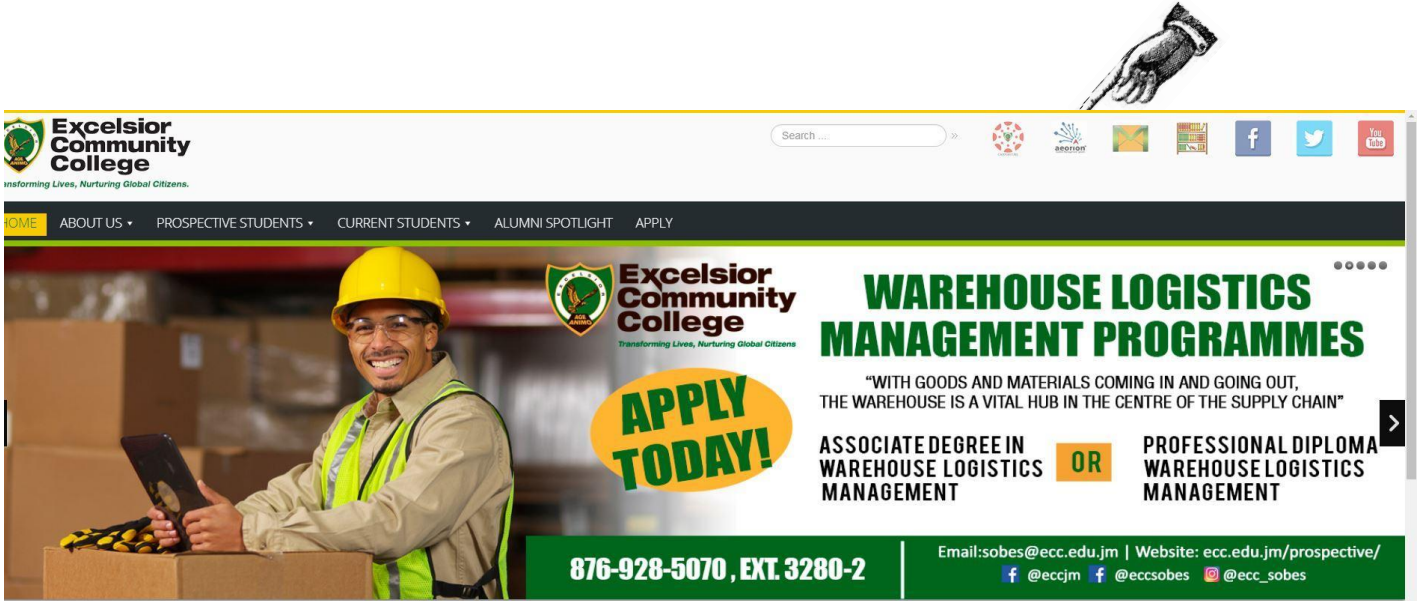


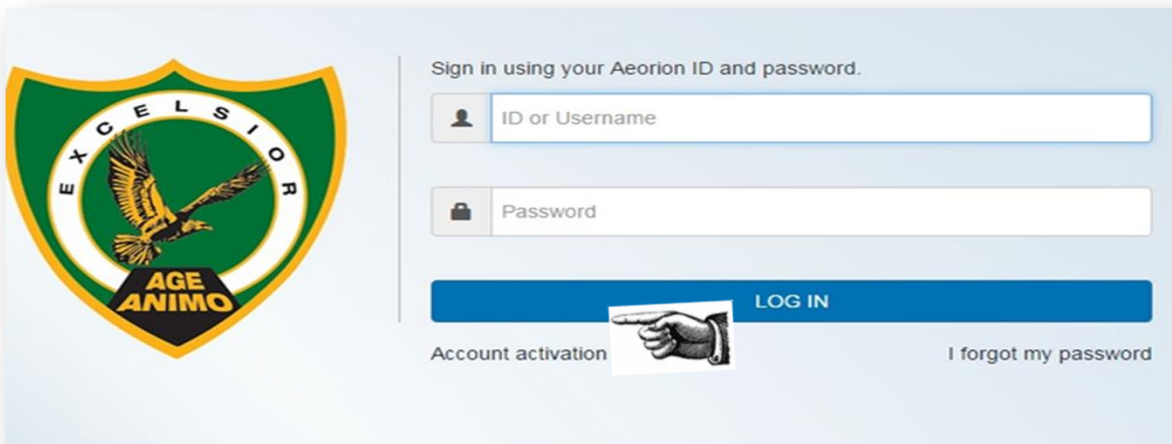
AEORION SMS ACTIVATION

STEP 1:

Go to www.ecc.edu.jm on any device; select the Aeorion SMS Login link located at the top right hand side of the page. Please see diagram below



Clicking Aeorion SMS Login link will take you to the Aeorion login page below



STEP 2:

After arriving at the login page, you must activate your account. You do this by clicking the **Activate Account** link located below the login button.

