



## Brightspace Online Class Access Instructions

ONLINE ACCESS LINK FOR LONG ISLAND EOC VIRTUAL STUDENTS

<https://www.longislandeoc.org>

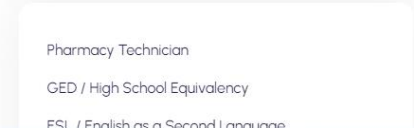
**Step 1:** Click on the upper right link button **[VIRTUAL CLASS BRIGHTSPACE ACCESS]**

The screenshot shows the Long Island EOC website homepage. The navigation bar at the top includes links for Home, Courses, About, Q&A, Resources | IT Services, and Contact. A search icon and the EOC logo are also present. A prominent red button labeled "VIRTUAL CLASS BRIGHTSPACE ACCESS" is located in the top right corner of the navigation bar, with a yellow arrow pointing to it. The main content area features a large white text overlay: "Your Personal Advancement and Learning Journey Starts Here". Below this text, it says "Submit your Application for the Spring Semester 2024". There are two buttons: "Apply Now" and "Request Program Information". A circular inset image shows a group of diverse students in a classroom setting. A small pop-up box in the bottom right of the inset image contains the text "Online Class Access Brightspace LMS D2L" and a red button labeled "Online Classroom".

**Step 2:**



YOU MUST READ THE QUICK ACCESS GUIDE BEFORE CLICKING ON THE ONLINE CLASS ACCESS LINK



**Please Read This Quick Access Guide Before Proceeding, Please select NETWORK LOGIN on the next page.**

Now you will be on the EOC Online Class Access Portal. **NOTE:** BEFORE YOU CLICK ON THE ONLINE CLASS ACCESS BUTTON YOU MUST READ **THE QUICK ACCESS GUIDE INFORMATION.**

