



ONLINE CLASS ACCESS MANUAL FOR LIEOC LONG DISTANCE LEARNING STUDENTS FALL 2026

Important: Please Read Before Proceeding

Important Information for Online Distance-Learning LIEOC Students

This manual is intended for **new students** who are enrolled in online distance-learning courses. It provides important instructions to help you access your online course, learning materials, assignments, virtual class video sessions, and other student resources. **Please do not use a mobile device, such as a smart phone to attempt to take your online class. Use a lap top computer or a desk top computer. Windows 11 or Apple MacOS.**

If you previously attended an in-person course or an online course and you are now enrolled in a new course, you do not need to create a new student account. Please sign in using the same username and password that you created when you originally activated your account. Your existing login credentials should continue to provide access to Brightspace.

If you do not remember your password and you previously set up multifactor authentication or account-recovery options, you may use the password-recovery feature to verify your identity and reset your password. After changing your password, use the new password when signing in to your online course.

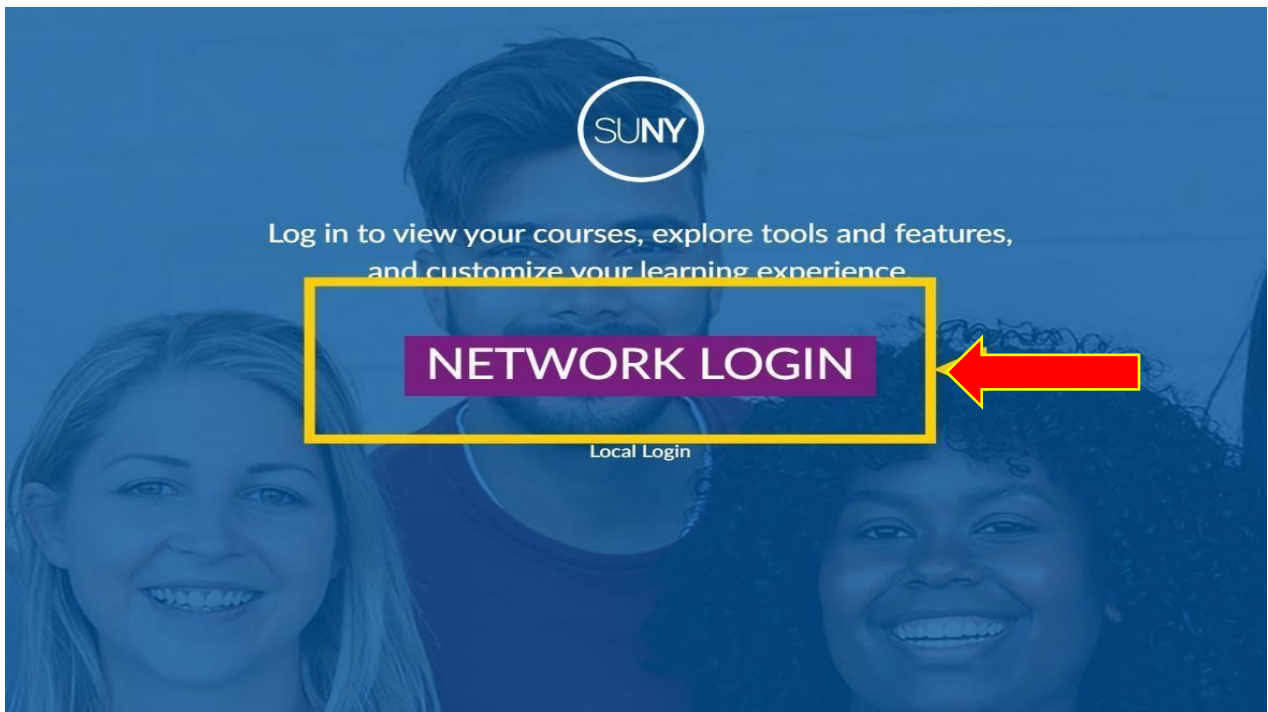
If you cannot reset your password, do not have access to your authentication method, cannot remember your username, or continue experiencing difficulties signing in, please email me at rodasr@farmingdale.edu for assistance. In your email, include your full name, the course or program in which you are enrolled, student ID Number starting U00 and a brief description of the problem. For your security, never include your password in an email or share it with another person. You can find your student ID number on your class schedule upper section.

