

- TRIO Upward Bound/Upward Bound Math & Science hosts workshops throughout the month from 6:00pm-7:30pm on select days throughout the year.
- Students are expected to participate in these workshops as often as possible
- Workshop may be affected by of COVID-19 guidelines and all safety precautions will be made to keep students safe. Students who attend an in-person workshop students must abide by the COVID-19 guidelines, outlined above, at all times. Students that do not participate in the in-person workshop may have the opportunity to participate live remotely or watch the recording later using D2L.

SAT/ACT Prep Courses

- TRIO Upward Bound offers students numerous Accuplacer, SAT and ACT prep courses and bootcamps to prepare students for the actual tests. Students can sign up with their Upward Bound advisors

Space Grant

- Students have the opportunity to participate in PCC's Space grant which places students into teams that complete projects and compete against other grants in our state
- Students must commit to attending the meetings and events as they have multiple teammates that are relying on their participation
- Interested students should meet with their Upward Bound advisor for more information

STEM Club

- The TRIO Upward Bound Math & Science grant will be hosting numerous STEM activities throughout the year



UB Technology
2021-2022.docx

including:

- Honey Bees Workshops
- Virtual Reality Game Design Workshop
- Drone Workshop

TRIO Center

- The TRIO Center is an open space students can utilize to study, access computers, use Wi-Fi, hold group meetings, hold study group sessions, practice presentations, or just hang out
- Students have access to computers, microscopes, biology equipment and other technology

- To maintain proper physical distancing guidelines space in the TRIO Center is limited to 9 students. Student are encouraged to call the TRIO office (719-549-3468) before arriving at PCC to ensure space is available.

Recreation Center

- Upward Bound students will have access to the PCC Recreation center
- All students will need to have applied to PCC, received an I.D. and signed the waiver release form (found in the rec center) prior to utilizing this service
- Students will need to inform the Rec Center staff that they are Upward Bound students and will check in with their student I.D.'s
- Students are expected to follow all Rec Center rules and safety precautions. Student safety is our number one priority!
- Rec Center staff are available to assist with any questions

**TRIO Upward Bound
Upward Bound Math & Science
719-549-3468
Pueblocc.edu/Upward-Bound/**

