

## CARMELink (student portal)

“CARMELink” is the MCCN student portal where you can find information from and about the College. CARMELink also provides links to online registration, your semester schedule and online course content, final grades, unofficial transcript, APA format, billing statement, financial aid, student life, community service, academic support, campus activities and information, employment opportunities, and much more valuable information.

Access CARMELink from the MCCN website: [www.mccn.edu](http://www.mccn.edu) → *Current Students* or by typing the URL in your web browser: <https://carmelink.mccn.edu/ics/>

Do NOT use Internet Explorer 9 or 10 or Safari as your browser, as these have known issues with CARMELink. Instead, download either [Google Chrome](#) or [Mozilla Firefox](#) at no charge.

**Your User Name and initial Password are emailed to your Nightingmail student email account. You must first check your email for this message before you can login to CARMELink.**

The image shows a screenshot of the CARMELink student portal login page. At the top left is the Mount Carmel College of Nursing logo. The main heading is "CARMELink" with the tagline "your portal to MCCN". Below the heading is a navigation bar with "Welcome" and "Admissions" links. The main content area has a "Welcome!" message and a "Printer Friendly" link. A login form is located on the right side of the page, with "User Name:" and "Password:" labels and input fields. A "Login" button is next to the password field. Two red boxes with arrows point to the input fields: "#1 Enter your User Name here" points to the User Name field, and "#2 Enter your Password here" points to the Password field. The input fields are circled in red. At the bottom of the page, there is a footer with links for "Privacy Policy", "About Us", and "Contact Us", and a note "Powered by Jenzabar, v7.5.5".

When you log into CARMELink the first time, you will want to change your password to something that you can remember. Be sure to write your new password down in a safe place for future reference.

### Change your Password:

Click on **Personal Info** to change your password.



Welcome back **Nursing Student** ( [Personal Info](#) | [Logout](#) )

[Campus Safety](#) [Resources](#) [Campus Ministry](#) [Learning and Scholarship](#) [College Technology](#) [Temporary Badge](#) [Forms](#) [more](#)

- Step 1 - Select the **Password** tab
- Step 2 - Type the old (current) password
- Step 3 - Type your new password and confirm it on the second line
- Step 4 - You can set up a **Password Hint**

Welcome [Home](#) [Student](#) [Campus Safety](#) [Resources](#) [Campus Ministry](#) [Learning and Scholarship](#)

You are here: [Home](#) > [Default Page](#)

**1**

[Account Info](#) [Password](#) [Photo](#) [Custom Info](#) [Privacy Settings](#)

**Password**

The new password you choose must be between 8 and 16 characters long.

**Old Password:**

**New Password:**

**Confirm Password:**

[Password Hint](#)

[Preview My Info pop-up](#)

## Setting up a Password Hint:

If you set up a password hint and you later forget your password, a new password will be generated for you and sent to your Nightingmail email address. The old password will then no longer work.

To ensure that you can have a new password sent to your email address, enter a *hint* question and answer. A new password will not be generated without your answer being supplied first.

The screenshot shows a user interface for setting a password hint. At the top, a navigation bar contains tabs: Account Info, Password, Photo, Custom Info, Privacy Settings, and a tab labeled '3'. Below this is a gray informational box with the text: "When you forget your password, a new one is generated for you (and sent to your e-mail address) and the old one will no longer work. If you want to ensure that only you can have a new password sent to your e-mail address, enter a hint question and answer. A new password will not be generated without your answer being supplied first." The main form has a "Hint Question:" label and a text input field containing "My father's middle nam" with a callout '4' pointing to the field. Below it is an "Answer:" label and a text input field containing "James". To the right of these fields is a box labeled "Hint & Answer Example". At the bottom left of the form is a callout '5' pointing to a "Save" button, and next to it is a "Cancel" button. At the bottom center is a callout '6' pointing to an "Exit Admin" button and a "Preview My Info pop-up" link.

