



St. Johns River Community College  
Educator Preparation Institute,  
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Palatka, FL 32177

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Dear EPI Teacher Candidate:

Welcome to SJRCC's EPI Program! Once you have been contacted by the EPI office that you are all cleared to register, you will be provided with your "generated ID" then you are ready to register. There is no actual time ticket just open access to registration. All EPI students are given an open ended time ticket for registration – you are able to register (barring any holds) starting on the very first day of registration until the last day.

The following is the information you need to register. If you have any problems with this - call Tammy and she can walk you through it. Go to [www.sjrcc.edu](http://www.sjrcc.edu) from the home page click on mysjrcc this will direct you to a sign in screen, since this is your first time accessing the site, you will need to click on the user acceptance policy...**read first**.

The next screen asks for the following information to be entered:

- a generated i.d. **X00** \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ (it is a 9 digit number and must include the upper case "X", **please write this number on all documents you send to our office**)
- the last four of your social security number,
- your date of birth in the format given,
- and the zip code we have on file. You will need to accept the college's policy. You will then be prompted to change your password. You may need to go out and log in with your user name and password.

Finally, a screen with several tabs – this is where you will register, drop classes, pay for classes, enter online classes, and access your student email account. Take a moment to explore these tabs. To register select the "student" tab, scroll down to Web Services – Add/Drop Classes. If you have any problems, let us know. In the future you can access the log in page directly at <http://mysjrcc.sjrcc.edu> (bookmark it)! For students taking online classes – the class(es) will be under the "My Course" tab. Online classes will be available on the first day of the semester, first thing in the morning.

I recommend that all students take EPI 0004 in the first group of classes. Upon completion of that course, you are then ready to take the **Professional Education Exam** – do not put off taking this exam. There are two other exams that need to be completed ASAP. There is a General Knowledge exam and your Subject Area Exam which *need to be completed by the end of your first semester in order to avoid a hold on your account to prevent future registrations*.

If you have any issues accessing MySJRCC, you may need to re-set your password by going through the college user acceptance policy. It is suggested that you wait 20-30 minutes before re-entering your password in order to prevent being locked out. If you are still experiencing issues after completing these preventative steps please call **the SJRCC Help Desk at 888-757-2293** during normal business hours.

Carey

**NOTE:** Your MySJRCC ID and password are not to be shared with anyone. You are solely responsible for all activity conducted under your User Name. Allowing others to access your MySJRCC account is a serious academic offense and could result in your expulsion from SJRCC. After you log on to MySJRCC for the first time, change your password and don't reveal it to anyone!

## **YOUR SJRCC EMAIL ACCOUNT:**

### **Why do I need an SJRCC email account?**

Your SJRCC email account is a fast, easy way for the College to contact you regarding important issues such as registration, deadlines, grades, graduation, etc. Your distance learning instructor will use your SJRCC email account to make initial contact with you and you should use your SJRCC email to contact your instructors and the EPI Office. Additionally, all correspondence from the EPI Office will be sent to this student email account, typically with "EPI:" in the subject line so that you know it pertains to you as an EPI student.

### **How do I get an SJRCC email account?**

All SJRCC students have an SJRCC email account—you do not have to apply or do anything to get one. Your email address is typically your first name initial, your last name@sjrcc.edu.

Example: student named "Joe Student" would be jstudent@sjrcc.edu

### **How do I access my SJRCC email account?**

- Log in to your student account directly at:  
<http://mysjrcc.sjrcc.edu/cp/home/loginf> (bookmark this link as this is where you will access Online course, register for classes, pay for classes and drop/add classes)
- The Mysjrcc Home tab will contain your access to your student email account.
- It is very important that you check this account regularly.

### **What do I do if I need help with my SJRCC email account?**

Contact [webhelp@sjrcc.edu](mailto:webhelp@sjrcc.edu) or call 1-888-757-2293 (1-888-sjrccweb) for assistance. WebHelp will be available for assistance Monday - Friday 9:00 a.m. to 4:00 p.m. You will receive a response Monday-Friday within 24 hours.

**CHECK THIS ACCOUNT OFTEN!!!!!!**

**(This is different from the Blackboard class mail.)**