

## Adjunct Access to IRSC Web Services and IRSC Email

As an IRSC employee, you are assigned an employee identification number (PID). If you are in need of your employee PID, please contact Human Resources at (772) 462-7280. Please take note of this number as it is utilized for your initial password to access various systems.

Below are the steps needed to (1) access and activate your IRSC email account, (2) access the Employee Information Page ( Mariner ) for Web grading and employee information, (3) access to the Blackboard Learning Management System, and (4) a list of help contacts should you need assistance.

### Step 1:

An IRSC.EDU email account is provided for use with your students and IRSC communication. Your Mariner login username and password will be sent to this account. Currently, an email address is created when you have your first assignment. Once an email address has been generated, it can be found on our faculty listing page at <http://www.irsc.edu>. To find your email address, click on the Staff/Faculty link at the bottom of the page; on the Staff/Faculty page scroll down to the Just for Adjuncts IRSC Email Web Services section; click on Adjunct Faculty Listing. Please contact your dean if your name is not on the list and you have an assignment.

Your user id and email address are listed beside your name.

( Password Reset on login through Webmail - User Name is: IRSCEDU\USERID )

Initial password and password resets will have the following form:

\$emp##### where ##### is your 5 or 6 digit employee ID with no leading zeros.

To reset your Rivernet password, call the Rivernet helpdesk. You must be able to provide the answer to your password reset question that was set in Employee Information / Mariner. You must change your password every 40 days. The system remembers your last ten passwords so each new password must be different. Passwords must meet the following conditions:

Be at least 8 characters long and cannot contain your user ID or part of your name

Contain 3 of the following 4 items:

- o one or more lowercase characters
- o one or more uppercase characters
- o one or more numbers
- o one or more non alphanumeric characters (!@#\$%&><)

Email can be accessed via Outlook Web Access at

<http://www.irsc.edu/facultystaff/facultystaff.aspx?id=4294976378>

Your user id is your email address. Your initial password is described above. Once logged in, go to Options in the upper right corner of the window. Once the page refreshes, on the lower left side of the window select "Change Password." For your old password use your initial password. Enter your new password, then confirm your new password, then click on SAVE at the top of the window.

### Step 2:

The Employee Information Page (Mariner) will provide web-grading and payroll information. Mariner can be accessed from the Staff/Faculty page using the IRSC Employee Information link. In Mariner, you may view your class rosters and submit student grades as well as view your personal employee information. Once access has been setup, an email will be sent to your IRSC email account notifying you of your initial temporary password. The system will require you to change your initial temporary password on your FIRST login and set up a question (Q) / answer (A) pair. The Q/A pair will be used to verify password reset requests. A system (Mariner) generated password will be sent to your IRSC email address when a password reset occurs.

You must change your password every 40 days. Passwords must meet the same conditions as your email password. Changing your Mariner password DOES NOT affect your email password. An email will be sent to your IRSC email address to verify any password changes.

Instructions for the Employee Web login can be found at  
<http://www.irsc.edu/uploadedFiles/FacultyStaff/Employee-Web-Login.pdf>

Web Grading instructions can be found  
<http://www.irsc.edu/uploadedFiles/FacultyStaff/webgradinginstructions.pdf>

**Step 3:**

To login to Blackboard go to either <https://blackboard.irsc.edu> or <https://irsc.blackboard.com> Use your email address as your username and your email password to login.

Contact the VirtualClassroom for help with Blackboard.

**Step 4:**

**Contacts:**

Dr. Marta Cronin (772) 462-7402 – Vice President of Academic Affairs

Human Resources (772) 462-7280

Becky Russakis (772) 462-7783 - Web-Grading Information

Brent Marshall (772) 462-7364 - Blackboard System Admin

Blackboard Help [VirtualClassroom@irsc.edu](mailto:VirtualClassroom@irsc.edu)

Rivernet HelpDesk (772) 462-4427 [HelpDesk@irsc.edu](mailto:HelpDesk@irsc.edu) \*\*\* Email password resets \*\*\*

Enterprise Systems (772) 462-7301 \*\*\* Mariner Password Resets \*\*\*