**Step 3:**

**NOW THAT YOU ARE ON THIS SCREEN SELECT AND CLICK ON THE**

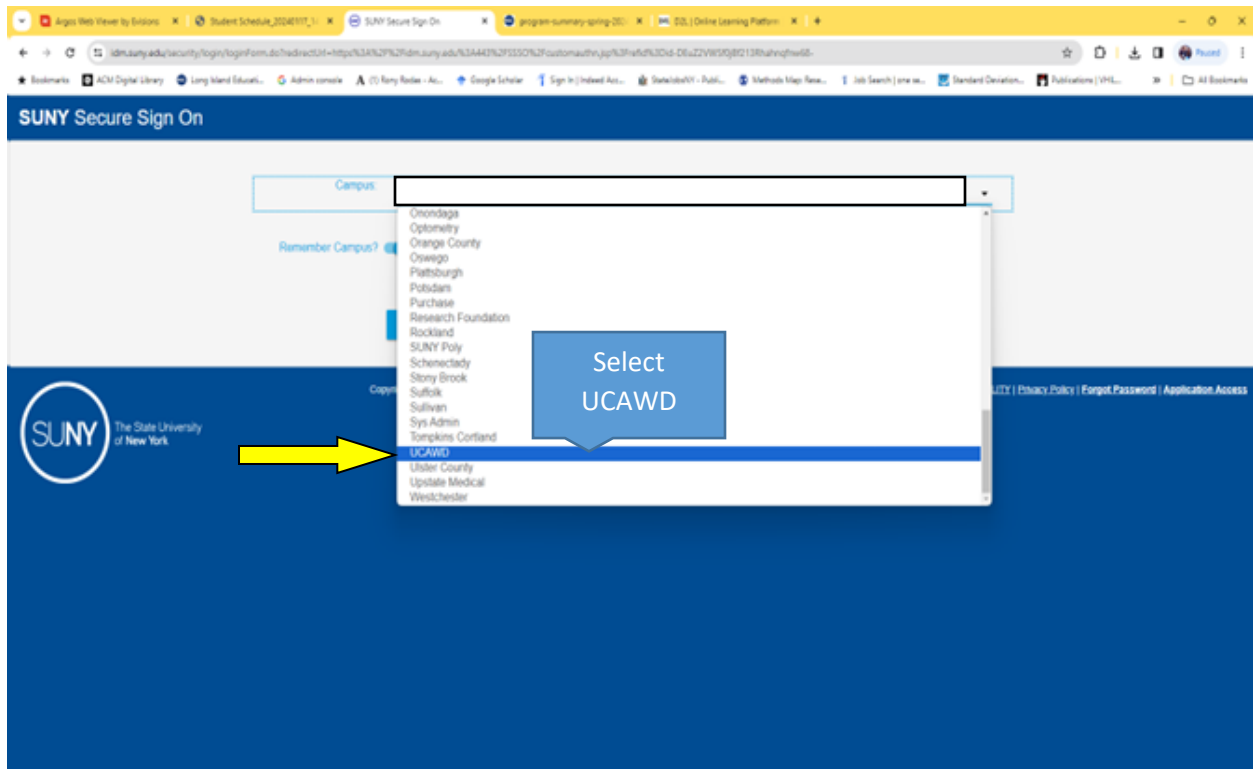
**NETWORK LOGIN** LINK

**NOTE: DO NOT CLICK ON THE LOCAL LOGIN LINK.**

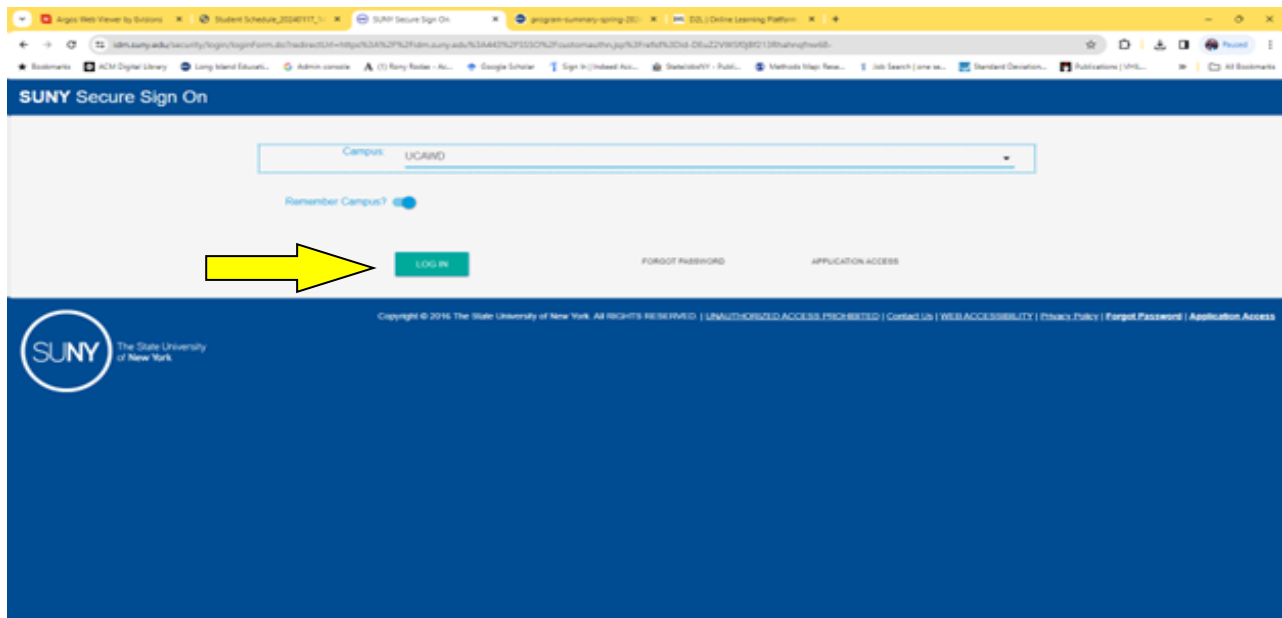


**Step 4:** Now click on the dropdown menu and select [UCAWD]

**If you do not select UCAWD, you will not be able to log in.**

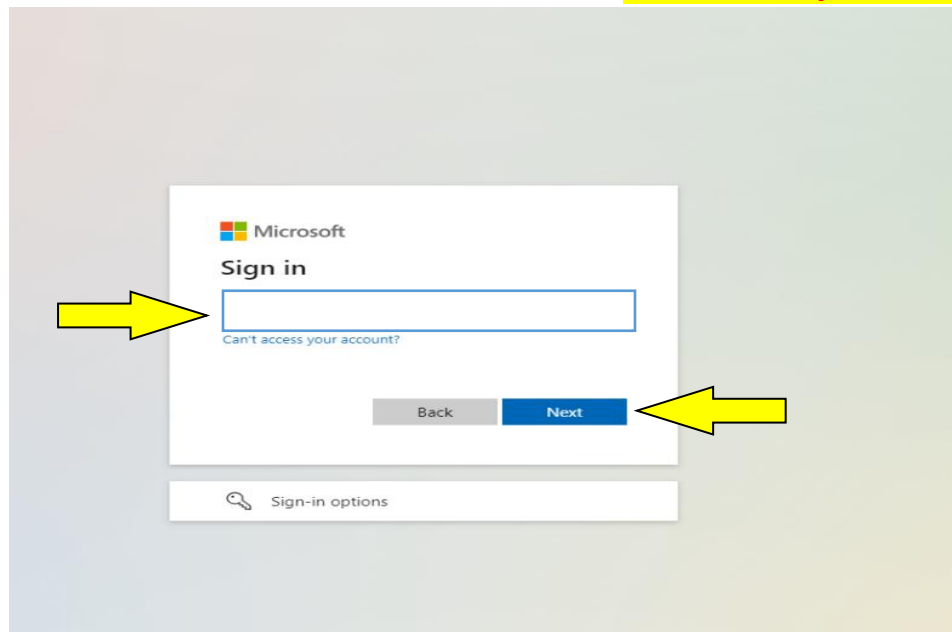


