



How to Access and Use *Owl's Nest*: Union County College's Portal

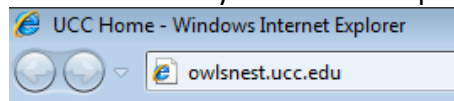


Owl's Nest is Union County College's portal, a single web page through which students can access a number of college tools including registration, course listings, class schedules, grades, email, college calendar, college announcements and events, financial aid and student account information, ANGEL for online courses, and more. This document will show how to access *Owl's Nest*, and some *Owl's Nest* basics.

I. ACCESSING OWL'S NEST

- If you are logged on to a Union County College computer, *Owl's Nest* will open automatically on your screen
- If you are accessing *Owl's Nest* from home or any other off-campus computer, open your browser and

type **owlsnest.ucc.edu**



- You will be prompted to type your User Name and Password.
- Your User Name for Owl's Nest is: **firstname.lastname@owl.ucc.edu**
- Your Password is the password you created in Web Services; if you have never used Web Services, your password is **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 13, 1993, your password would be Ucc041393).

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.

II. GETTING AROUND OWL'S NEST

The screenshot shows the Union County College Owl's Nest website interface. Callout boxes provide the following information:

- Click here to access your college email**: Points to the 'College Announcements' link in the top navigation bar.
- College Announcements**: Points to the 'Announcements' section on the page.
- Navigation Bar for information about academic departments, Academic Learning Center, counseling, financial aid, etc.**: Points to the top navigation menu (Home, Academics, Student Services, etc.).
- Calendar (displays class schedule, etc.)**: Points to the 'My Week' calendar widget.
- Announcements**: Points to the 'Announcements' section, which includes a 'Reminder About Spring Registration Payment' and 'Computer Systems Downtime'.
- Web Services (see below)**: Points to the 'Web Services' list, which includes User Account, Communication, Admission Information, Financial Aid (PROSPECTIVE), Financial Information, Financial Aid (ST), Registration (ST), and Academic Profile (ST).
- Quick Links (ANGEL for online courses, course catalogs, etc.)**: Points to the 'Quick Links' section, which includes links to the Student Handbook, ANGEL, Faculty Pages, and various catalogs.
- Password Change Info (to change your password)**: Points to the 'Password Change Info' section, which states that passwords must be changed every 180 days.
- Campus Events appears below Announcements**: Points to the 'Campus Events' section at the bottom of the announcements.

Web Services: Descriptions of Frequently Used Items

User Account <ul style="list-style-type: none"> Find your User ID 	Financial Information <ul style="list-style-type: none"> Pay your bill, see your account summary 	Academic Profile (ST) <ul style="list-style-type: none"> See grades, transcript, class schedule, personal information such as address, phone
Admission Information <ul style="list-style-type: none"> Search for course sections 	Financial Aid (ST) <ul style="list-style-type: none"> For active students, see financial aid status by year and by term. 	
Financial Aid (PROSPECTIVE) <ul style="list-style-type: none"> For incoming students, see financial aid status by year and by term 	Registration (ST) <ul style="list-style-type: none"> Search for course sections, register online, drop & add courses 	