



# 2025 – 2026

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## TECHNOLOGY HANDBOOK: HIGH SCHOOL STUDENTS



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Technological devices/equipment, classroom/lab equipment, and other instructional resources are the property of the Medina County Career Center Board of Education and are available to students for educational purposes. Use of these instructional resources becomes the student's personal responsibility. Students and parent/guardians may be held financially accountable for lost, stolen, or damaged devices.

## Accounts and Passwords: **New Students**

- Students' **username/email address** is the first initial, last name, last two digits of the graduation year, followed by @mcjvs2.org. (e.g. mc\_username27@mcjvs2.org)  
*The **first letter of the last name is capitalized**; **No characters are included**, such as a hyphen or an apostrophe.*
- The temporary password is the student's **last name** followed by the **MCCC student ID**  
*For example, the temporary password for John Smith, Student ID 12345 is **Smith12345***
- Students **must change the password** before accessing MCCC services, including ProgressBook.

### How to Change the Temporary Password

- Visit **Self-Service Password Reset** page: <https://adselfservice.neonet.org>
- Enter **MCCC email address** (e.g., mc\_username##@mcjvs2.org)
- Enter **temporary password**
- Create **three security questions**
- Create a **new password**

## MCCC Google Workspace

The **MCCC Google Workspace** provides students with a host of Google applications, extensions, and other Google-integrated applications.

Begin by logging into **Google Drive**: [drive.google.com](https://drive.google.com)

Enter **MCCC email address and password** (For example: mc\_username27@mcjvs2.org)

## MCCC LMS (Moodle)

The **MCCC LMS** (learning management system) is home to many courses and information, including **Workplace Success**.

Login to **MCCC LMS**: [moodle.mcjvs.edu](https://moodle.mcjvs.edu)

Enter **MCCC Username and Password** (For example: mc\_username27)

## MCCC Microsoft 365

**MCCC Microsoft 365** provides students with access to Microsoft Office applications (e.g. Word, Excel) and OneDrive to store files.

Login to **Microsoft 365**: <https://www.office.com/>

Enter **MCCC email address and password** (For example: mc\_username27@mcjvs2.org)

## Frequently Asked Questions (FAQs)

### What is the MCCC Guest WiFi password?

The MCCC Guest WiFi does not require a password.

### Should I connect my personal device to the guest or BYOD WiFi?

The **MCCC BYOD WiFi is a fast and uninterrupted connection** and requires staff and students to login with their MCCC username (e.g., mc\_username27@mcjvs2.org) and password. The MCCC Guest WiFi requires acceptance of the acceptable use statement, has limited speed, will disconnect after two-hours, and in some cases will not allow users to connect to MCCC web-based services and applications.

### Does MCCC filter my data and track my activity?

Medina County Career Center (MCCC) must, by law, provide internet content filtering to any and all connections made from our school district network and from district-owned devices.

### Are students permitted to use copy machines?

**No.** Please contact your instructor if copies are needed.

### Are students permitted to install programs on MCCC computers or devices?

**No.** MCCC Board policy indicates users are not permitted to install hardware or software on computers or devices owned by MCCC. If you have specific needs or requests, please contact your instructor.

### Are students permitted to bring their own device to MCCC?

**Yes,** students are welcome to bring their personal device on campus and connect to their MCCC WiFi account but must follow individual teachers' use policy. MCCC is not responsible for lost, stolen, or damaged personal property.

### Can technology personnel help me with my personal device (e.g., cellphone, laptop)?

**No,** technicians are not permitted to service personally owned devices.

### I am unable to access MCCC Google Workspace, or a message states I need permission. What do I do?

When accessing the MCCC Google Workspace, users **MUST** login with their MCCC email address and password. To verify, please refer to the account name in the upper right of the browser window. If you are trying to access a specific folder and are denied access, please contact the folder owner to request access.

### What is my MCCC student email address?

Your MCCC email address is your username followed by @mcjvs2.org.  
For example: mc\_username27@mcjvs2.org

### Can I use my home school Chromebook or personal device to access MCCC Google Classroom and other resources?

**Yes.** Students who are using their home school Chromebook or personal device can access MCCC resources.

## I do not have a device at home to complete schoolwork; Does MCCC provide Chromebooks to students?

Because of MCCC's diverse technologies, **devices are not provided for students to take home**. Some of our associate schools provide students attending MCCC with a Chromebook. Please contact your MCCC counselor for more information.

## How do I login to ProgressBook?

Visit <https://pa.neonet.org/> and click on “**Students Sign in with Google**” and ensure you are logged into your MCCC Google account (e.g., mc\_username27@mcjvs2.org)

## I forgot my MCCC password. What do I do?

To reset a password, visit [www.mcjvs2.org](http://www.mcjvs2.org) and select the **Self-Service Password Reset** tile and follow the onscreen instructions.