ONLINE CLASS QUICK ACCESS GUIDE

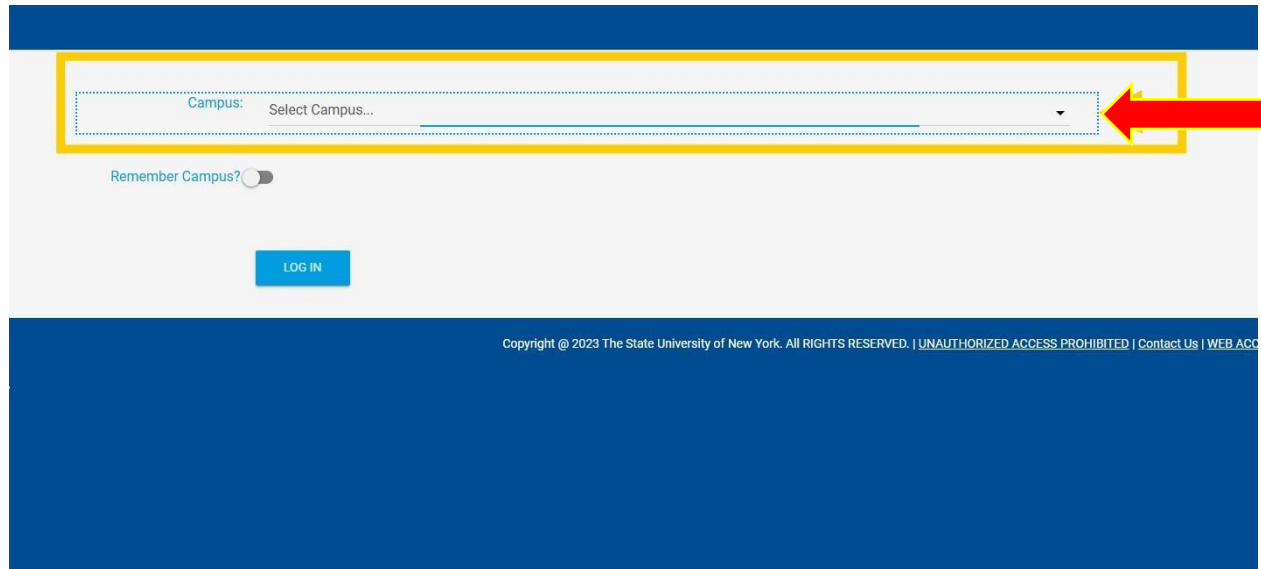
Go to www.longislandeoc.org and click the orange **Online Class Access Portal** button.



NOW CLICK ON THE **NETWORK LOGIN** BUTTON

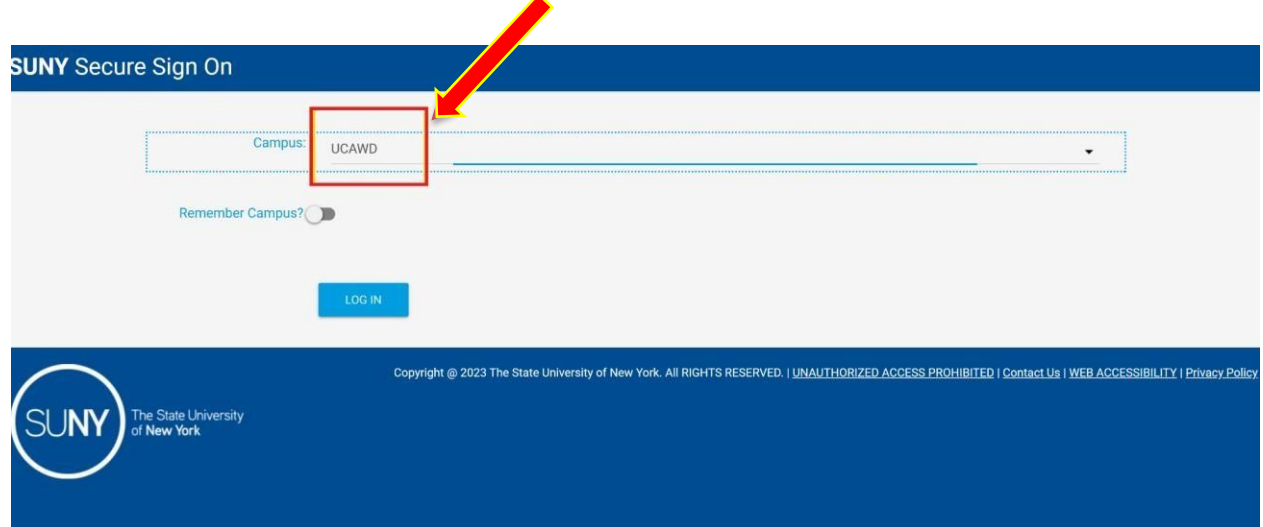


From the drop-down menu, select your campus: **UCAWD**. Do **not** select **Farmingdale** or **Suffolk**.



