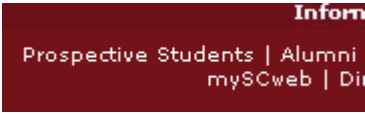

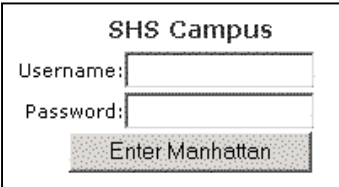



Navigation Instructions for Accessing Your Manhattan Class

Action Items, Buttons or Links	Instructions
<p style="text-align: center;">000561234 - 1</p>	<p>To access Manhattan, you will need to know your SC ID number. It is a nine-digit number. If you do not know your SC ID number, get it from Admissions personnel at your Campus.</p>
<p style="text-align: center;">http://www.spfldcol.edu/</p>	<p>Access the Springfield College website from any PC that has active Internet access.</p>
 <p>A screenshot of a dark red navigation menu with white text. The menu items are: 'Inform', 'Prospective Students Alumni', and 'mySCweb Di'.</p>	<p>Click the mySCweb link that appears at the top right of the Springfield College home page under “Information for.”</p>
 <p>A rectangular button with a black border and the text "Enter Manhattan" in black.</p>	<p>Click the “Enter Manhattan” link.</p>
 <p>A screenshot of a login form titled "SHS Campus". It has two input fields: "Username:" and "Password:". Below the fields is a button labeled "Enter Manhattan". A black arrow points to the left of the form.</p>	<p>On the next screen in the “SHS Campus” login field, enter your initials in lower case and the last 4 digits of your 9-digit SC ID number as your username. Do not consider the number after the dash. Your username will never change. Then enter the same thing as your password. If you enter it correctly, the next screen will prompt you to change your password. If this does not work for you after three tries, contact any one of your Manhattan instructors or the SHS Tech Help contact person at your campus. Ask them to reset your password so that you can start over and create a new password.</p>
 <p>A screenshot of a "Change My Password" form. It has three rows of input fields: "Current Password:", "New Password:", and "New Password (again):". Each field contains seven asterisks. Below the fields is a button labeled "Change My Password".</p>	<p>On the next screen, enter the same password one more time on the first row, then enter a new password in lower case on the second and third rows and click “Change My Password.”</p> <p>As long as you remember your password, you can keep it for your entire stay at SHS. If you forget it, ask your instructor to reset it back to its original format, which is your initials and last 4 digits of your SC ID number, so that you can re-create another password.</p>
<p>MOML6014103 PROJECT PHASE 1</p>	<p>The next screen will list your Manhattan courses. To access a course, click your course title highlighted in blue.</p>