At San Jacinto College, a number of technology resources are available for your use. To take advantage of what San Jac has to offer, a few simple steps are needed to get you set up. Follow this quick guide to get started and prepared for your College tech needs!

**Get READY for San Jac Technology**

### Set Up Your SOS Account
SOS is the secure San Jacinto College Online System for Students and Employees. To access SOS, you must claim your account.

If you haven’t already, head over to the SOS Login page at [http://www.sanjac.edu/soslogin](http://www.sanjac.edu/soslogin) and click on the link that states, please **click here to claim your account**. Doing so will allow you to create a unique password for your account, obtain your Student ID (GID#), and set up your security questions (required if you want to use Self-Service to reset your password in the future).

The Password Self-Service System allows you to change or recover a lost password. Access it at [http://www.sanjac.edu/password](http://www.sanjac.edu/password).

### Register & Pay for Classes
Blackboard, E-mail, and computer access is not created until 24 hours after a student has registered and paid for a class. If you’re not already registered, log into your SOS account and get signed up!

### Set Up Your Email Account
All San Jacinto College students are provided an email account once they have registered and paid for a class. Student email addresses use the format: (LastName).(FirstInitial)(Last6ofGID#)@stu.sanjac.edu

Example: John Doe’s student email address is Doe.J123456@stu.sanjac.edu.

Head over to [https://portal.microsoftonline.com](https://portal.microsoftonline.com) to configure your student email account.

Your username will be your email address (Example: Doe.J123456@stu.sanjac.edu).

Your initial password will be your date of birth in a MMDDYYYY format.

**Please note:** If you are not able to log in using your date of birth, please use your SOS password instead.

For more information, visit [http://www.sanjac.edu/email](http://www.sanjac.edu/email).

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### Register with the SJC Alert Me System
The SJC ALERT ME! System is used by the College to notify you in case of an emergency; such as College closure due to severe weather, an immediate danger or cancelled classes.

To receive voice and text messages, you must provide your telephone and/or mobile number to the College by logging into your account on SOS and clicking on the red **SJC ALERTME** tab.

For more information, visit [http://www.sanjac.edu/alert-me](http://www.sanjac.edu/alert-me)
Login to the Network
All students have access to computers in a variety of campus locations; such as Open Labs in the Interactive Learning Center (ILC) and the Library.

To login to an on-campus computer, use your SOS login username and password. You will also have access to a personal file storage drive (H: Drive) via the My Computer icon.

Contact Tech Support for Assistance
Tech Support
Information Technology Services (ITS) ensures the functionality of the network and technology hardware and software across the College. The services provided include technical support and client services, data and web management, and infrastructure services.

Blackboard Support
A team of Support Specialists are available to assist you when you experience functionality and/or technical issues within the Blackboard system. Phone and email support are available.

If you have questions about or problems with your course, you should contact your professor first.

Set Up Printing
San Jac utilizes the WEPA system, which allows for on-the-go printing from any location a WEPA kiosk is available. Students can quickly setup and deposit funds into their account and print their documents directly from a kiosk using their username and password.

To get your account set up:
1. Go to https://www.wepanow.com and click on Login.
2. Choose San Jacinto College for your school
3. Log in with your GID# and your SOS password
4. Click on the Deposit Funds icon
5. Fill in both sides of the Deposit Funds form
6. Deposit an amount into your WEPA account

Be sure to have your Student ID Card with you for quick access when printing documents and picking them up at a kiosk. The WEPA User Guide is available at https://www.wepanow.com/user-guide/.

Test Your System in Blackboard
Blackboard users can test their computer to make sure it is compatible with the current version of Blackboard. To run this test, follow these steps:

1. Log into Blackboard
2. Locate the Browser Test module on the My SanJac tab and click on the Test Your Browser button.
3. A page will appear to show you the results of your test.

For additional information or assistance, contact Blackboard Support.

Access the Library Online
The San Jac Library provide services to help you succeed.

♦ Get research help
♦ Access magazine and newspaper articles online
♦ Use textbooks, handouts, test reviews and videos
♦ Find books using the library catalog
♦ Renew books online
♦ Use a study room
♦ Borrow a laptop or use Wi-Fi
♦ Get your college ID made
♦ Chat online with a librarian

For more information or to access these services, visit the website at http://www.sanjac.edu/library or the Library tab within Blackboard.

Use SOS as a Resource
Remember SOS is a resource to view final grades, transcripts, register for classes, financial aid information and more. Be sure to update contact information in SOS as needed.