This screenshot shows the top portion of the SUNY Secure Sign On page. A yellow rectangular box highlights the 'Campus:' dropdown menu, which currently displays 'Select Campus...'. A large red arrow points from the right side of the image towards the dropdown arrow. Below the dropdown is a 'Remember Campus?' toggle switch, which is currently turned off. A blue 'LOG IN' button is positioned below the toggle. The footer of the page contains the copyright notice: 'Copyright @ 2023 The State University of New York. All RIGHTS RESERVED. | [UNAUTHORIZED ACCESS PROHIBITED](#) | [Contact Us](#) | [WEB ACCESSIBILITY](#) | [Privacy Policy](#)'.

YOUR CAMPUS SHOULD BE **UCAWD**



This screenshot shows the same SUNY Secure Sign On page, but with 'UCAWD' selected in the 'Campus:' dropdown menu. A red rectangular box highlights the selected text 'UCAWD', and a red arrow points from the text 'UCAWD' in the instruction above to this box. The 'Remember Campus?' toggle switch remains off, and the blue 'LOG IN' button is still present. The footer now includes the SUNY logo (a white circle with 'SUNY' inside) and the text 'The State University of New York' on the left, followed by the same copyright notice as the previous screenshot on the right.

Now **Locate your User ID** at the top of your class schedule, then enter your username **Example, XXXX@SUNYEOC.SUNY.EDU**). If you do not have a copy of your schedule, please contact your class advisor. If you are a returning student use the password that you created when you activated your account. **This temporary password is for new online students only.**

SAMPLE

Student Schedule

**State University of New York
Long Island Educational Opportunity Center**

Term: Fall 2025 (Jul 1-Dec 31)

Student: U00438689 Haidee Cuello

UserID: hcuello@sunyeoc.suny.edu ←

New Student Initial Password: batnew80! ←

Returning Students: Use previous password

Program: LIEOC HSE Preparation

Brightspace Login:
www.longislandeoc.org
or
<https://mylearning.suny.edu>

Your current password is temporary, and the system will prompt you to create a new one. If you receive an error or the system does not allow you to update your password, please email me at **rodasr@farmingdale.edu**. If everything works correctly, enter your User ID as shown in the graphic below.

Next, enter the user ID that is on your class schedule.



Sign in

someone@example.com



[Can't access your account?](#)

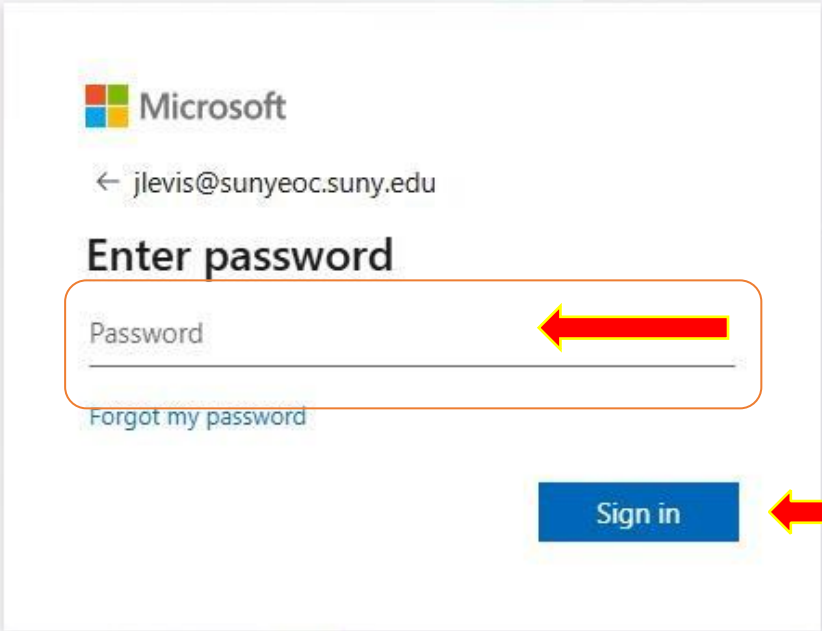
Back

Next



Sign-in options

Now enter the temporary password listed on your class schedule. This will be your temporary password only. After you are done doing so please click on the Sign In button. **If you are a returning student or continuing student type the password that you created when you activated your account.**

