



# getting started

## STUDENT GUIDE

Name \_\_\_\_\_

Student ID S00

Gateway advisor \_\_\_\_\_

(if not yet assigned, watch your Stark State email for a message from your advisor)

### #1 LOG INTO **mySSC.starkstate.edu**

- ☐ username \_\_\_\_\_
- ☐ email \_\_\_\_\_
- ☐ password \_\_\_\_\_

#### to access **mySSC**

- go to **mySSC.starkstate.edu**
- enter your username and password  
— or —
- go to the Stark State homepage: starkstate.edu
- navigate to the bottom left corner of the page
- click mySSC
- enter your username and password

Your username is the first initial of your first name, your last name, your two-digit birth month and two-digit birth day. Add @starkstate.net for your email address.

Your default password is your first, middle and last initial, a period, and the first six digits of your social security number (if you don't provide a middle name, use an "x" for your middle initial).

If you have difficulty accessing your account, call 330-494-6170 ext. 4357 (HELP) or email [helpdesk@starkstate.edu](mailto:helpdesk@starkstate.edu)

### #2 LOG INTO YOUR EMAIL

#### three ways to access your email

- log into mySSC > tools > general > email
- visit: [accounts.google.com](https://accounts.google.com)
- go to: <http://mail.google.com/hosted/starkstate.net>

- ☐ upon signing into your email, complete the multi-factor authentication (MFA) process

scan for more information about MFA



**Check your email and mySSC daily for important updates.**

### #3 LEARN ABOUT MAJOR AND PLACEMENT

- ☐ review placement scores \_\_\_\_\_  
reading \_\_\_\_\_ mathematics \_\_\_\_\_ writing \_\_\_\_\_
- ☐ review transcripts - high school/college
- ☐ review major and career community

(career community)

**watch your email for information regarding future meetings with your advisor**

### #4 PURCHASE YOUR TEXTBOOKS

#### Akron students

- ☐ order textbooks at  
[shop.starkstate.edu/order-textbooks](https://shop.starkstate.edu/order-textbooks)
- ☐ textbook pickup, A003

#### Main campus students

- ☐ bookstore, G105
- ☐ [shop.starkstate.edu/order-textbooks](https://shop.starkstate.edu/order-textbooks)  
books go on sale \_\_\_\_\_

### #5 MANDATORY FOR ONLINE CLASSES ONLY - COMPLETE "SUCCEEDING ONLINE"

**before accessing an online class, students are required to complete the Succeeding Online Orientation**

all Succeeding Online modules must be complete before you can access your online course

**an email with information regarding the completion of Succeeding Online will be sent to your Stark State email two weeks before the start of the semester**

#### to access Brightspace

- log into [ess.starkstate.edu](https://ess.starkstate.edu)
- username: student email
- password: Stark State password
- Brightspace access will be available 24 - 48 hours after enrolling in classes

#### to find Succeeding Online in Brightspace

- click student development in the my courses widget
- Succeeding Online will be listed

## #6 CHOOSE PAYMENT METHOD

- ❑ apply for grants and loans: ***studentaid.gov***  
(school code: 011141)
- ❑ learn about scholarships:  
***starkstate.edu/scholarships***
- ❑ take a copy of your bill and discuss your financial aid status in person at Student Services  
-or-
- ❑ make a payment in mySSC by choosing the myBill+Payment button or on campus at the cashier's window
- ❑ set up refund preference in mySSC by choosing the myBill+Payment button then select the refund tab

Akron students // The College Store // A103

**Main campus // cashier's office // S300**

first payment due \_\_\_\_\_

## #7 COMPLETE FINANCIAL AID REQUIREMENTS

once you have completed your FAFSA, additional requirements can be viewed in mySSC

- ❑ log in to mySSC>Financial Aid Home>Your Financial Aid Dashboard
- ❑ unsatisfied requirements will appear in your financial aid home tab

**all students utilizing financial aid must complete**

- ❑ Title IV Authorization
- ❑ Standards of Academic Progress Acknowledgment forms

**additional requirements may include**

- ☐ completion of the independent or dependent verification process
- ☐ parent(s)/student and/or spouse tax return transcript year \_\_\_\_\_
- ☐ non-filer statement parent(s)/student and/or spouse year \_\_\_\_\_
- ☐ W-2s parent(s)/student and/or spouse year \_\_\_\_\_
- ☐ Identity and Statement of Education Purpose

***any student taking out a student loan must complete the following steps***

- accept the loan amount you need for the school year through mySSC>Financial Aid>Your Financial Aid Dashboard
- complete entrance counseling at ***studentaid.gov***
- complete the Master Promissory Note (MPN) for Subsidized/Unsubsidized Loans at ***studentaid.gov***

***NOTE: You must have a minimum of 6 credit hours towards your major to borrow a loan for that semester.***

**choose refund method**

set up refund preference in mySSC by choosing the myBill+Payment button then select the refund tab

## two refund options to choose from

- ❑ direct deposit to your checking or savings account. Refund will deposit in 3 - 6 business days.
- ❑ mailed check selection is the slowest, up to 10 business days. If you choose this option, please verify your mailing address.

## #8 REGISTER FOR YOUR FREE PARKING PASS

- ❑ log into mySSC > student tools > order parking pass
- ❑ complete with your license plate, make, model and color
- ❑ pick up your parking pass at the security desk

## #9 GET YOUR PHOTO ID

## Akron students

- stop by security office to get your SSC photo ID

### Main campus students

- stop by admissions to get your SSC photo ID  
(required to ride SARTA for free)

## #10 COMPLETE TRANSITION EXPERIENCES

- ❑ complete New Student Orientation either on campus or online: ***starkstate.edu/orientation***
- ❑ new students complete Jump Start ***starkstate.edu/jumpstart/***

## #11 ACCESS INFORMATION ON ACADEMIC AND SUCCESS RESOURCES

Disability Support Services, student support information about tutoring, Career Services, Counseling and more can be found at [\*\*starkstate.edu/current-students/\*\*](http://starkstate.edu/current-students/).

## NOTES/OTHER

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