



## WELCOME TO AIC'S FIRSTCLASS VIRTUAL CAMPUS

Welcome,

FirstClass provides you with an AIC email address, as well as an online connection to everyone else on campus. From other faculty, to your students, to the college administration.

### **YOUR FACULTY ACCOUNT WILL FOLLOW THIS PATTERN :**

- \* Your faculty login id = your faculty ID number (for ex. LastName12345)
- \* Your temporary password is = yourlastname
- \* Your new AIC email address = yourfirstname.lastname@aic.edu

### **ACTIVATION INSTRUCTIONS:**

You can find the activation links and instructions you need at AIC's ECampus webpages at [www.aic.edu/ecampus](http://www.aic.edu/ecampus).

Click on the **FirstClass** icon there and then on the **Activate Your FirstClass Account**. Then enter your faculty user ID (should be the same as your permanent faculty number). And enter your last name in all lowercase letters for the password.

Then click **Submit**. When prompted, choose a new password (the screen will ask you to enter it twice). **Please remember your user ID and new password**. Click **Continue**.

Next you will be asked to read and agree to a terms-of-use policy. In order to activate your account, you will need to choose the button that indicates that you agree with the policy. That button is at the very end of the document. It **MUST** be submitted for the account activation to succeed.

Once activated, you can return to the main page [www.aic.edu/ecampus/firstclass](http://www.aic.edu/ecampus/firstclass) and either **login immediately over the web**, or **download software for your Windows or Mac computer**.

### **DOWNLOADING AND INSTALLING THE SOFTWARE**

Please select your operating system (such as Windows 7) and save the file to your computer. Close your web browser and find the downloaded file. Double-click on it to begin installation.

When installing the software, you can accept the default settings at each prompt (unless you're an advanced user and have a reason to change them).

Once installed, you should have a new **FirstClass icon** on your desktop (or in your Programs menu). Double-click that icon. If the login screen does not appear, check in the Task Bar in the bottom right hand corner of your screen. If you see the FirstClass icon in the Task Bar, double click on it there to open the login screen.

### **VERY IMPORTANT!**

In the "**Address**" field at the top of that Login window, type the following exactly: "**fc.aic.edu**" (without the quotes). You only need to do this the first time you login. [If you get confused, see this link: [www.aic.edu/firstclass](http://www.aic.edu/firstclass) and click on the link for logging in with the software version for the first time.

Now launch the login program and enter your user ID and the password you chose for yourself and click **Login**.

Congratulations. You should find yourself looking at your personal FirstClass Desktop.

If you have any trouble, please first seek help by submitting a Help Desk ticket through the Get Help icon on your FirstClass desktop, sign in using the same user ID and password that you use for FirstClass. Or email **firstclass@aic.edu**. Explain the issue you are having and leave your name, Faculty ID number and telephone number. If you cannot use email, please call 413-205-3402 for help.

### **GETTING TO THE FACULTY REGISTRATION PORTAL (CAMS)**

Open a web browser and navigate to **<http://cams.aic.edu/efaculty>**

This is where you will login to record class attendance, submit grades, etc.

**This portal uses the same user ID and password** you have for FirstClass, but they are different systems.

If you have any trouble, please first seek help by submitting a Help Desk ticket or emailing **[cams@aic.edu](mailto:cams@aic.edu)**. Explain the issue you are having and leave your name, Faculty ID number and telephone number. If you cannot use email, please call 413-205-3402 for help.

**Welcome to the AIC Virtual Campus. Enjoy the system!**