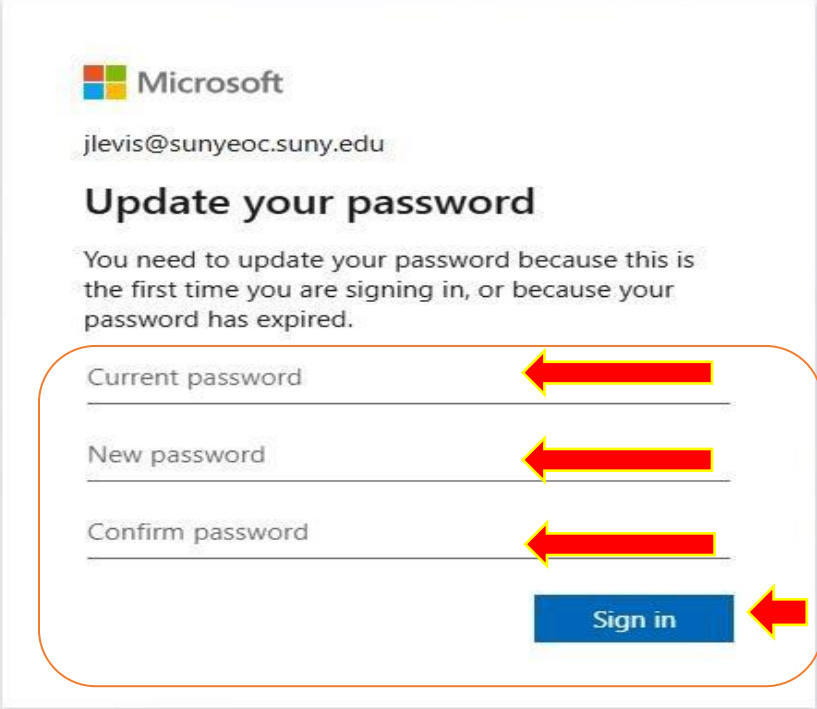


The image shows a Microsoft login interface. At the top is the Microsoft logo. Below it is the email address 'jlevis@sunyeoc.suny.edu' with a back arrow. The main heading is 'Enter password'. There is a password input field with the placeholder text 'Password'. A red arrow points to the right of the password field. Below the password field is a link that says 'Forgot my password'. At the bottom right is a blue 'Sign in' button. A red arrow points to the left of the 'Sign in' button.

If you are a returning or continuing student, the system should direct you to the Brightspace platform after completing this step. Once there, you can access your course and its learning modules.

If you are a new student and have not previously activated or accessed your account, please continue with the instructions below.

From here you will be asked to create a new password: Please use at least 8 characters and a combination of upper-case letters, numbers, special characters and numbers.



The image shows a Microsoft password update form. At the top is the Microsoft logo and the email address jlevis@sunyeoc.suny.edu. The main heading is "Update your password". Below this is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". Each field has a red arrow pointing to it from the right. Below the input fields is a blue "Sign in" button, also with a red arrow pointing to it from the right. The entire form is enclosed in a rounded rectangle with an orange border.

At this point, your current password is the same password listed on your class schedule. Next, you will be prompted to create a new password.

Do **not** use common words or reuse passwords you already use on your personal accounts.

Your new password must be **8–10 characters** and include **symbols/special characters**, **numbers**, and **at least two uppercase letters**. If you use common words, the system will reject your new password.

Once you had successfully created a new password you will be transferred to this section. [proceed and click the next button]



██████@sunyeoc.suny.edu

Let's keep your account secure

We'll help you set up another way to verify it's you.