Step 5 - Click Save

Step 6 - Click **Exit Admin**

## General CARMELink tips:

- Navigation through different sections or pages is accomplished by using #1 - the tabs located above the horizontal gray bar toward the top of the page



## General CARMELink tips (cont'd):

- **OR** by #2 – the menu items listed down the left side of each page

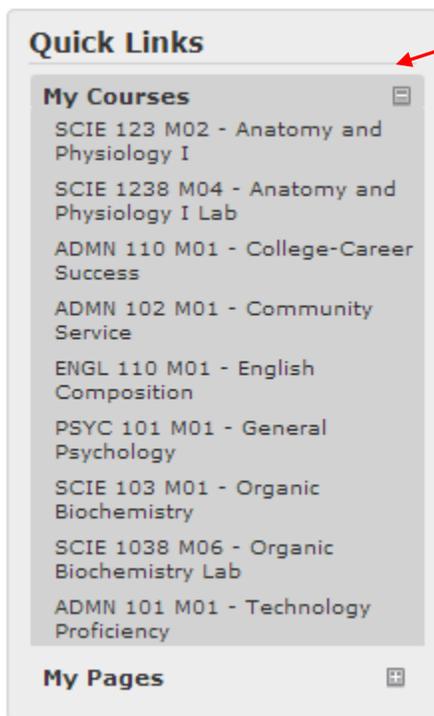
The screenshot shows the CARMELink Student page. At the top, there is a navigation bar with links: Welcome, Home, Student (highlighted), Campus Safety, Resources, Campus Ministry, and Learning and Scholars. Below this is a breadcrumb trail: "You are here: Student > Student". On the left side, there is a vertical menu titled "Student" with various options. A red arrow points from the "Financial Aid" option in this menu to the "Financial Aid" link in the breadcrumb trail. The main content area is titled "Student" and "Welcome", featuring a photo of a building and a welcome message. The welcome message states: "Welcome to the CARMELink Student page! The features of this page include the ability to view schedules and billing statements, see entries in the school calendar, access financial aid and scholarship information, print unofficial transcripts and do many other things that will help you stay informed and up-to-date as you progress through the program." Below this, it explains navigation: "Navigation through the portal is accomplished via the breadcrumbs located in the top horizontal bar or via the menu items listed down the left side of the page. Please note: To return to a previous page, click on the burgundy 'breadcrumb' links. Do not use the back arrow on your browser or the backspace key on your keyboard to return to a previous page."

- To return to a previous page, click on the "breadcrumb" links located in the gray bar immediately under the tabs.

The screenshot shows the CARMELink Business Office and Account Information page. At the top, there is a navigation bar with links: Welcome, Home, Student (highlighted), Campus Safety, Resources, Campus Ministry, and Learning and Scholars. Below this is a breadcrumb trail: "You are here: Student > Business Office and Account Information". On the left side, there is a vertical menu titled "Student" with various options. A red arrow points from the "Student" option in this menu to the "Student" link in the breadcrumb trail. The main content area is titled "Business Office and Account Information" and "Important Semester Information". It features a red heading: "FA-13 semester balances are due in the Business Office by Monday, August 12th, 2013." Below this, it explains how to determine the balance due: "To determine the balance due, deduct any uncredited and approved financial aid for FA-13 from the Cou and Fee statement balance generated in the 'My Account Info' section. Payment arrangements mu:"

- Do **NOT** use the back arrow on your browser or the backspace key on your keyboard to return to a previous page.
- Do **NOT** use Internet Explorer **9** or **10** as your browser - it does not work well with CARMELink.
- Use a **single mouse click** only when accessing CARMELink pages, double mouse clicks may bring unexpected results.

**Course Management** details are also via CARMELink. In the “Quick Links” section on the left side of any page, your registered courses will appear **14 days prior to the start date of the course**.



Once the course link appears, select the appropriate course from the drop-down menu to access the course information posted by the faculty member.

More detailed tutorials on using CARMELink and the information on your courses can be found in CARMELink on the “Resources” tab.

## Logging out of CARMELink:

Always remember to log out of CARMELink at the end of each session. To do so, click on *Logout* link located beside your name.



## **How to get help:**

Using your MCCN Nightingmail account, send a detailed message describing your concern, to [HelpLine@mccn.edu](mailto:HelpLine@mccn.edu). You will receive a return email with an assigned ticket number.

If you do NOT have access to your Nightingmail account, please call 614-401-6226 and leave a clear and precise message describing your concern (including your phone number). Phone requests are assigned a ticket number and placed into the same queue as email requests.