

The Hub

The Hub is your portal to information at SCC. Your registration, grades, financial aid, student email account, transcripts, access to online courses, and most all other SCC computer services can be found on The Hub.

➔ **It is advised to start any activity by signing on to The Hub.**

Signing in on a college computer should take you directly to The Hub. Note that when logging in from home, you need to sign into The Hub by going to <https://thehub.southeast.edu>.

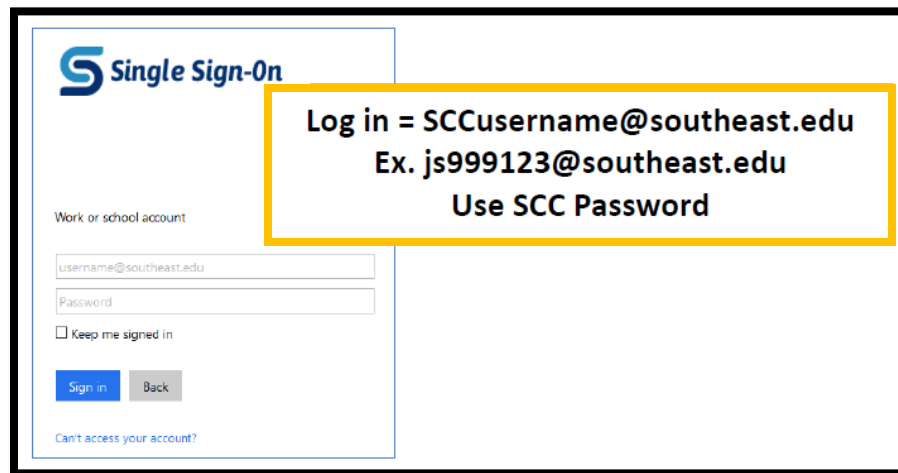
When I get signed in, what is available on The Hub?

- The **WebAdvisor** tab on the left side allows access to:
 - Account Balance
 - Reviewing financial aid letters and accepting/rejecting student loans
 - Registering for classes
 - Checking grades, reviewing class schedules, and requesting transcripts.
- The **My Courses** tab is for Canvas course access
- The **Office 365 E-mail** tab and link provides access to your **SCC student email account**
- Tabs for **Announcements, Quick-links, and TIPS reporting/Campus Safety information**, etc.
- A **Menu** link in the upper left to access the following:
 - Campus Services (bookstore, campus maps, parking)
 - The IT Help Desk
 - Library (LRC)
 - Career Services
 - Registration Services information
 - Support services such as advising and tutoring.

IMPORTANT: Be sure to sign out after using The Hub on public computers.

How do I sign in?

For the Hub, you will need to know your SCC username. The username is your first initial of your first name and the first initial of your last name + your SCC ID # + @southeast.edu. For example, John Smith when an ID of 999123 has a SCC username of js999123@southeast.edu. If you are new to SCC, refer to the initial “SCC Username Notification” email for your initial password. If you have previously set your password, it has not changed.



The screenshot shows the 'Single Sign-On' login interface. A yellow callout box highlights the login instructions: 'Log in = SCCusername@southeast.edu', 'Ex. js999123@southeast.edu', and 'Use SCC Password'. The login form includes fields for 'Work or school account' (with a placeholder 'username@southeast.edu') and 'Password', a 'Keep me signed in' checkbox, and 'Sign in' and 'Back' buttons. A link for 'Can't access your account?' is visible at the bottom.

What if I do not know my SCC ID Number?

Please visit the Help Desk website at <http://helpdesk.southeast.edu>, visit <https://restpw.southeast.edu> and use the ID Finder Tool, or call the Helpdesk at 402-437-2447 for more information.

Need HELP? If you don't know which email address to use or the one you use does not work or you simply need log in help, contact the SCC Helpdesk at 402-437-2447 or HelpDesk@southeast.edu

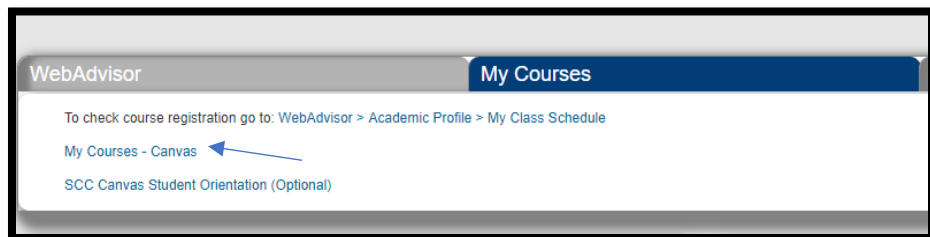
Password Reset Instructions

- You must know your SCC ID number and the non-SCC email address associated with your account. An email will be sent to that email address, and a link will be provided to change your password.
- On campus, you will need to go to the Learning Resource Center, Registration, or Student Center to find a computer already signed in with guest access (or use a smartphone).
- Enter your SCC ID Number (number only), the Non-SCC email address that SCC has on record for you, and the displayed security code, and click Send Link.
- Check your Non-SCC email account for the link to reset your password.

Canvas

Canvas uses the same login as The Hub. If you have logged into one, you should not be asked to log in again.

- Firefox and Chrome are the preferred web browsers for Canvas.

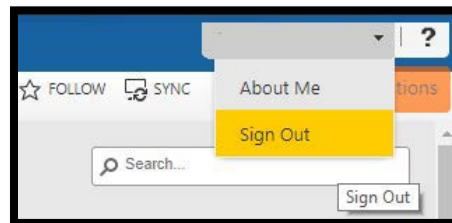


What if The Hub is unavailable?

Canvas can be accessed directly by going to <https://mycourses.southeast.edu>. If asked to log in, use the same steps as would be used for The Hub.

How do I sign out of The Hub when finished?

Navigate to the upper right corner of The Hub. Next to your username, click the drop-down arrow to reveal the menu options and select Sign Out.



Contact Information

IT Help Desk

Website: <https://helpdesk.southeast.edu>

- Phone: 402-437-2447
- Email: helpdesk@southeast.edu
- Hours: Mon-Thu 7am-8pm, Fri 7am-5pm, Sat 8am-noon
 - Summer Hours: Mon-Fri 7:30am-5pm
 - ➔ Trouble After hours? 1 (833) 274-1669

General SCC

- Phone: 800-642-4075
- Website: www.southeast.edu

Registration

- Phone: 402-437-2605
- Email: registration@southeast.edu

Financial Aid

- Phone: 402-437-2610
- Email: financialaid@southeast.edu

Student Accounts (billing & payments)

- Phone: 402-437-2669
- Email: studentaccounts@southeast.edu