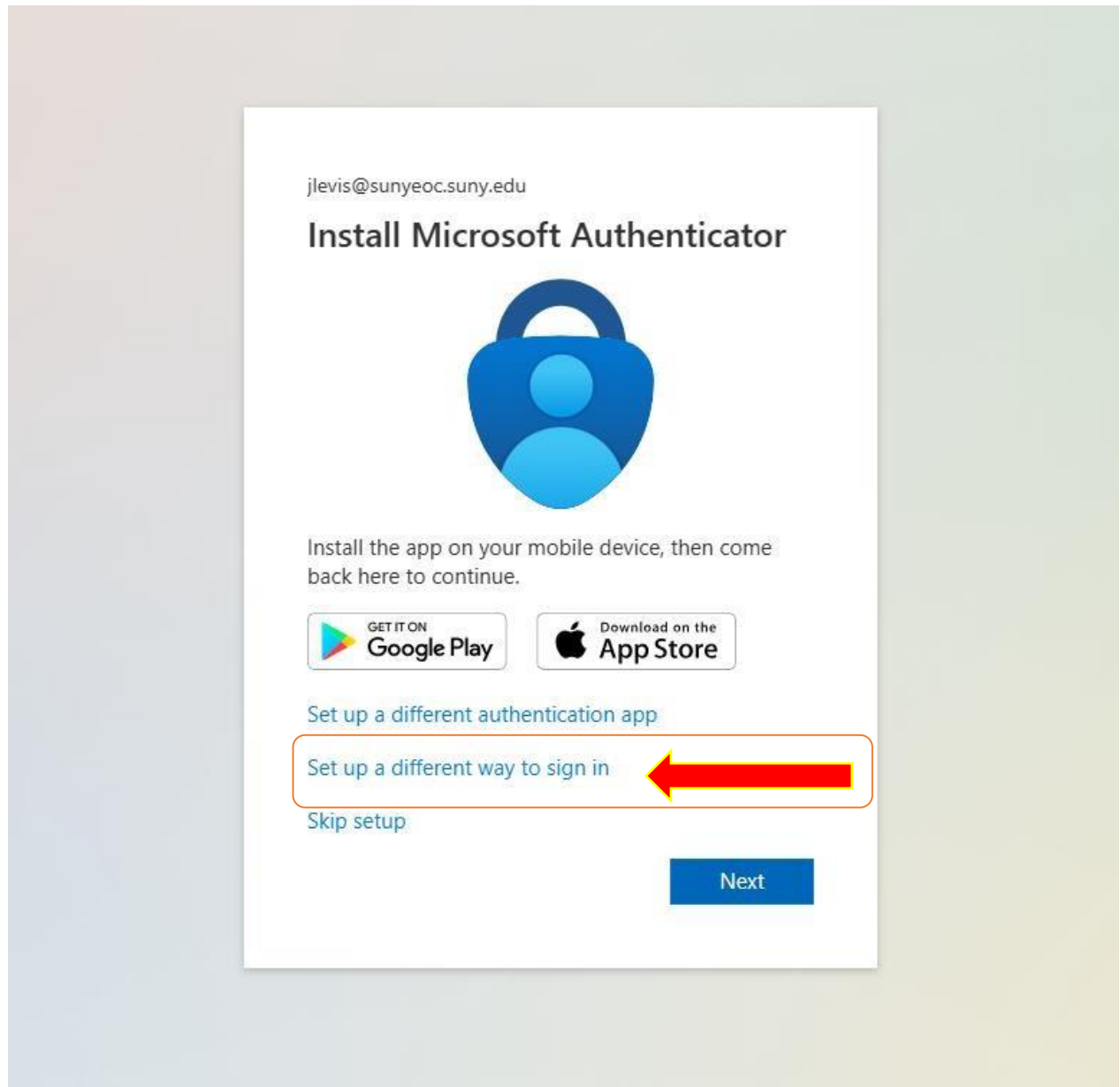
[Use a different account](#)

[Learn more about verifying your identity](#)

