



How to Log in to NOVA Computers

You should receive your account information in your hiring packet

Logging into Classroom Computers

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- Use the **Directory** domain:

Example:

Username: Directory\jd1234

Password: *****

(must be obtained from the IT Help Desk:
703-426-4141 or ext. 24141)

Logging into MyNOVA (for Canvas, VCCS email, and SIS/HRS)

- Use the **Directory** domain.

1. Go to the college website: <http://www.nvcc.edu>.
2. Click on **MyNOVA** at the top of the screen.
3. Click on **MyNOVA** again.
4. Log in.

Example:

Username: jd1234

Password: *****

(password can be set through the college website using the MyNOVA link)

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Logging into Faculty Computers

- Located in the **Faculty Offices**, the **Adjunct Office**, or the **FSRC** (Faculty & Staff Resource Center).
- Use the **NVCC** domain:

Example:

Username: jdoe

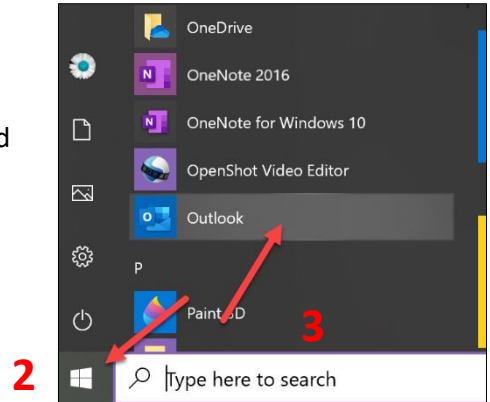
Password: *****

Logging into my NVCC Email Account (@nvcc.edu)

- Use the **NVCC** domain:

Way 1 – Using the Outlook Software

- When already logged in to a computer in a **Faculty Office**, the **Adjunct Office**, or the **FSRC**:
1. Click on **Start** icon and scroll through the menu of programs until you find **Outlook**.
 2. **Double-Click** to open and **click through the setup screens**.
 3. View your email.



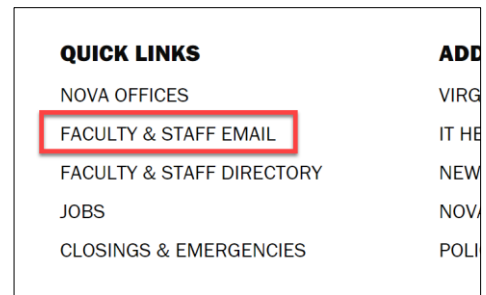
Way 2 – Using Outlook Webmail

- From any computer including your **home computer**.
1. Go to the NOVA website: <https://www.nvcc.edu>
 2. Scroll to the bottom of the screen and click on **Faculty Email**.
 3. **Log in**.

Example:

Username: jdoe@nvcc.edu
Password: *****

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