Calumet College of St. Joseph
Login Form

CCSJ online accounts: student account, official e-mail, online library services including ILLiad, Blackboard, SOS (Student Online Services), etc.

On Campus Instructions

If you’re on campus, go to a networked computer in Specker Library (1st floor), the Writing Lab (1st floor), the Open Lab (Rm 416), or the Tutoring Center (Rm 413).

At the blue log on screen, type in the default user name and password for your initial log on:

- Username:  First Initial, first name + your entire last name + last 5 digits of CCSJ ID #  
  (Ex.: hpotter34567)
- Initial password:  ccsj-[dash] + last 5 digits of your CCSJ ID# (Ex.: ccsj-34567)

You will be prompted to create your own “permanent” password (to be changed every six months). It must be at least 7 digits long and must contain at least 3 of the following, but must not contain any part of your user name!

- Lowercase letters
- Numbers
- UPPERCASE LETTERS
- Symbols such as # $ % ^ *

You will receive a message confirming that your password has been changed. Be sure to keep it in a safe place; Computer Services does not keep track of your password.

Off-Campus Instructions

If you’re not on campus, at any computer with Internet access type in the CCSJ Main page URL (www.ccsj.edu). Under CCSJ Services, click on the Computer Services link. Click on “Activate accounts and e-mail” in right margin. You will now be at https://accountsccs.j.edu/. Choose the first option on the page “To activate your account/change your password.” Follow the instructions above.

When you have finished, click on the “Change password” button. You will receive a message confirming that your password has been changed. Be sure to keep it in a safe place; Computer Services does not keep track of your password.
**Blackboard**

Go to www.ccsj.edu or http://www.ccsj.edu/computserv/index.html and click on “Blackboard.” Student login procedures are on the Blackboard web page. If you need help with your login, contact the Computer Services Help Desk at 473-4366 or computerservices@ccsj.edu.

**E-mail**

From any computer with Internet access, type http://mail.ccsj.edu OR from the CCSJ home page (www.ccsj.edu) click on the e-mail hyperlink at the bottom of the screen under Information.

If prompted for security certificates, check the box to accept them.

When the CCSJ Webmail page appears, enter your newly established User Name and Password (above) to view your Outlook e-mail and manage your account. Click INBOX to view messages, click NEW to create messages, SEND, DELETE, etc. If you need additional help, call Computer Services at 473-4366.

**Library services online.**

“Pegasus” is the online catalog of books, DVDs, journals, etc. which are shelved in Specker Library. No log on is necessary to search Pegasus. Enter key words, authors’ last names, titles, etc. in the search box. You can see if an item is checked out, in Ref, etc. To expand your search, go to an individual item record and click on one of the “Subjects” (controlled vocabulary).

The EBSCOhost and ProQuest indexes of journal articles are especially suited to college research and paper writing. Some are general (like Academic Search Premier) while others contain topic-specific journals and periodicals: Business Source Premier (for business), Professional Development Collection (for education), Criminal Justice Periodicals (for criminal justice). Grove Art includes biographies, dictionaries, primary source documents, expert critical reviews, etc. in the Fine Arts.

Many articles can be downloaded or printed “full text” immediately. Others can be requested via interlibrary loan (ILLiad) – see below. It’s worth setting up your free ILLiad account right now!

To access Westlaw Paralegal online databases, you must be taking certain courses and sign up with Richard O’Boyle in Specker Library (473-4282 or roboyle@ccsj.edu). See your instructor for further details.

**ILLiad**

From the Library homepage, click on Interlibrary loan or ILLiad to set up your account to request and receive articles and books not located in Specker Library. Follow the instructions on the screen worksheet. There is no charge for this service. Contact anyone at the Library Circulation Desk for further assistance (473-4373 or reference@ccsj.edu or library@ccsj.edu).
SOS

Student Online Services -- go to www.ccsj.edu and click on the SOS logo in the lower right corner of the home page OR go to http://sos.ccsj.edu to log on:

- Username: first initial, first name + your entire last name + last 5 digits of CCSJ ID # (Ex.: hpotter34567)
- Password: entire 9-digit CCSJ ID# Ex.: 000134567

Using this account you may change your password (under General), view your current financial balance (under Billing), view and print an unofficial transcript or current schedule, get a grade report, (under Records) and register for courses once you have an advisor PIN number. To receive that, please contact Academic Advising at 473-4220 or e-mail advising@ccsj.edu.

FOCUS

Click on “Career Services” on the bottom of the web page under CCSJ Services., then the blue FOCUS logo in the right margin. This self-assessment tool can be used throughout your college career to help you choose a major, find your special talents and pick a career, once you've set up your free account. Call 219-473-4341, go to Room 401, or write to careers@ccsj.edu for further help.

In addition, the Computer Services Help Desk can be contacted at 219-473-4366, by going to Room 414, or by writing cservices@ccsj.edu.