



MCC Contact Page

MCC Homepage | MyMCC

MCC Homepage
CTL
Tech Support Serv
WebCT
CNN

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Office Hours: 03:00 AM - 06:00 AM Tuesday
03:00 AM - 03:00 AM Wednesday

■ Fall | ■ Spring | ■ Summer I | ■ Summer II | ■ Winter

No Courses Offered This Semester

508 Bobby APPROVED

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All faculty and staff will have an automatic contact page created after creating a MyMCC account at Mesa Community College, **during Fall 2008, the contact page is undergoing some changes so will not be easily found by students**, but typically from the MCC homepage, students can click on 'Contacts' to find a listing of all contact pages at MCC (all faculty & staff should be listed).

To correct, edit, update information on your contact page, follow the below instructions.

View your contact page:

If you want to access your contact page at MCC, the URL right now is:

<http://www.mc.maricopa.edu/users/username> where **username** is your MCC username. The contact page directory at MCC is currently being updated but typically the contact pages are indexed alphabetically so that students and other employees may find your basic contact information that way as well even if they do not know the address.

Update your contact page:

- **Update Office Hours** - If you'd like to have specific office hours listed on your contact page for your students, follow these steps to update the Office Hours, if you do not edit your Office Hours, 'By Appointment Only' appears.
 1. Go to <http://www.mc.maricopa.edu>, click on MyMCC at the top and login
 2. Select Office Hours at the left
 3. Set your Office Hours and click on Submit
 4. Check your contact page, office hours will be added within a minute or two.

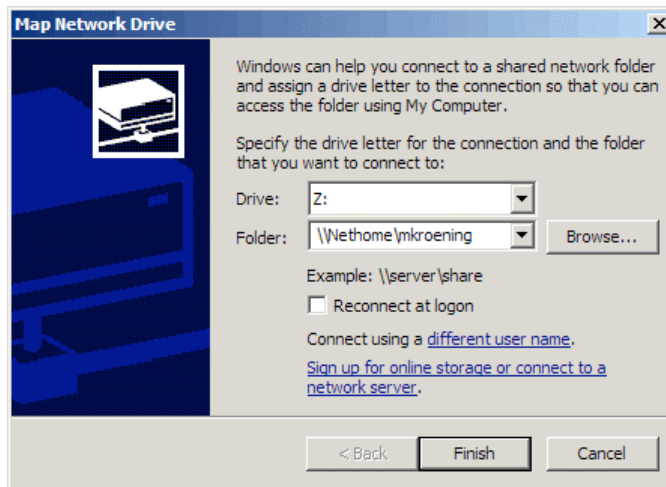


- Update phone number and location - If you'd like to have a different phone number, location, etc. listed on the contacts page, follow these steps to update your Directory information in the district Personal Administration Tool.
 1. Go to <http://mccmail.maricopa.edu>, click on Personal Administration Tool and login
 2. Select My Profile
 3. Edit the information desired and click on Submit
 4. Check your contact page the next day, the information will not update immediately, it will take several hours
- Add resource links - You can add up to 5 links at the left of the page to go to resources out on the Internet. The resources could be websites related to your discipline, they could be a syllabus that you have put online previously, they could be a link to a custom homepage that you have created containing course materials, resources, and links.
 1. Go to <http://www.mc.maricopa.edu>, click on MyMCC at the top and login
 2. Select Manage UserLinks at the left
 3. Choose to Add a new link
 4. Type in a description (what is seen) and type in the URL and click on Submit
 5. Check your contact page, resource links will be added within a minute or two.

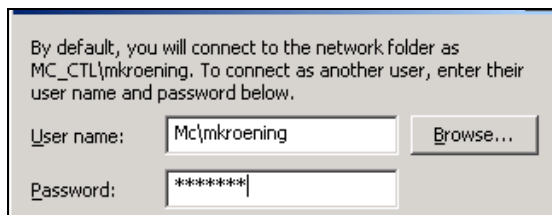
Add custom files to your contact page or create your own custom homepage

Often, the contact page does not provide enough information and faculty would like to add course materials to their contact page so that student can easily find it. In order to do this, faculty must 'enable' their NetHome webspace and learn to upload files. If you are interested in adding custom files at MCC, you can follow these basic steps or work with someone in the Center for Teaching & Learning to get started.

- Enable 'NetHome' Webspace - to request webspace at MCC so that you can upload files and folders to the internet, follow these steps.
 1. Go to <http://www.mc.maricopa.edu>, click on MyMCC at the top and login
 2. Select Employee NetHome at the left
 3. Select the radio button next to 'Request creation of a home directory' and click on Submit
 4. Wait until the next day to access and upload files and folders to the internet.
- Upload files and folders to the internet at MCC - If you would like to create your own custom webpage or would like to upload files to the internet, follow these steps below. There are several methods for uploading files and folders to your NetHome webspace, so this is only one method.
 1. Open My Computer on your computer Desktop
 2. Select the Tools dropdown menu->Map Network drive
 3. Select the Z: Drive
 4. In the box next to the Browse button type in \\Nethome**username** where **username** is your MyMCC username.



5. Click on the blue link labeled 'different user name'
6. Type in Mc**username** where **username** is your MyMCC username.
7. Click OK



8. Uncheck the box that says 'Reconnect at login'
 9. Click on Finish
 10. A folder should open for Nethome
 11. Drag and drop your files / folders into the 'www' folder in order for them to be available on the Internet.
- How to access files and folders within your webspace - if you upload files and folders to your webspace, they are available to the public on the internet but it is not easy for students to find them. So you can view files by accessing the URL directly as follows:
 1. Example 1 - if you drag and drop a file labeled syllabus.doc into your www folder, you can access it at this URL: <http://www.mc.maricopa.edu/users/username/syllabus.doc>
 2. Example 2 - if you drag and drop a file labeled cis105.doc into your www folder, you can access it at this URL: <http://www.mc.maricopa.edu/users/username/cis105.doc>
 - How to link to files and folders so that your students can find them. Follow the steps above to 'add resource links'.

Note: You can create a custom homepage using Dreamweaver, Frontpage, any webpage editor and add more than just 5 links to your contact page. Consult with someone in the Center for Teaching & Learning for further assistance on how to get started with this.