



2024 – 2025

TECHNOLOGY HANDBOOK: ADULT EDUCATION STUDENTS



Dr. Mari Engelhart, Director of Technology

The Medina County Career Center Board of Education has made information technology deemed appropriate to further its educational mission. Information technology may consist of numerous components including computer hardware, multimedia hardware, video equipment, computer software, documentation, communications support, online account administration, support services, internet access and instructional materials.

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

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

Enter your **MCCC email address and password** (For example: mc_AEFLast@mcjvs2.org)

*Please ensure you sign in to your **MCCC Google** account and not your personal Google account.*

MCCC LMS

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

Login to **MCCC LMS**: moodle.mcjvs.edu

Enter your **MCCC Username and Password** (For example: mc_AEFLast)

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 your **MCCC email address and password** (For example: mc_AEFLast@mcjvs2.org)

Technology Resources

Please visit www.mcjvs.edu **Technology** page to access presentations and links to apps and documentation.

Visit the **Acceptable Use Policy, Internet Filtering, Student Devices, and Student Privacy** pages to learn more about the district's requirements, expectations, and student's obligations.

Please contact your instructor or the adult education office if you need technical assistance. They will submit a help ticket on your behalf.

DISTRICT	HEALTH & SA
About	>
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Superintendent	
Technology	
Treasurer	
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MCJVS²: Students & Staff

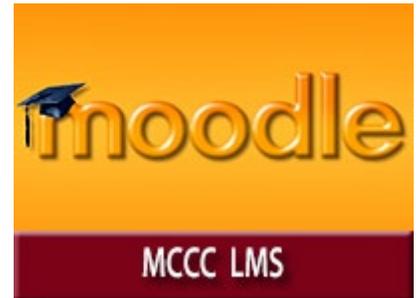
To access Medina County Career Center's electronic resources and online applications, please visit www.mcjvs2.org



MCCC Google Site



Microsoft 365



MCCC LMS



Ohio Career Info System



Ohio Means Jobs



Password Reset

MCJVS²: 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 MCJVS² Dashboard with a navigation menu including STUDENTS & STAFF, VIRTUAL LIBRARY, EMPLOYER JOB OPENINGS, STAFF RESOURCES, BUILDING & FACILITIES CALENDAR, and ITECH@MCCC. The Virtual Library section features a grid of resource tiles: ERIC, DOAJ, Purdue OWL, Google Scholar, Chilton Library, Research 4 Success, WorkforceGPS, and FREE E-Books. 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." Below this are more tiles: Books & Authors, Databases, Driving-Tests.org, eBooks & Audiobooks, LearningExpress Library, Ohio History Connection, LinkedIn Learning, and Vocational & Career Connection.

MCJVS²: Employer Job Openings



MCJVS² Dashboard

MCCC MAIN SITE

STUDENTS & STAFF

VIRTUAL LIBRARY

EMPLOYER JOB OPENINGS

STAFF RESOURCES

BUILDING & FACILITIES CALENDAR

ITECH@MCCC

Employer Job Openings

MCCC students and graduates are encouraged to contact [Mrs. McMaster](#), Real World Learning Coordinator, for guidance with job placement, internship, and apprenticeship opportunities related to MCCC career-technical majors.

Employers: Post Job Opening

The employment opportunities listed were received from area employers. Postings are moderated and will remain on this page up to 30 days.

[*DISCLAIMER](#)

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 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. To comply with federal law, MCCC employs internet content filtering and monitoring.

Are students permitted to use copy machines?

No. MCCC copiers require staff and faculty to login. 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 instructors' 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?

Oftentimes, students access their personal Gmail account at MCCC. When accessing the MCCC Google Workspace, users **MUST** change user accounts. To verify/switch account, 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_AEFLast@mcjvs2.org**

Can I use my personal device to access MCCC Google Classroom and other resources?

Yes. Students who are using their 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**.

I forgot my MCCC password, what do I do?

Students are provided a username (mc_AEFLast@mcjvs2.org) and temporary password at the beginning of the course and are advised to change their password and set up security questions in the event they forgot their password or need to change their password.

To reset a password or setup security questions, visit www.mcjvs2.org and select the **Self-Service Password Reset** tile and follow the onscreen instructions.

