

# TECHNOLOGY GUIDE



## STUDENT EMAIL

SRTC student email accounts are available for all students. Students are required to use this email account when communicating with instructors and classmates in your courses.

You can now access your e-mail account by going to the following address (please note this is NOT Google, your email has changed): <https://outlook.office.com>

**Username:** Your username is your entire e-mail address (first initial, last name, last four digits of your student ID number). Example: [jdoe1122@stu.southernregional.edu](mailto:jdoe1122@stu.southernregional.edu)

**Password:** Your password is now your first initial, last initial, \_, your student ID number. So for John Doe (ID# 900001122) the password is JD\_900001122. The initials are both capital letters. You will be able to change your password upon logging in. Instructions for changing your password may be found on SRTC's website under Student Email and then Additional Support.

## SRTCAlert SYSTEM

Contact information for all SRTC students is entered into the SRTCAlert System database at the beginning of each semester. This automated system will contact you via phone message, text message, and/or email in emergency and non-emergency situations, such as, inclement weather, school closings, or danger on campus. Please be sure that all of your contact information is current and accurate each semester by informing the Student Affairs office of any changes.

## BANNERWEB

To view your schedule, financial aid, and other important student information, login to BANNERWEB. Click on the link located at the top right of the SRTC website home page. To log in, please use the username portion of your email address (everything before the @stu.southernregional.edu) and your email password.

## BLACKBOARD

To access your online, hybrid, or web-enhanced courses, click on the link on the home page of the SRTC website.

**Username:** Your username is your first initial, last name, last 4 digits of your student ID. Example: [jdoe1122](mailto:jdoe1122)

**Password:** Your password is the same as your SRTC email password.

### HAVING TROUBLE LOGGING IN?

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## ONLINE ORIENTATION

The SRTC Distance Education Department offers Orientation Sessions prior to each new semester. Learn how to navigate through Blackboard and prepare for success in online courses. Sessions will be offered on the Bainbridge, Moultrie, Thomasville, and Tifton campuses. Please email Katie Harrison, [kharrison@southernregional.edu](mailto:kharrison@southernregional.edu), if you are interested in attending.

## COMPUTER ACCESS

Computers are available for student access on each campus during regular operating hours. These locations include the Library, Student Academic Center, Tutoring Labs, the Online Learning Center, and designated computer labs. Local public libraries also provide computer access to the public.

## MySRTC Mobile App

To download SRTC's free mobile app visit iTunes or the Google Play Store and search: MySRTC. When logging in please use your BLACKBOARD credentials to view grades, courses, notifications, make payments, and even register for classes!



888-205-3449

[www.southernregional.edu](http://www.southernregional.edu)

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