**Step 5:** click the login button after you have selected **UCAWD** from the dropdown menu. **Do not select your current sponsor institution.**

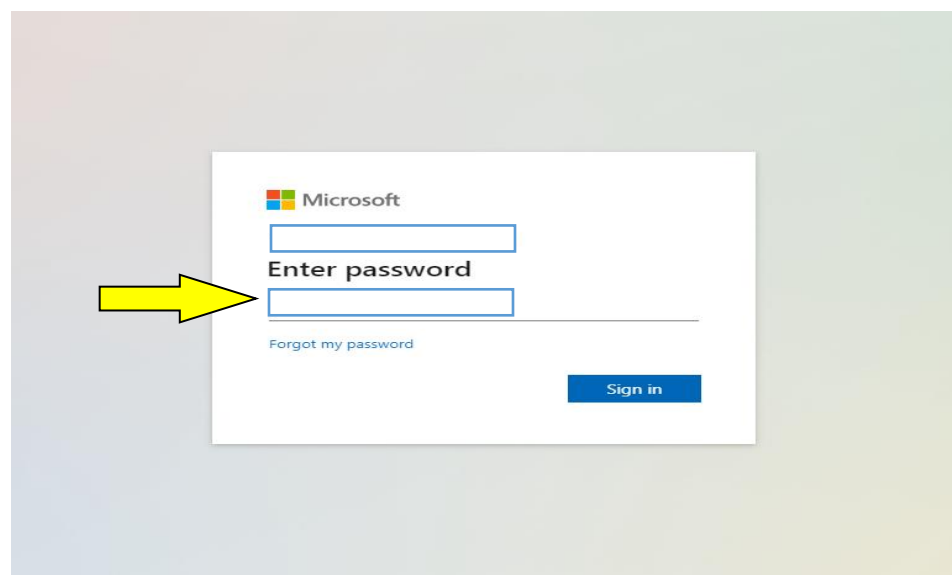


**Step 6:** Type your username in the sign-in field: You will find your username and password on the class schedule that was given to you by the counselor.

