

# SE Southeast community college

## Online Access Information

The Hub: <https://thehub.southeast.edu>

The Hub is your portal to information at SCC— registration, grades, financial aid, SCC email account, transcripts, and all SCC computer services—WebAdvisor, library databases, and Moodle for online and hybrid classes.



**Always start at The Hub website, because you will have access to all these resources by signing in just once.**

Signing in on a college computer takes you to The Hub. From home, you need to sign in to The Hub. Use your SCC username and password.

### When I get signed in, what is available on The Hub?

- The **WebAdvisor** tab on the left side allows access to:
  - Account balance (Student Financial Info)
  - Reviewing financial aid letters and accepting/rejecting student loans (Financial Aid)
  - Registering for classes (Student Registration)
  - Checking grades, reviewing class schedules, requesting transcripts (Academic Profile)
- The **My Moodle Courses** tab for Moodle course access
- The **Office 365 E-Mail** tab provides access to your **SCC email account**
- Various tabs for **Announcements, Course Evals, News Feeds**, etc.
- A **Menu** link on the left to access information on the following:
  - Campus Services such as bookstore, campus maps, parking
  - The IT Helpdesk
  - Library (LRC)
  - Placement
  - Registration services information
  - Support Services such as advising, TRIO, tutoring

**IMPORTANT:** Be sure to complete the Sign Out process when finished.

### How do I sign in?

For The Hub you will need to know your SCC username which consists of the first initial of your first name and the first initial of your last name + your SCC ID# + @southeast.edu. For example, John Smith with ID #999123 has a Hub SCC username of js999123@southeast.edu. If you are new to SCC, refer to the initial “SCC Username Notification” email for your initial password. If you have previously set your password, it has not changed.

### What if I do not know my SCC ID #?

Go to the following link: <https://resetpw.southeast.edu/?ref=getidnumber>

- Enter your last name and your full Social Security Number (SSN), with or without hyphens.
- Enter the displayed security code, and click **Submit**.

### Password Reset Instructions

Go to <https://resetpw.southeast.edu> to access the password reset page.

- You must know your SCC ID number and the non-SCC email address associated with your account. An email will be sent to that email address, and a link will be provided to change your password.
- On campus, you will need to go to the Learning Resource Center, Registration, or Student Center to find a computer already signed in with guest access (or use a smartphone).
- Enter your SCC ID Number (number only), the Non-SCC email address that SCC has on record for you, and the displayed security code, and click **Send Link**.
- Check your Non-SCC email account for the link to reset your password.

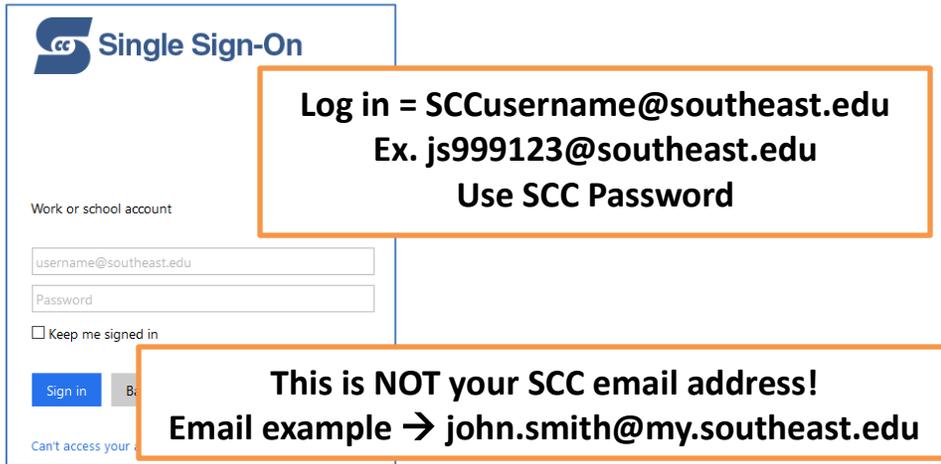
### Need HELP?

If you don't know which email address to use or the one you use does not work or you simply need log in help, contact the SCC Helpdesk at 402-437-2447 or [HelpDesk@southeast.edu](mailto:HelpDesk@southeast.edu)

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### How to Log In



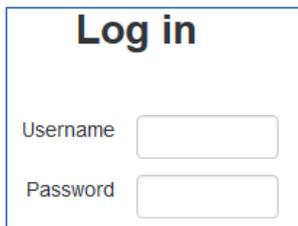
The screenshot shows the 'Single Sign-On' login interface. It includes a 'Work or school account' section with fields for 'username@southeast.edu' and 'Password'. A 'Keep me signed in' checkbox is present. A 'Sign in' button is visible. Two callout boxes are overlaid on the page:

- Log in = SCCusername@southeast.edu**  
Ex. js999123@southeast.edu  
Use SCC Password
- This is NOT your SCC email address!**  
Email example → john.smith@my.southeast.edu

Moodle: <http://online.southeast.mrooms3.net>

Moodle classes are available via the **My Moodle Courses** tab of The Hub.

**NOTE:** Moodle courses may not display until the first day of the term when instructors make them available.



The Moodle login form is titled 'Log in' and contains two input fields: 'Username' and 'Password'.

On the Moodle login page, only use your SCC username (do **NOT** add @southeast.edu). Use your SCC password. Once in a Moodle course, read the information in the **center** of the course home page. Clicking only the quick links to Assignments or Quizzes will cause you to miss very important course content.

**Firefox** and **Chrome** are the preferred web browsers for Moodle.

### What if The Hub is not available?

In this case, it may be possible to enter Moodle directly by going to the web address listed above. Use The Hub, if available, to receive announcements.

### Contact Information

If you still have questions, who do you contact?

#### IT Helpdesk (Sign In Issues with WebAdvisor, The Hub, or SCC Email)

- Website: <http://helpdesk.southeast.edu>
  - Includes helpful online tutorials
- Phone: 402-437-2447
- Email: [HelpDesk@southeast.edu](mailto:HelpDesk@southeast.edu)
- Hours: Mon.-Thurs. 7 AM-8 PM, Fri. 7 AM-5 PM, Sat. 8 AM-Noon

#### SCC General Contact Info

- **General SCC**  
Phone: 800-642-4075  
Website: [www.southeast.edu](http://www.southeast.edu)
- **Registration**  
Phone: 402-437-2605  
Email: [registration@southeast.edu](mailto:registration@southeast.edu)
- **Financial Aid**  
Phone: 402-437-2610  
Email: [financialaid@southeast.edu](mailto:financialaid@southeast.edu)
- **Student Accounts** (billing & payments)  
Phone: 402-437-2669  
Email: [studentaccounts@southeast.edu](mailto:studentaccounts@southeast.edu)



#### Moodle Orientation

- For a Moodle orientation site, go online to: <http://itunes.southeast.edu/MoodleHelp/orientation/default.html>
- Part of the Moodle orientation site includes enrollment information for a free sample Moodle course you can use to practice prior to the start of the term.

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