Students and Faculty,

Welcome to the University Center at McHenry County College. We are thrilled that you are here! As you get acclimated to your new surroundings, please find some helpful information below.

- **Location**: Your in-person classes will be held at the Catalyst Campus, where the University Center is located: 222 East Church St. Woodstock, IL.
    - o You can find a detailed **building map** at the end of this guide.
    - o Regular staff hours are 8:00am-4:30pm Monday-Friday (summer hours differ)
    - o The front desk of the Catalyst Campus will be staffed 8am-10pm on days that classes and events are taking place.

- **Parking**: Please utilize the parking lot in front of the building-no permit required at this time. If you find space is not available in the parking lot, please utilize street parking or the Metra parking lot across the street.

- **Dining**: The Catalyst Campus has vending machines located in the building. There is a microwave for your use near vending as well. Here is a helpful link to local dining options.

- **Sign up for Campus Alerts through Rave:** This is a mass notification system, used to quickly communicate with all currently enrolled students and faculty. MCC will notify you of critical events around the College and its campuses, including:
    - **Campus evacuation**
    - **Emergency drills and notifications**
    - **Safety alerts**
    - **Weather-related closings**

      Sign up here: https://www.getrave.com/login/mchenry. Both students AND faculty should sign up as "student" – you can use any email address that is currently active as your registration email.

MCC Campus Police: https://www.mchenry.edu/safety/index.html

  - For all **non-emergency calls**, please dial ext. 8733 or from an outside line dial (815) 455-8733 to reach MCC Campus Police.
    - The MCC Police Department is located at MCC in Crystal Lake, B176. The MCC Police Department is staffed by police officers and campus public safety officers Monday-Thursday on the MCC campus from 6 am to 10 pm.
  - In an **emergency** dial 911. The Woodstock Police Department, located just a few minutes from Catalyst Campus, will be the first responders for any emergencies.

- **MCC Library** (located in Building A (**A212**) at MCC in Crystal Lake) is public and open Monday-Thursday from 8 am to 6 pm, and on Fridays, from 8 am to 4:30 pm. https://www.mchenry.edu/library/index.html
    - For any technical issues in the classrooms, you can find the MCC **IT HELP DESK** at the Library or by calling 815-455- 8457.

Questions about other accommodations, resources, or services available to you through your university? Email us at ucenter@mchenry.edu and we can assist you.

Scroll down for **wi-fi, printing** and **log-in** information.

Wi-Fi for Guests & Visitors

- Use this Wi-Fi network if you're a guest or visitor at MCC or the University Center/Catalyst Campus. This network is not secure or encrypted.
- Self-register by entering your name, mobile phone number and personal email address.
- Your account will be valid for 6 months.

If you have need help, contact the IT Help Desk (Room A212) 815-455-8457

Troubleshooting

- Be sure you're logging in to the **MCC-Open** network, not the **MCC-Student** or **MCC-Employee** networks for students and employees.
- Once you've registered and received your password, click **sign in here** to enter your email address and password. Do not register again.
- If you're unable to connect, follow your device options to **Forget** the **MCC-Open** network, and other MCC networks.
- Restart your device if you're still unable to connect.
- You're responsible for knowing how to use your own device. If you need assistance, the IT Help Desk can offer suggestions

Guidelines for connecting with your device
since makes/models vary, the steps to connect will also vary

1. From the app drawer tap the **Settings** app, next tap **Wi-Fi**, then tap the **MCC-Open** network, and then tap the **Sign in to Wi-Fi network** prompt that appears, and finally, tap **MCC Open**.
2. Follow the directions at the top of the form that appears. After you fill in the form, read and accept the terms of use and tap **Register**.
3. Your password will be sent to your email and texted to you if you've provided your cell phone number.
4. Tap **sign in here** and then after entering the email address you provided, the password you were provided, and accepting the terms of use, tap **Log In**.

android

chromebook

1. Click on the status area on the lower right-hand side of the desktop.
2. Click **No Network**, next click on the **MCC-Open** network, and then click on the **Connect to Wi-Fi network** popup.
3. Click **MCC Open** and then follow the directions at the top of the form that appears. After you fill in the form, read and accept the terms of use and click **Register**.
4. Your password will be sent to your email and texted to you if you've provided your cell phone number.
5. Click **sign in here**, and then after entering the email address you provided, the password you were provided, and accepting the terms of use, click **Log In**.

iOS

1. On the home screen tap the **Settings** app, next tap **Wi-Fi**, then tap the **MCC-Open** network, and finally, tap **MCC Open**.
2. Follow the directions at the top of the form that appears. After you fill in the form, read and accept the terms of use and tap **Register**.
3. Your password will be sent to your email and texted to you if you've provided your cell phone number.
4. Tap **sign in here**, and then after entering the email address you provided, the password you were provided, and accepting the terms of use, tap **Log In**.
5. Depending on your version of iOS you may need to tap the home button on your phone at the screen that states you are connected.