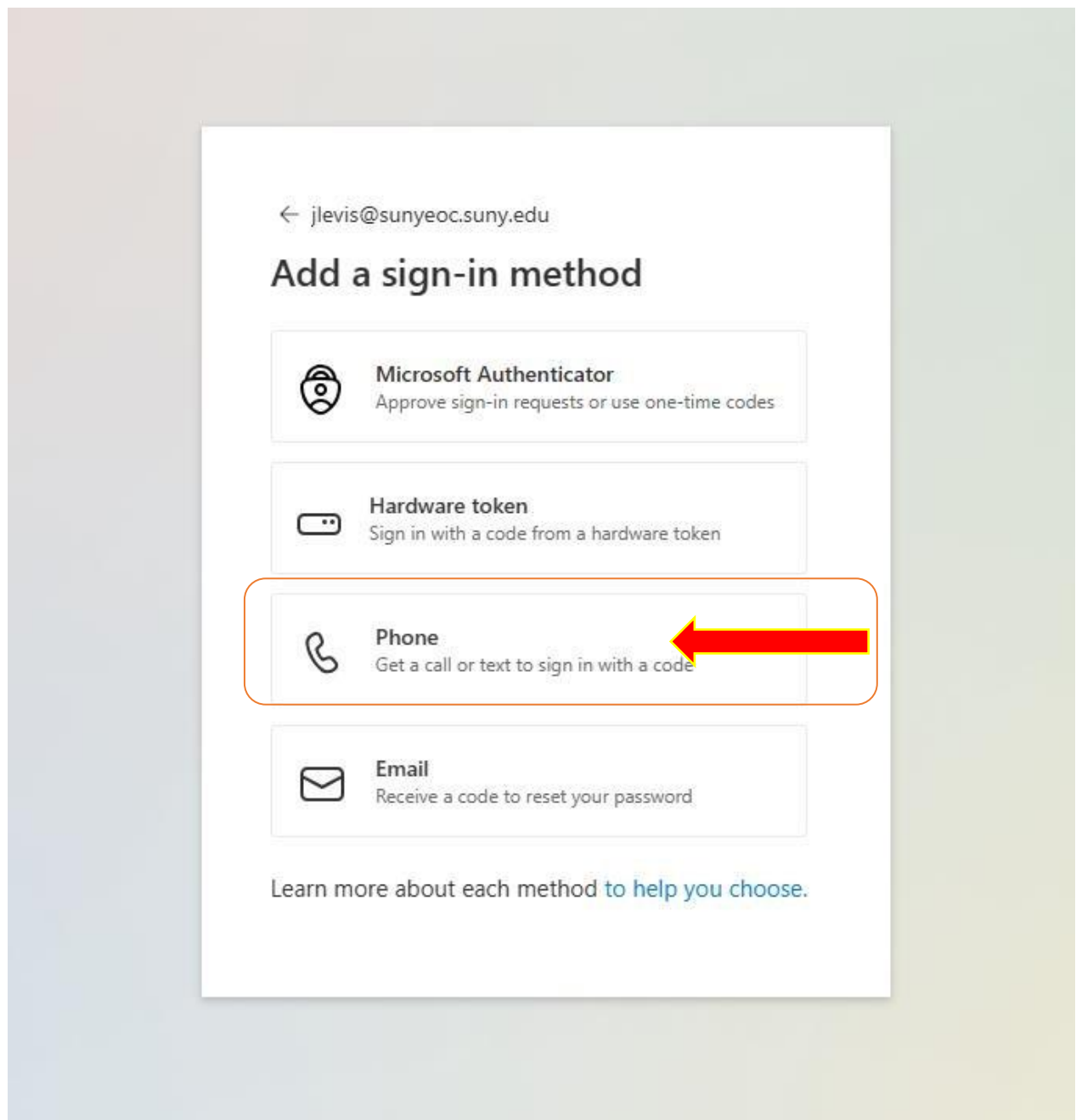
Next



Now you will see this image. Please click on the **(Set up a different way to sign in)** section. Do not skip this section. If you do so you would not be able to reset your own password in the future.



Now you can have a few choices. Please select the PHONE option. If you do not have a phone number you can then use your email. However, for best practices please use your cell phone number.



