LYNC MESSENGER

Microsoft Lync Messenger is a robust chat client available on Windows based machines within the VVC network. Lync offers not only instant messaging capabilities, but also includes voice, video, and presentation tools. Lync is scheduled to start when a user logs on to a workstation (excluding student), and can also be manually launched from the Start Menu.

DIRECTORY

The VVC campus directory is a feature that will preview search results in a drop menu after a pause in typing your search term or keyword of any employee listed in the VVC directory. Once an employee is searched, contact and department information will be provided for that user. The searchable directory can be accessed by visiting http://www.vvc.edu, hovering your mouse cursor over “FACULTY & STAFF,” then “Shortcuts to…” “Directory Search.” The direct link to the website is: https://rdir.vvc.edu/dir/

CAMPUS GROUP EMAILS

RAMS@vvc.edu

Used for Operation Issues, such as facility, power and technology outlines, student service issues, hours, deadlines, etc.

CAMPUSBB@vvc.edu

Used for non-operational campus information, such as campus events, campus news, sporting events, etc.

VVC-PERSONALS@vvc.edu

Used for sharing personal information, such as items being sold and other non campus related information.
TECHNICAL SUPPORT
Support regarding Blackboard, WebAdvisor, and I.T. can be accessed at (760) 245-4271 ext. 4322.

LIVETIME 💻💻💻💻💻
Work Orders are the best way to request something from the I.T. (Information Technologies) Department. Once a work order is submitted, it can be monitored once logged into the LiveTime system.

To submit a LiveTime work order ticket, visit https://livetime.vvc.edu. The login information is as follows:

1. Your login information is your First.Lastname (e.g. john.doe) followed by your password.
2. Select “New Request” on the top right.
3. Fill in all required fields with as much detail as possible. A work order will be generated and assigned to a technician.
4. A copy will be generated via e-mail so you can track your work order #.

I: DRIVE (CAMPUS WIDE)
VVC accounts are allocated an "I:" drive, which can only be accessed by any district computer connected to the VVC network, which is used like a “thumb drive” or personal flash drive. To obtain access to the I: drive using a district computer, such as one from a classroom, click the Start menu, followed by “Computer” under “Network Location”, there will be an (I:) drive. A short-cut can be placed on desktop for ease of access by simply right-clicking the I: drive and clicking “Create shortcut”.

VOICE MAIL
Voicemail is allocated to all employees at VVC. The voicemail box ID is your extension number, followed by your password (e.g. 00000).

From the VVC campus, dial 6000 followed by *. When asked, enter your ID (your ID is your phone extension) followed by #, then the password (00000) when requested.

From off-campus, dial the VVC campus main number (760) 245-4271, during the greeting, dial 6000, enter your ID followed by #, then the password (00000) when requested. Your voice mail can also be retrieved from long distance.

USERNAME/PASSWORD
At any VVC district computer, the username login will be your VVC e-mail address, which is your first and last name separated by a period (e.g. john.doe@vvc.edu).

Your password is the default password provided to you by your HelpDesk, which you will be prompted to change. I.T. strongly recommends changing the default password immediately to one of your choice.

OUTLOOK EMAIL
Outlook (VVC) accounts are created with a default password provided by the HelpDesk. For security reasons, please contact the Faculty & Staff HelpLine at ext. 4322 to obtain that information.

VVC e-mail accounts can be accessed both on and off-campus. The web page to monitor your VVC e-mail is https://cas.vvc.edu/owa.

Enter your username for the E-mail address field, which is your first and last name separated by a period (ex: john.doe@vvc.edu).