**Step 7:** Find your username and generic password on your class schedule. Your username is formatted as an Email Address xxxxxx@sunyeoc.suny.edu

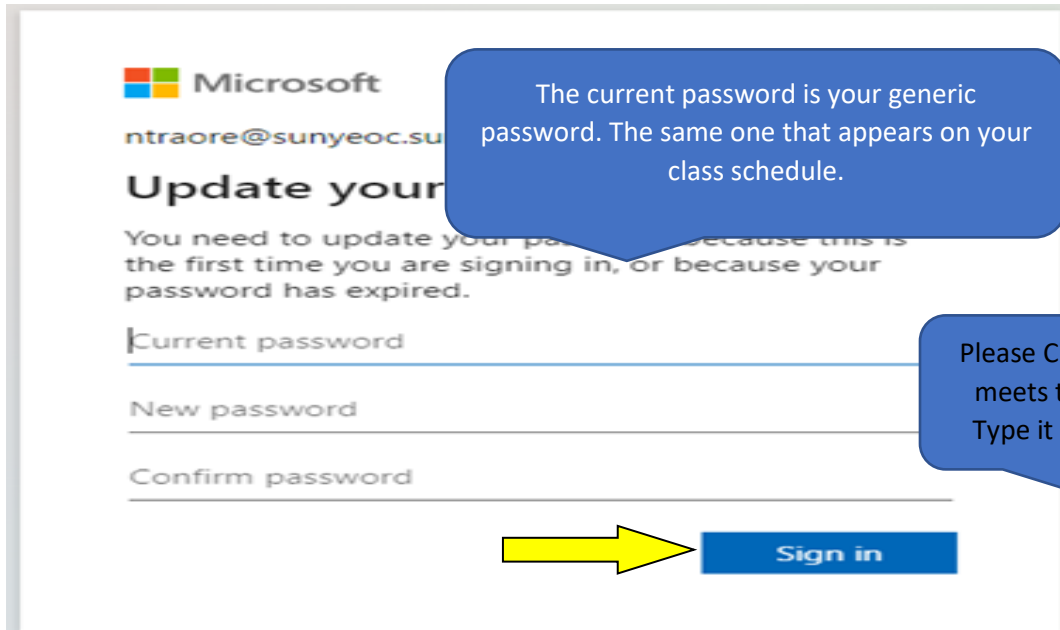


Type your Password:



After you type your username and password you may be required to reset your password by creating a new one. Create a password of your choice.

Type your current generic password and then create a new password. Follow the instructions on the screen. After that, you will be asked to secure your account.