MacOS

1. Click on the wireless network status indicator in the Finder bar and select the **MCC-Open** network, next open a web browser, and on the webpage that appears, tap **MCC Open**.
2. Follow the directions at the top of the form that appears. After you fill in the form, read and accept the terms of use and tap **Register**.
3. Your password will be sent to your email and texted to you if you've provided your cell phone number.
4. Click **sign in here**, and then after entering the email address you provided, the password you were provided, and accepting the terms of use, tap **Log In**.

Windows 10

1. Click the wireless network icon on the right-hand side of your taskbar, next click the **MCC-Open** network, and then on the webpage that appears, click **MCC Open**.
2. Follow the directions at the top of the form that appears. After you fill in the form, read and accept the terms of use and click **Register**.
3. Your password will be sent to your email and texted to you if you've provided your cell phone number.
4. Click **sign in here**, and then after entering the email address you provided, the password you were provided, and accepting the terms of use, tap **Log In**.

University Center
at McHenry County College

Printing at the Catalyst Campus- University Center

- An easily accessible printer/copier is located in Liebman Collaboration Hub (UC 105). The device can print, copy, and scan, free of charge.
- When printing from a computer on campus, the document will automatically be released to the printer in UC 105, and you will have to claim your items.
- To copy or scan, tap on the correct icon at the printer (picture below) and follow prompts.
- Please inquire at the front desk or email ucenter@mchenry.edu for printer needs.
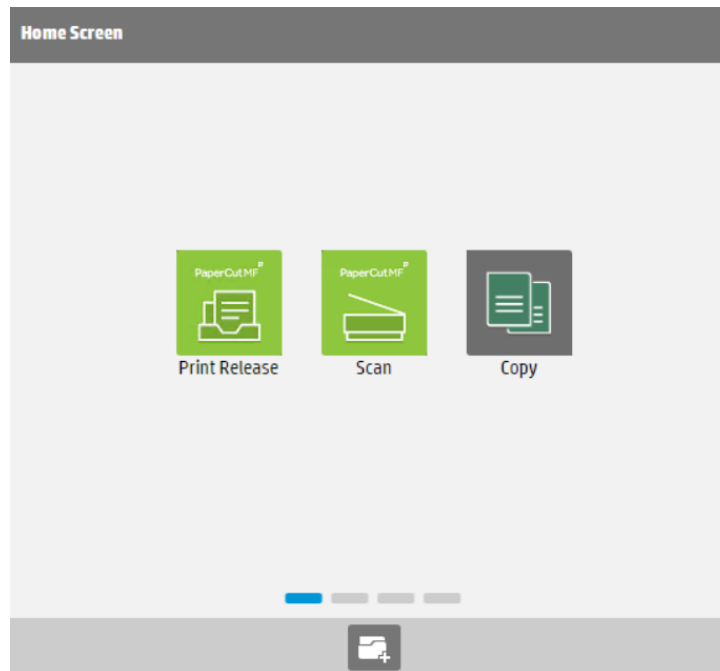
McHenry County College Catalyst Campus University Center- Computer Log-in

- **Log-in with the username and temporary password that was emailed to your course registered (university) email account.**

- **Username examples:**

  Z876755@niu.mchenry.edu

  Z876755@siu.mchenry.edu

  Z876755@au.mchenry.edu

  Z876755@ru.mchenry.edu

- **You must reset the temporary password at <u>first</u> log in:**

  Passwords must be at least 12 characters long and include characters from three of these four categories:

  Uppercase letter (A – Z)

  Lowercase letter (a – z)

  Number (0 – 9)

  Symbol (for example: !, #, $, %)

<u>Additional questions?</u> Contact us at any time at: <u>ucenter@mchenry.edu</u> or 815-479-7600.

University Center at McHenry County College | 222 E. Church St. Woodstock, IL 60098 | 815-479-7600 | <u>ucenter@mchenry.edu</u>

MAP

CLASSROOM 130

NURSING EDUCATION SUITE

KITCHEN

M

W

M/W

LACTATION ROOM

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COMPUTER CLASSROOMS

SIU 129

RU 128

NIU 126

OFFICES

AU 124

OFFICES

CLASSROOM 125

CLASSROOM 137

150B

CONFERENCE CENTER

148

LIEBMAN FAMILY COLLABORATION HUB

105

150A

149

CLASSROOM 107

W

M

GLINIECKI HALL 102

CONFERENCE ROOM

ENTRANCE