



## WELCOME TO AIC'S VIRTUAL CAMPUS

Dear Student,

AIC's Virtual Campus provides you with an AIC email address and the student information portal (CAMS), as well as an online connection to everyone else on campus - from other students, to your professors, to the college administration. Activation of your new account is also essential for registering for your classes each semester.

### CAMS Student Portal ACTIVATION INSTRUCTIONS:

1. First, you will want to activate your student information system (CAMS Student Portal) by going to the website:

<http://cams.aic.edu/estudent>

2. Type in your username (your student ID number), S00000#####.
3. Then click 'Activate Account'.

Follow the instructions, answer the questions, and create a new password. **Remember this password** as you will need it when activating your email account. Please note: If you encounter an error message such as "Record not found, click here to try again" after answering the questions and creating the password, it may be because we don't have your date of birth or your ssn in our computer system. Contact your Admissions Counselor to give him/her the missing information.

### GETTING TO THE CLASS REGISTRATION PORTAL (CAMS)

Open a web browser, such as Internet Explorer, and navigate to <http://cams.aic.edu/estudent>

This is where you will login to register for classes, get your 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:** First seek help by emailing [Cams@aic.edu](mailto:Cams@aic.edu) for CAMS Student Portal issues. Please be sure to include your student ID number in your email as well as explain the issue you are having and leave your name and telephone number. If you cannot use email, please call (413) 205-3402 for help.

When finished with the CAMS system, see the next page for instructions on how to activate your FirstClass email account.



### FirstClass ACTIVATION INSTRUCTIONS:

\* Your FirstClass email account activation must take place at:

<http://fc.aic.edu> using the info below:

- \* Your permanent login id (your student ID number) = **S00000#####**
- \* Your temporary password = your **last name**
- \* Your new AIC email address = **FirstName.LastName@aic.edu**

Once at this website, at the top of the page, click the '**Activate Account**' icon. Enter the username and temporary password provided above (all in lower case). Then click '**submit**'. When prompted, enter the new password you created in the CAMS, the student information system (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 located at the very end of the document. You **MUST** click it for the account activation to succeed.

Once activated, you can return to the main page and either **login immediately over the web**, or **download software for your Windows or Mac computer**. The web method is popular among students because it requires no software, but the software version in many ways is easier to use and has more features.

### DOWNLOADING AND INSTALLING THE SOFTWARE

Please select your operating system 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 window does not appear after you double click on the desktop icon, look in the Task Bar in the bottom right hand corner of you screen. If you see the FirstClass icon in the Task Bar double click on it there to bring up the login window.

### VERY IMPORTANT!

In the 'Address' field at the top of that Login window, type '**fc.aic.edu**', exactly as written, without the quotes. You only need to do this the first time you login. (If you get confused, return to **http://fc.aic.edu** and scroll to the bottom of that main page. There are pictures to guide you.) Now launch



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

**If you have any trouble:** First seek help by emailing [firstclass@aic.edu](mailto:firstclass@aic.edu) for **FirstClass issues**, [Cams@aic.edu](mailto:Cams@aic.edu) for **CAMS Student Portal issues**. Please be sure to include your student ID number in your email as well as explain the issue you are having and leave your name and telephone number. If you cannot use email, please call (413) 205-3402 for help.