**Microsoft**  
ntraore@sunyeoc.su

### Update your

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

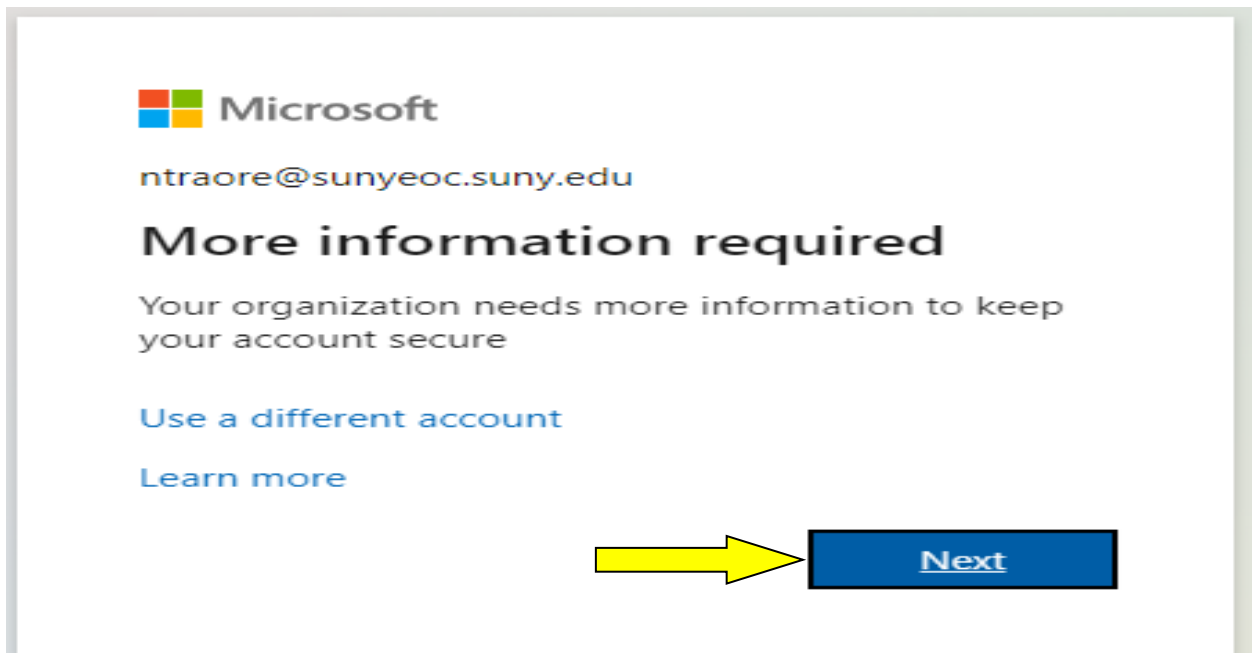
Confirm password

**Sign in**

The current password is your generic password. The same one that appears on your class schedule.

Please Create a new Password that meets the system requirements. Type it in twice and click (sign in)

Now click Next



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ntraore@sunyeoc.suny.edu

### More information required

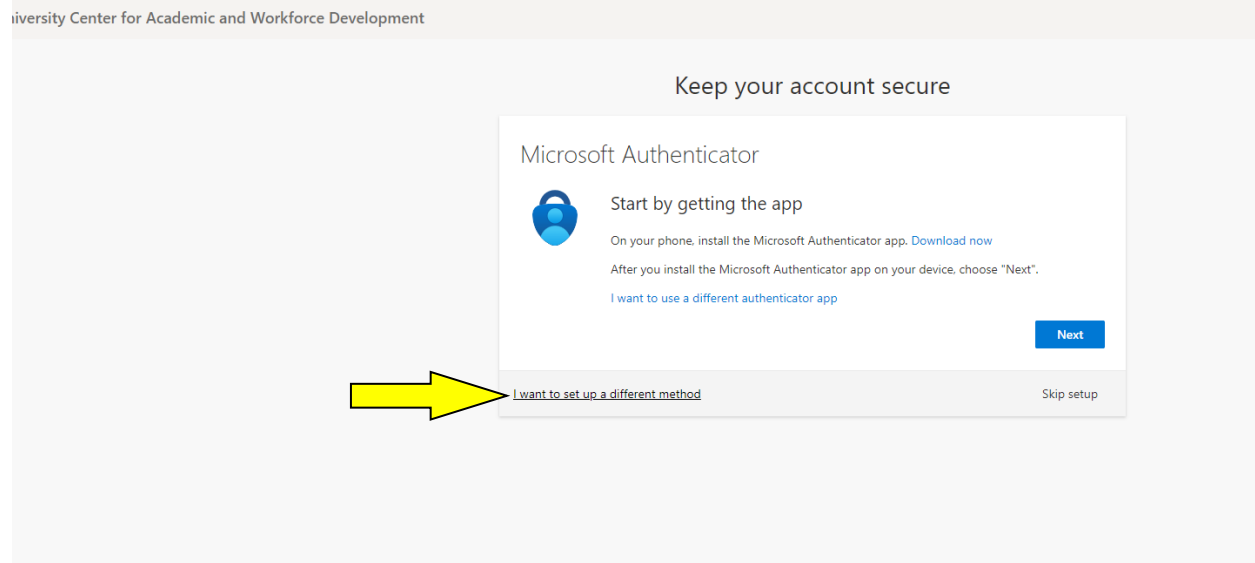
Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

