

HCC DUAL CREDIT STUDENT RESOURCE CENTER

<https://app.smartsheet.com/b/publish?EQBCT=412a1d21ab8c415f8bfebfb12e18727d>

LOG IN TO HCC

- <https://myeagle.hccs.edu>
- Click on Student Sign-In (black and gold)
- Under gray box, click on “First Time or Forgot My User ID”
- Enter SSN and Date of Birth, click on Retrieve.
- *If you did not enter your SSN in your Apply Texas application, you will not be able to log in using your SSN. You will need to obtain your P number. See me if you need the P number.*
- Once you can retrieve your username and Initial Password, you will be able to log into the Student System Sign-In.
- It is with this login that you view your courses, grades, transcript, etc.

CHANGING YOUR PASSWORD

- <https://myeagle.hccs.edu>
- Click on My Eagle Login (blue and white). If you are logged into the Student System already, you will not need to log in again.
- Scroll down and click on Change password.
- Enter your username (W in front of your HCC ID#).
- Enter your temporary password
- Click Go
- Read the parameter you must follow for your password. Enter your Current temporary password.
- Enter your new password in both the New and Confirm boxes and Save.

FINDING SYLLABUS FOR YOUR COURSE

- <https://myeagle.hccs.edu>
- Click on Learning Web
- Type in last name of your professor
- Select your professor, by name
- Select the course you are registered for
- Select the syllabus you need (look at the term, course # (the 5 digit number we talked about in H-1)
- *Technically, the professors are not required to have their syllabus posted until the day prior to the start of the class – so you may not see it until then.*

TO SEARCH FOR CLASSES ONLINE

- <https://myeagle.hccs.edu>
- Click on Class Search
- Select your search parameters
 - Term
 - Acad Career should be semester credit hour
 - Subject
 - Instruction Mode – if you have one
- Click on Search
 - There are additional search option below this box that you can use if you want a specific location or campus or session. If you use these options, you can choose them before or after you click on the search button (but if after, click search again).

TAKING ONLINE CLASSES

You will be logging into the Eagle Online Canvas

- <https://myeagle.hccs.edu>
- Click on Eagle Online Canvas

- Enter your HCC email address and password
 - If you have never used your HCC student email, you must claim your account before using it. Call the HCC IT Help desk at 713-718-8800, option 1, for assistance.
- <https://www.hccs.edu/online/technical-support/> - link for support resources for Eagle Online
 - Includes help for logging in
 - Browser requirements
 - Contact information for technical support
- You will also need to complete the online orientation prior to the start of your online class (each course has its own orientation, so if you are taking multiple classes online, you will need to complete this for all)
 - <https://de2.hccs.edu/courses/index.php?sem=6193> – this link will take you directly to the page where you can search for your online orientation. You will need the Course (or Class) Number.

PREPARATION FOR THE FIRST DAY OF CLASS

1. Check your class schedule in [Peoplesoft Student](#) to ensure you are enrolled
2. Double check your finance account to ensure you do not owe a text book fee. (Textbook fees must be paid in full by the student before the first day of class.)
3. Access the [HCC Learning Web](#) to review the syllabus for an instructor and other course related materials.
4. Review the textbook information; books can be purchased online through the HCC bookstore, [HCC Barnes and Noble](#), or at one of the HCC campuses.
5. Print your parking permit by logging into [Peoplesoft Student](#)
6. Obtain an HCC Student Identification Card; take your current school ID and a copy of your fee receipt to the Cashier's office on the following days and times at the Stafford and West Loop campuses: Tues-Thurs 10am-1pm and 3pm-6pm.
 - a. To print a fee receipt, log into [Peoplesoft Student](#) and look under "Finances." Click on Student Account by Term and select the current term.