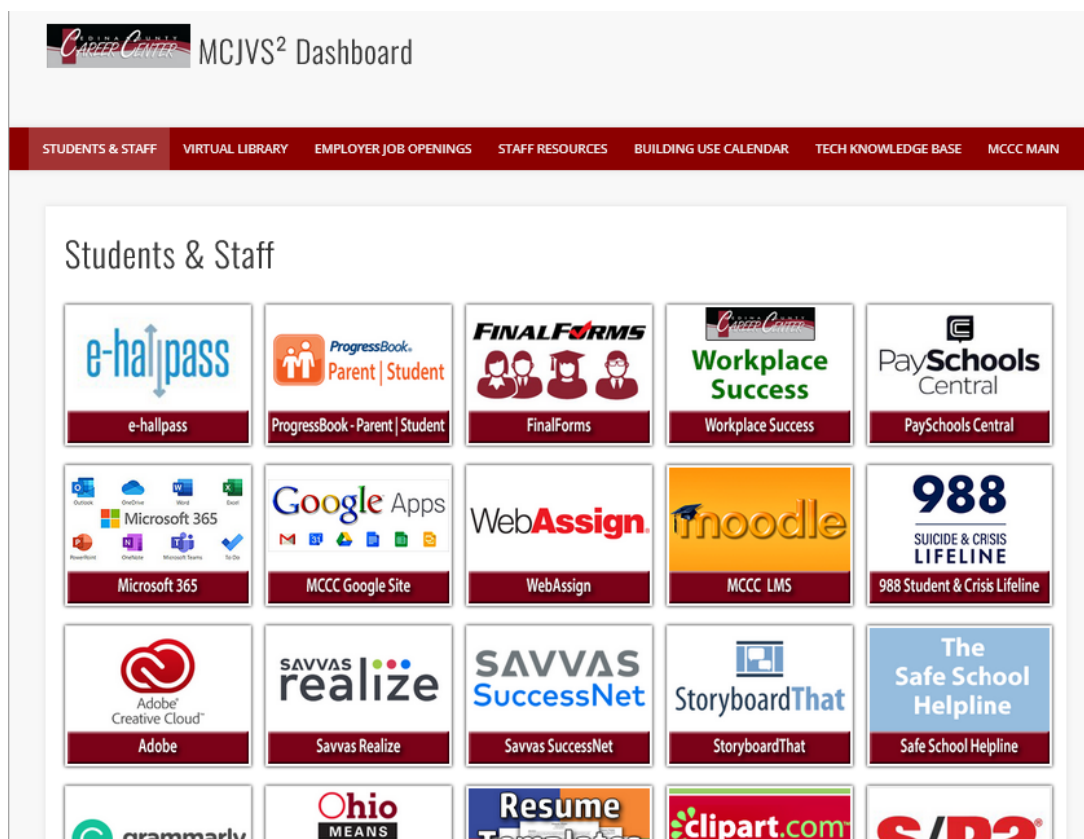
## Who do I contact if I need technical support?

Please notify your instructor. They will contact the technology department as needed.



## MCJVS<sup>2</sup>: Students & Staff

The [MCJVS<sup>2</sup> Dashboard](#) includes quick access to common applications and resources.



## MCJVS<sup>2</sup>: Virtual Library

The **Virtual Library** page includes research-related resources and direct links to the Medina County District Library (MCDL) resources. *MCDL resources are free and require either a library card or eCard to access.*

The screenshot shows the MCJVS<sup>2</sup> Dashboard with a navigation bar containing links for STUDENTS & STAFF, VIRTUAL LIBRARY, EMPLOYER JOB OPENINGS, STAFF RESOURCES, BUILDING & FACILITIES CALENDAR, and ITECH@MCCC. The VIRTUAL LIBRARY section is active. Below the navigation bar, the title "Virtual Library" is displayed. A grid of 12 resource tiles is shown, each with a logo and a label: ERIC, DOAJ, Purdue OWL, Google Scholar, Chilton Library, Research 4 Success, WorkforceGPS, Free E-Books, Books & Authors, Databases, Driving-Tests.org, eBooks & Audiobooks, Learning Express Library, Ohio History Connection, LinkedIn Learning, and CLEVNET. Below the grid, a note states: "The following FREE resources are provided by the Medina County District Library and require a library card or an eCard to access." Links for "More Information", "eCard Registration", and "More Online Resources" are provided.

## MCJVS<sup>2</sup>: Employer Job Openings

The screenshot shows the MCJVS<sup>2</sup> Dashboard with a navigation bar containing links for STUDENTS & STAFF, VIRTUAL LIBRARY, EMPLOYER JOB OPENINGS, STAFF RESOURCES, BUILDING USE CALENDAR, TECH KNOWLEDGE BASE, and MCCC MAIN. The EMPLOYER JOB OPENINGS section is active. Below the navigation bar, the title "Employer Job Openings" is displayed. The main content area contains a paragraph: "MCCC students and graduates are encouraged to contact [Mrs. McMaster](#), Career Services Coordinator, for guidance with job placement, internship, and apprenticeship opportunities related to MCCC career-technical majors." Below this paragraph is a button labeled "Employers: Post Job Opening". At the bottom, a disclaimer states: "The employment opportunities listed were received from area employers. Postings are moderated and will remain on this page up to 30 days." followed by a link for "\*DISCLAIMER".