

### ON CAMPUS:

Logon to a COLLEGE COMPUTER with your User Name and Password.

- Your User Name is: **firstname.lastname@owl.ucc.edu** (some user names have a number following the last name; if you are not sure what your user name is, see an ALC staff member or go to the IT help desk or visit the website: [webservices.ucc.edu](http://webservices.ucc.edu) and click on "What's my user name?")
- Your Password is the password you created or the default of **UccMMDDYY** (capital **U**, small **c**, small **c**, plus your date of birth – 2 numbers for the month, 2 numbers for the day, and the last 2 numbers of the year. For example, if your birthday were April 12, 1993, your password would be Ucc041293).

Owl's Nest will open on your screen automatically.

### OFF CAMPUS:

FROM HOME OR ANY OTHER OFF-CAMPUS COMPUTER/DEVICE

- Open your internet browser and type **owlsnest.ucc.edu**
- You will be prompted to type your User Name and Password.
- Your User Name is: **firstname.lastname@owl.ucc.edu**
- Your Password is: the password you created or the default password of **UccMMDDYY**
- After typing your user name and password, click **OK** or press Enter on the keyboard.
- Your Owl's Nest portal page will open on the screen.

### TO ACCESS YOUR GRADES:

- Locate the **Web Services** category on the right side of the screen
- Click **Academic Profile**
- Click **Grades**
- Select the semester
- Click **Submit**
- View your grades

