

How to activate your myHACC account.

<https://youtu.be/bbfiNHgGfto>

[Video opens on a screen that reads "How to activate your myHACC account."]

FEMALE VOICEOVER:

Hello. Today we are going to show you how to activate your myHACC accounts. This is your next step after you have received your welcome email and you have completed your admissions application for HACC.

[Video fades to a screen recording of the home page of hacc.edu.]

VO:

If you go to our website at hacc.edu, you will go to "Admissions," "Start Here!"

[The mouse clicks on "Admissions" and "Start Here!" A new page opens and the user scrolls down to see the box that reads "First-Time Student."]

VO:

You will select your student type. For this purpose, today we will select first-time student. I'm going to click on "View next steps."

[The user clicks on "View next steps" in the "First-Time Student" box and a new page opens. The user then clicks on the first dropdown menu that reads "Step 1: Apply for Admissions."]

VO:

If I open up the first dropdown, use these directions in your acceptance email to activate your account.

[The user clicks the account link under bullet number four and a new page opens. It is a login screen prompting the user to type in a student ID.]

VO:

Please use your username and then type that in and click "I am not a robot" and hit "Submit." Once you do that, it may ask for your HACC ID number. That is the number that starts with the letter H.

[The user opens a new window. They are on the student tab of the myHACC portal.]

VO:

Once you receive access, you will see your myHACC account. It will look similar to this.

[The screen zooms in on the left panel. The user points out the HAWKMail tab, which is the third tab down.]

VO:

You also want to make sure that you know where your HAWKMail is located. It is located on the left-hand side of your screen.

[A scrolling bar with text appears on the bottom of the screen. It reads: HAWKMail is the only way that student services (such as financial aid or your instructors) will communicate with you about important items relating to your account and/or classes.]

VO:

If you click this, you will start receiving emails for your next steps. We will talk to you about placement testing and attending a new student orientation. We recommend that you click around in myHACC. There's a lot of great resources here to help you be successful here at HACC. Thank you.