Now you will be prompted to enter your cell phone number. Make sure that the **TEXT A CODE** button is active as shown on this image.

jlevis@sunyeoc.suny.edu

Add your phone number



Verify it's you with a call or text code to your phone.

Country code

United States (+1) ▼

Phone number

Enter phone number

Choose how to verify

☒ Text a code

☐ Call

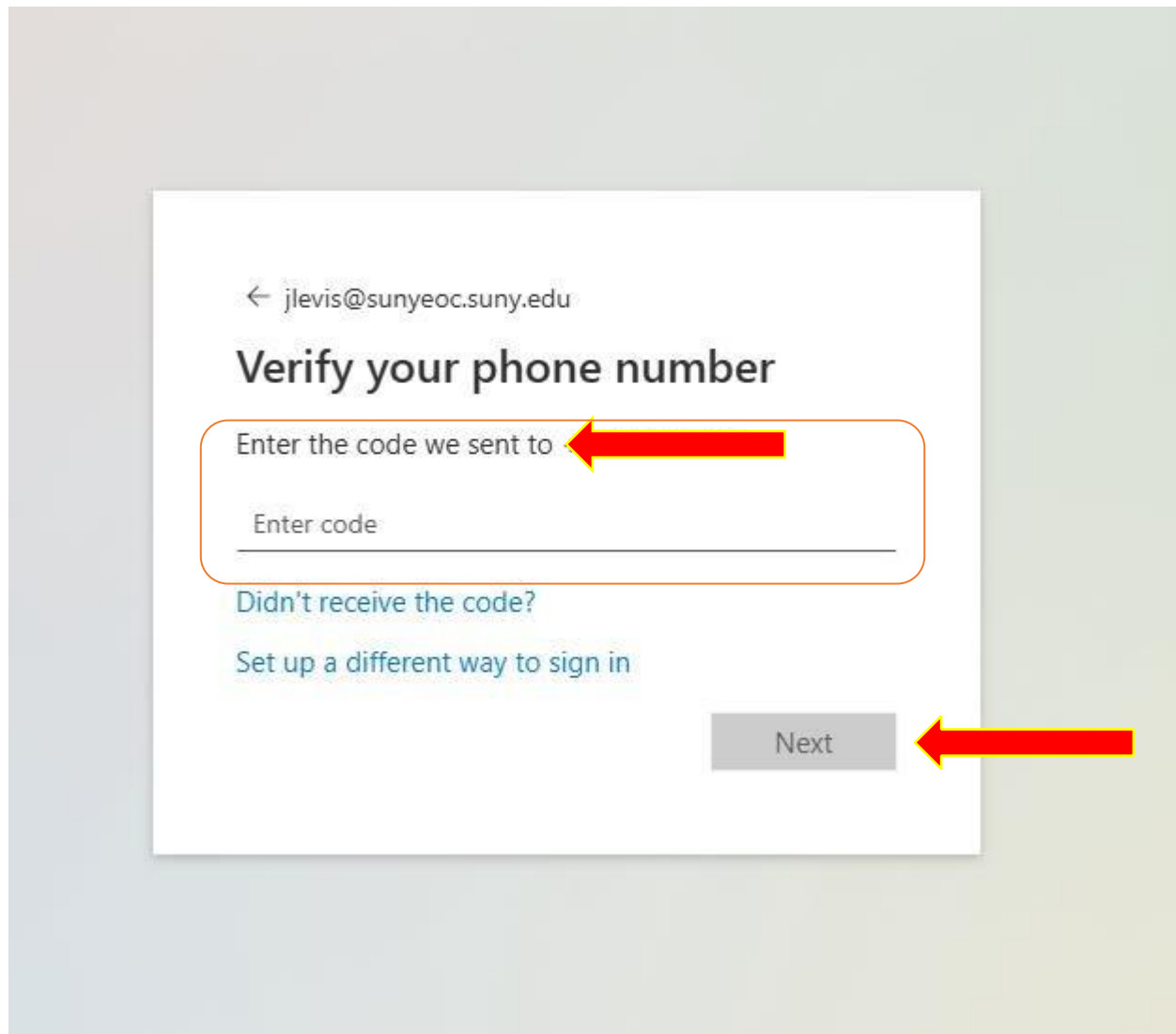
Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Set up a different way to sign in](#)