After clicking this link you will be taken to the webpage below

aeorion
Student Management System

EXCELSIOR COMMUNITY COLLEGE

Aeorion Account Activation

You requested access to a secure site that requires account activation. Please enter requested information below. If you have questions or concerns email support@ecc.edu.jm. **Please note that you will use your ID Number and Password entered below to access this online system.** If you have questions or concerns please call 1-876-928-5070-1.

ID Number

Date of Birth
mm / dd / yyyy

e.g. 01/30/1980

Personal Email
(gmail, yahoo, hotmail, etc)

Security Question 1

Select a security question ▼

Security Answer 1

Security Question 2

Select a security question ▼

Security Answer 2

STEP 3:

Fill in the information requested

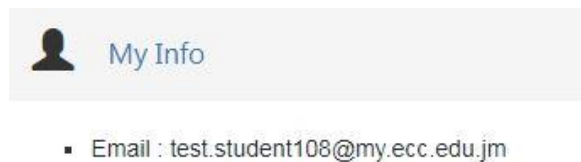
1. **ID Number**- here you will enter your student ID# provided
2. **Date of Birth**- here you will enter your date of birth in the format **month/day/year**. (For example, if you were born January 30, 1980, you would enter your date of birth as **01/30/1980**).
3. **Security Questions**- Select from the list provided
4. **Answer to Security Questions**- this is the answer to the security question you created. This will be used to reset your password, if you ever forget.
5. **Password**- Create one you will remember! Never share with anyone!
6. **Alternate E-Mail Address**- here you will enter another email address that you check regularly.
7. After you have entered all this information, you will click the **Activate** button.

Once the account is created successfully a confirmation message will appear on screen

If you are getting an error that says '**Date-of-birth or ID number is incorrect**' please visit/call the **Student Affairs Office** for an update of your information.

Once the process is completed successfully, the student will be directed to the Aeorion platform to login, using their username ID# and password that was created. The student will be directed to their student dashboard

On the student dashboard, you will find information relating to other functions /options one such is the student email account which is located under the **My info** option, as seen below.

