

# What is NECOnline?

The institution's online course management system. Your instructors will use this space to post course materials that you can access via the internet.



# How do I get there?

NECOnline works best using Firefox as the internet browser. Open Firefox. (You can download Firefox for free at: <http://www.mozilla.com/en-US/>)

The NECOnline web address is: <http://neconline.neco.edu/>

You can also get to NECOnline by going to the college's website, clicking on the Students menu, and clicking on NECOnline.



# How do I sign in?

In the upper left corner of the main page there is a block entitled "Login".

Enter your username, which will be first name last name (example: janesmith).

Enter your password. You will have received an email containing your user name and password. Use the temporary password you were given in this email. Once you enter your user name and password, if it's your first time logging in, you will be required to accept the terms of using the site. You must agree in order to enter NECOnline.



If it's your first time logging in, you will also be prompted to change your password. The password must have at least 6 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s).

Once you've done this, you'll see the NECOnline main page again and in the upper right hand corner of the screen, you'll see a message that says you're logged in.

# How do I navigate NECOnline?

The courses on the main page of NECOnline are listed by term, then by program, and then by individual course:

- Fall
  - AODP and ASIP
    - Course 1
    - Course 2
    - Etc.
  - OD1
    - Course 1
    - Course 2
    - Etc.
  - OD2
    - Course 1
    - Course 2
    - Etc.
  - OD3
    - Course 1
    - Course 2
    - Etc.

Various academic departments and student council also use Moodle. These non-academic uses are listed at the very bottom of the page, after all of the official courses.

To enter a course, simply click on the course name. You must be officially enrolled in a course to view its Moodle content. Once you enter the course, you'll see that the course is organized by week. Each week may contain information about the week's lecture or files which you can view and/or download. To view and/or download files posted by the instructor, click on the file names.

To move back and forth between a course page and the main NECOnline page, you can use the cookie trail under the magenta NECO banner at the top of the page.



## Help!

If you need help using NECOnline, please refer to the Help section on the NECOnline main page under "About NECOnline."