

## myNOVA Guide for Dual Enrollment Students

### How to log in to all myNOVA applications:

- Go to [www.nvcc.edu](http://www.nvcc.edu).
- Click on “myNOVA” in the top right corner.
- Click on the “myNOVA” green box.
- Enter your NOVA UserName and Password – and sign in.

*\*If you do not know your username and password, select Forgot username and/or Password which is below the Log In button. You will be asked to give your first and last name, birthdate and social security number. Then select Search. The next screen asks you to set a new password and to set a security question. From there you will get a screen that gives you both your EMPLID number and your user name.*

*It will take about 10 minutes before the new password will work. Again go to log in screen and enter your username and password. You can reach the IT HELP DESK at 703-426-4141. A person will answer and assist you*

### Student Information System (SIS)

Below are two of the more common functions for dual enrollment students. For a complete list of SIS tutorials, go to <http://www.nvcc.edu/novaconnect/students/tuts/index.html>

### How to view your current enrollment:

- Log into “myNOVA” using the directions above.
- Click VCCS SIS: Student Information System.
- Click Self Service.
- Click Class Schedule from the drop down under Academics.
- Click Go.
- Your Class Schedule is displayed below with the name of the class, instructor and number of credits.



### How to send your NOVA transcripts to another college or university:

- Log into “myNOVA” using the directions above.
- Click on the “SIS” box.
- Under the “Academic Records” heading – click on “Request Official Transcript”.
- Enter the name of the school to which you wish your transcript sent.
- Click on the “Edit Address” link to enter the school's address.
- Submit your request.

### Virginia Community College Gmail Account

By applying to NOVA you also automatically get a VCCS Gmail account.



### How to access your VCCS/NOVA Gmail account:

- Log into “myNOVA” using the directions above.
- Click on the “Gmail” box.
- Although this is a gmail account, your NOVA e-mail address will always be your username followed by @email.vccs.edu