**Next**

**Step 8:** While securing your access account make sure you follow all the instructions on the screen. There are several ways to authenticate your account. The easy way is to select [I want to set up a different method then click next.](#)



## Keep your account secure

### Microsoft Authenticator



#### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

If the student is carrying a cell phone. You can select the phone option then click Next.

Next

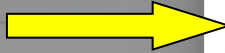
Skip setup

#### Choose a different method

Which method would you like to use?

- Phone
- Authenticator app
- Phone
- Email

[I want to set up a different method](#)





## Step 9

### Enter your cell phone number and click Next (select – Receive a code)

University Center for Academic and Workforce Development

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

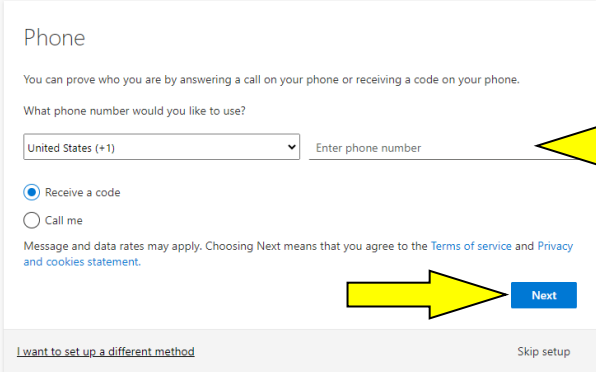
What phone number would you like to use?

United States (+1) Enter phone number

Receive a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#) Next Skip setup



Wait for the code to get to your cell phone by text. Then proceed to enter the code on the next screen.

## Keep your account secure

### Phone

We just sent a 6 digit code to +1 5164064720. Enter the code below.

Enter code

[Resend code](#)

Back

Next

[I want to set up a different method](#)

Skip setup

## Keep your account secure

### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**



Phone  
+1 5164064720

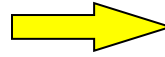
Done

it

## Keep your account secure

### Phone

✔ Verification complete. Your phone has been registered.



Next

Skip setup



Linchie Dorvil



Brightspace Resources ▾

24SP INTERMEDIATE ENGLISH 19344



## Not authorized



### Error: Not authorized

You are not authorized to view the page you are trying to reach.

If you believe you encountered this page in error, and that you should have access to the resource you are trying to access, contact technical support.

If students get this page with the error message, please ignore it, and proceed to click on the waffle-type upper square icon \* menu\*.



# Standard Course Template

The screenshot shows a D2L course interface. On the left, there are two widgets: 'Start Here' (86% complete, 6 of 7 topics) and 'Course Information' (0% complete, 0 of 5 topics). A yellow arrow points from the 'Course Information' widget to the 'Slim Announcements Widget' on the right. The announcement widget contains a 'New Announcement' titled 'testing testing testing link' posted on Friday, January 12th, 2024 at 2:18 PM. The announcement text reads: 'To join the video meeting, click this link: https://meet.google.com/ejc-mkxy-vki Otherwise, to join by phone, dial +1 401-646-2176 and enter this PIN: 337 341 252#'.

Now you should be able to see your virtual class. Now look for your **virtual video link** and initiate your virtual video class session on the module's announcement section. If your instructor is using Google Met, you may be asked to log in to your [xxx.xxx@lieoc.farmingdale.edu](mailto:xxx.xxx@lieoc.farmingdale.edu) email account to gain access to the video session. Enjoy your class!!

PS: You only must authenticate your account once. If you fail to do so you will not be able to reset your password later.

If you cannot find the video link keep scrolling down until you find the announcement that contains the link.