

# STUDENT *Guide*

Welcome, we're glad you're here! Use this guide to get the most out of your Edison State experience.

## YOUR STUDENT ACCOUNT

After acceptance, you will receive two emails at the email address you used to apply to Edison State from donotreply@edisonohio.edu.

- **Student ID Number**  
Your student ID number is a unique six-digit identifier.
- **Username**  
Your username consists of your first initial, followed by your last name. A number may be added if the combination is already in use.
- **Email Address**  
Your email address is your **username@edisonohio.edu**.
- **Password**  
Your default password is the last four digits of your student ID number and the first four letters of your last name, with the first letter capitalized. If your last name is less than four characters, a capital "A" will be added to the end until it contains four characters. When you log in for the first time, please set up multi-factor authentication methods.

## ONLINE STUDENT RESOURCES

### MyESCC

The online student portal provides access to:

- Course Plans
- Program Progress
- Registration
- Schedule
- Mid-Term/  
Final Grades
- Unofficial  
Transcripts
- And More

*Log in with your Edison State username and password.*

### Blackboard

Blackboard is a web-based learning platform for online courses. Your courses will appear once the semester starts.

*Log in using your Edison State email.*

### Email & Office 365

Access your Edison State email and use Microsoft Office programs (Word, PowerPoint, Excel) for free through Office 365.

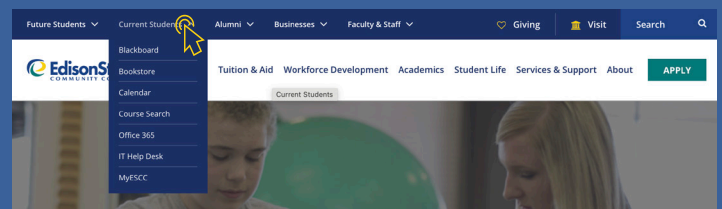
Check your email regularly for updates and important communication.  
*Log in with your Edison State email.*

## ACCESSING ONLINE STUDENT RESOURCES

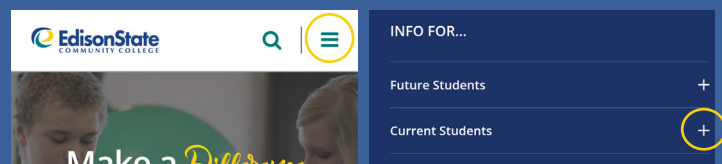
To access online student resources such as MyESCC, Blackboard, your Edison State email account, Microsoft Office programs, and more:

1. Visit [www.edisonohio.edu](http://www.edisonohio.edu)
2. **Desktop:** Hover over "Current Students" in the blue ribbon at the top.  
**Mobile Device:** Select menu icon at the top right, scroll down, and select "Current Student."
3. Select the resource you wish to access.
4. Sign in using your Edison State credentials (email address or username plus password) where applicable.

### DESKTOP



### MOBILE DEVICE



## FINDING YOUR ADVISOR

Access your general and major advisor through your MyESCC account by select "Student Planning," then "Plan & Schedule," and the advising tab. Your general and major advisor (if applicable) are listed here. Select the envelope to email your advisor.

Advisor \_\_\_\_\_

Advisor Email \_\_\_\_\_

## FINDING YOUR SCHEDULE

View your course schedule via your MyESCC account by selecting "Student Planning" and then "Go to Plan & Schedule."

## STUDENT ID CARDS

Your Edison State student ID card identifies you as an Edison State student and serves as your library card. You can obtain a student ID card at any campus location by visiting Student Services.

## WI-FI

Connect to campus Wi-Fi by selecting "Edison Student Wireless" network and entering the password "Chargers." Then, log in with your Edison State username and password and agree to the terms of use to gain access.

## PRINTING

In the print settings on the campus computers, select the "BWFindMe on Print 2" printer. Release your print jobs from the printer, enter your Edison State student ID number (without the 0 at the beginning) or using your username and password.

## LIBRARY & TUTORING SERVICES

The Edison State Library provides offers academic resources, along with in-person and online tutoring services. For online access, use "1973" followed by your Edison State student ID number (including 0 at the beginning) as the library code.

## NEW STUDENT ORIENTATION

New student orientation is available online via Blackboard. This orientation is designed to help you transition successfully to Edison State and serves as a resource throughout your time as a student. Orientation is required for College Credit Plus students. It is recommended that you complete orientation before the start of your first semester.

## IMPORTANT CONTACT INFORMATION

### Student Services Suite

937.778.7850

Enrollment Management | [getstarted@edisonohio.edu](mailto:getstarted@edisonohio.edu)

Financial Aid/Scholarships | [financialaid@edisonohio.edu](mailto:financialaid@edisonohio.edu)

Registrar's Office | [registration@edisonohio.edu](mailto:registration@edisonohio.edu)

Accessibility & Disability Services | [accessibilitysupport@edisonohio.edu](mailto:accessibilitysupport@edisonohio.edu)

Veterans Services | [veterans@edisonohio.edu](mailto:veterans@edisonohio.edu)

### eCampus Bookstore

859.209.6958 | [bookstore@ecampus.com](mailto:bookstore@ecampus.com)

### Library

937.778.7950 | [library@edisonohio.edu](mailto:library@edisonohio.edu)

### Cashier's Office

937.778.7975 | [cashiersoffice@edisonohio.edu](mailto:cashiersoffice@edisonohio.edu)

### Tutoring Center

937.778.7959 | [tutoringcenter@edisonohio.edu](mailto:tutoringcenter@edisonohio.edu)

### Campus Safety & Security

937.778.7820 | [campussafetyandsecurity@edisonohio.edu](mailto:campussafetyandsecurity@edisonohio.edu)



### IT Help Desk

937.778.7957 | [support@edisonohio.edu](mailto:support@edisonohio.edu)

Scan to visit the IT Help Desk web page.



WWW.EDISONOHIO.EDU • GETSTARTED@EDISONOHIO.EDU

**PIQUA**  
**937.778.8600**  
1973 EDISON DR.

**TROY**  
**937.381.1525**  
859 WEST MARKET ST.

**GREENVILLE**  
**937.548.5546**  
601 WAGNER AVE.

**EATON**  
**937.683.8169**  
450 WASHINGTON JACKSON RD.