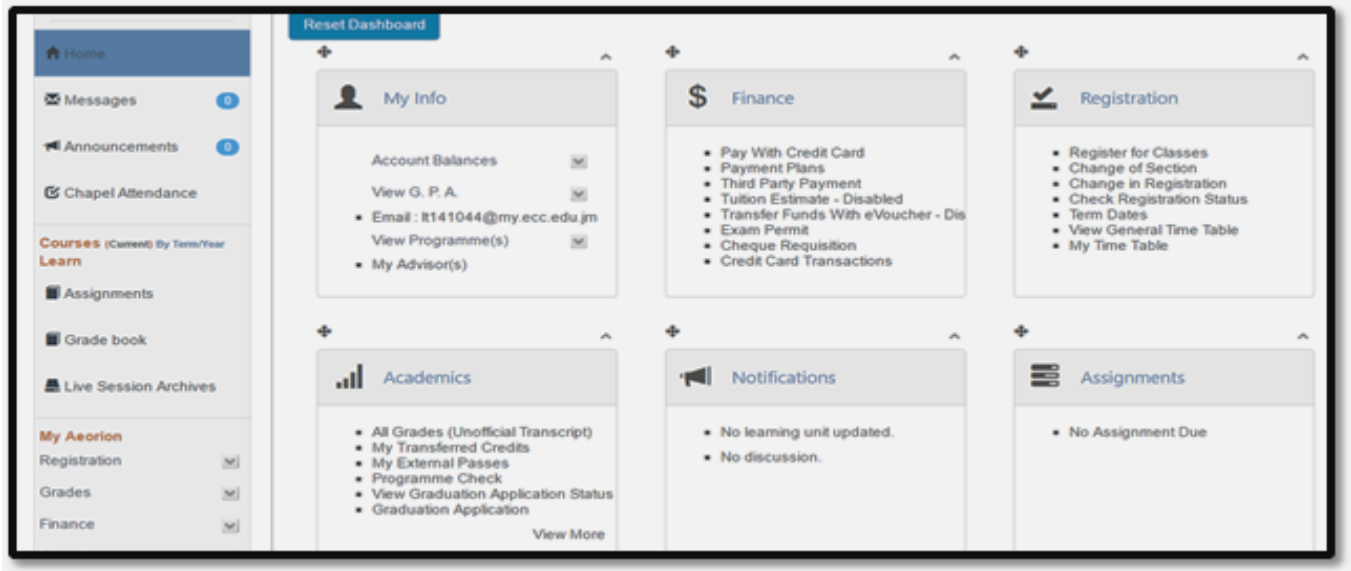


This email account consists of **firstname.lastname** followed by last two digit of your ID# **@my.ecc.edu.jm**. as shown in the screenshot above.

This email account will be used as the default user credential to access the college services which includes (**CANVAS, Zoom, Wi-Fi**).

Steps for Registering Online

To begin the registering process, a student must first receive his/her **timetable from their faculty advisor or Department Head** to know what classes that will be doing within the given semester. After collecting their timetable, the student will be required to visit <https://aeorion.ecc.edu.jm> then proceed to click the **Register for Classes** link on the student portal page as see below



After the student selects the **Register for Classes** option he/she will now need to select the correct **schedule/period to start the** registration process then select **Begin Registration** option to proceed.

On the course selection page, where it says **Course Code|Title**, student is required to type the course code for the course he/she is e registering for then click the **Search** button. This action will perform a search for the course code or section group to which the course/s is assigned to.

Once the student sees the **days, time, and lecturer name on the screen** that matches with his/her timetable, they simply click **Reserve**. A message will be displayed saying that the course has been successfully added.

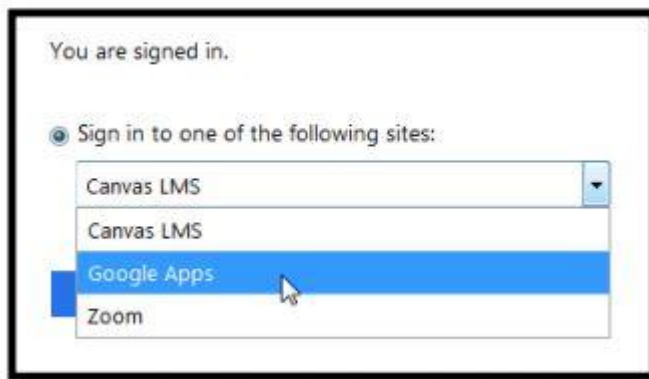
After you have completed selecting your courses, click the “Next” button. This will take you to **Step 2** of the registration process where your charges/fees are calculated and displayed.

Please be reminded that it is mandatory for you to register online at the beginning of each semester for your respective courses.

Technical Issues can be emailed to smsadmin@ecc.edu.jm

Accessing College Email via single sign on process

1. Student will need to enter the web address my.ecc.edu.jm from a browser then press enter,
2. On the single sign –on page the student will need to sign using their user credentials which consist of username **Firstname.Lastname last 2 digit of ID#@my.ecc.edu.jm**- eg (John.Thompson20@my.ecc.edu.jm).
3. Student will require to use initial password which consist of ECCpw _last4digits of ID# e.g. **ECCpw_2020**
Student will need to select the [Click Change Password.](#) option initialize the first time setup of service.
4. The student will be directed to enter their user credentials shown in example above followed, by old password (initial password entered before –**ECCpw_2020**).
5. The student will need to create a new password which should fulfill the following criteria ;
 - a. **Should be at minimum 8 characters**
 - b. **Should contain at least 1 number**
 - c. **Should contain at least 1 special character e.g.- \$,@,*,#**
 - d. **Should contain at least 1 Uppercase Character (Capital Letter)**
 - e. **Should contain at least 1 Lowercase character (Common Letter)**
 - f. **Should not contain any part of your name whether it be first, last or middle**
6. Once the new password is created successfully a confirmation message will appear on screen – **“Your password is successfully updated”**
7. Student will now be able to access their college email via my.ecc.edu.jm.
8. Once the student click sign in they will need to select the ECC service from drop down menu as seen below



Please note The same username and updated password gives access to college’s services. (**Wi-Fi services, College email, CANVAS, Zoom**)