[Skip setup](#)

Next

Once you received your code on your mobile device please enter the code on this screen. Please check your text messages on your phone. After you are done entering the code click on next.



← jlevis@sunyeoc.suny.edu

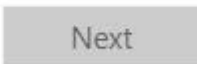
Verify your phone number

Enter the code we sent to 

Enter code

[Didn't receive the code?](#)

[Set up a different way to sign in](#)

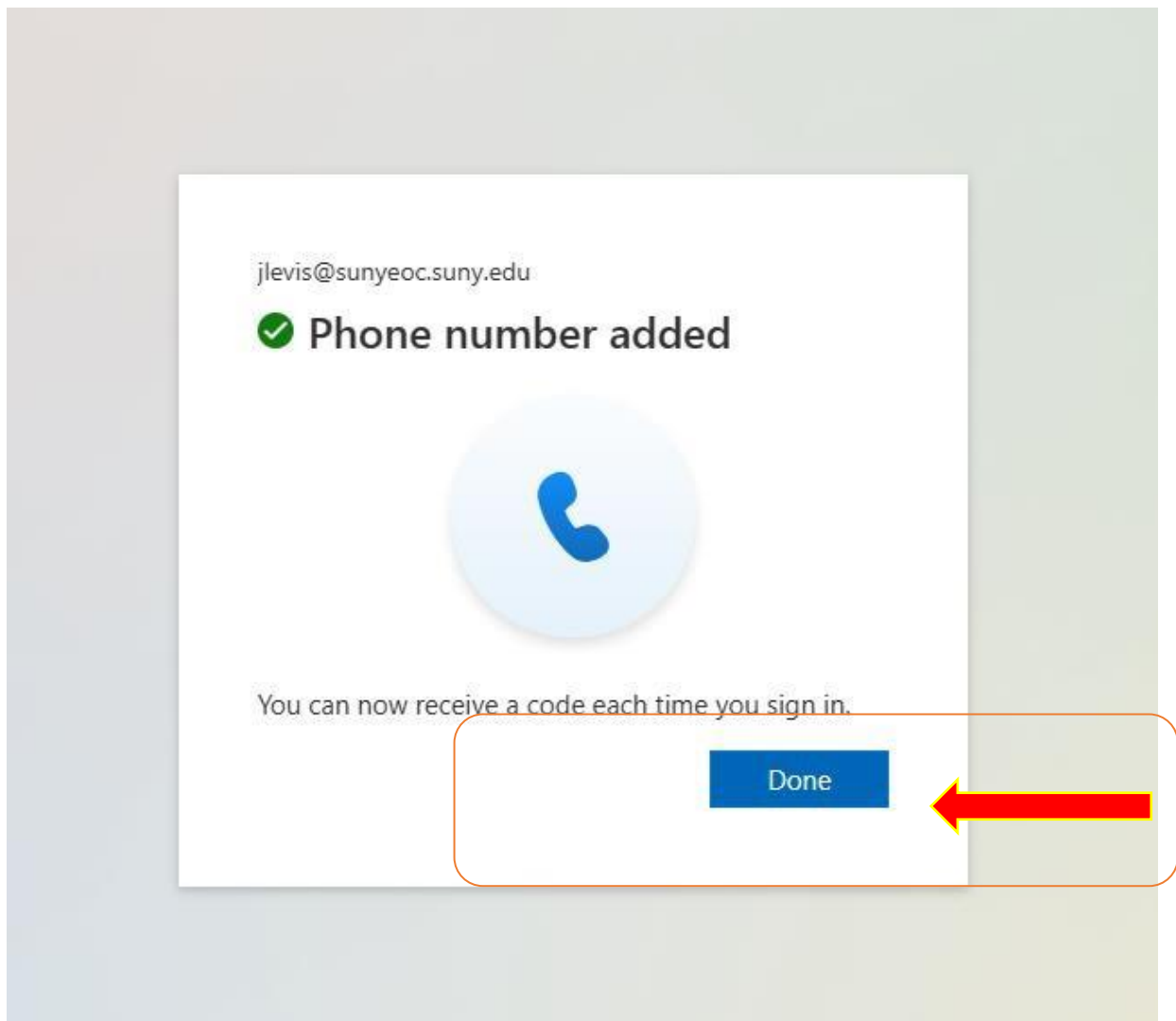
 

If you completed the steps correctly, you will see a confirmation message. Click **DONE** and you should be directed to your class.

If you are not taken to your Brightspace classroom and you see any of the following:

- A **black screen** saying you do not have authorization to access this system
- A **white screen** saying your information could not be authenticated
- An **orange and blue** website that is not your Brightspace classroom

Email me at rodasr@farmingdale.edu and include your **Student ID**, **full name**, and **UserID**.



If everything went well, you should see this screen. This is where you will find your class module(s).

- If you are taking more than one class, you will see a separate module for each class.
- If you are only taking one class, you will see just one module.

If you try to log in too early, before your class start date, your module may not appear yet. Your class module should become available **6 days before** your class start date.

If you do not see your class module, do not panic. It will appear **6 days prior** to your start

The screenshot shows the SUNY Educational Opportunity Center website. At the top, there is a navigation bar with the SUNY logo, the text "Educational Opportunity Center", and several icons (grid, envelope, speech bubble, bell, user profile, and settings). Below this is a blue header with "Learner Resources" and "Faculty & Staff Resources" dropdown menus. The main banner features a blue background with graduation caps and the text "University Center for Academic and Workforce Development". Below the banner is a "My Center" dropdown menu. The "My Courses" section is highlighted with an orange border and contains three course cards: "26SP PRE-BEGINNING ESOL 20414" (ends May 28, 2026), "26SP INTERMEDIATE ESOL PART 1 20392" (ends May 28, 2026), and "24FA INTERMEDIATE ESOL PART 1 82910" (ended January 2, 2025). A red arrow points to the "24FA INTERMEDIATE ESOL PART 1 82910" card. To the right of the course listings is a "SUNY Online Support Services" section with contact information for phone support, a link for web form requests, and support hours (Friday: 7am - Midnight, Saturday: 10am - 6pm, Sunday: 10am - 9pm).

If everything went well, you should see this screen. This is where you will find your class module(s).

- If you are taking more than one class, you will see a separate module for each class.
- If you are only taking one class, you will see just one module.

If you try to log in too early, before your class start date, your module may not appear yet. Your class module should become available **6 days before** your class start date.

If you do not see your class module, do not panic. It will appear **6 days prior** to your start date.

From this section you can now access your **VIDEO LINK CLASS ACCESS**.



25FA ELECTRONIC HEALTH RECORDS I PROF: SCARALLO

Visual Table of Contents Widget ▾

Video Link Class Access

0/1 Topics Completed

✓

Start Here

0/6 Topics Completed



Course Information

0/1 Topics Completed

Learner Resources

0/7 Topics Completed

Slim Announcements Widget ▾

New Announcement

Technical Support for McGraw Hill Connect

Posted Wednesday, September 24, 2025 at 8:53 PM



Technical Support Number for McGraw Hill Connect USA & Canada: (800) 331 5094

Video Link Class Access ▾

[Print](#)[Settings](#)

Add dates and restrictions...



Add a description...

[Upload / Create ▾](#)[Existing Activities ▾](#)[Bulk Edit](#)[Video Class Live Streaming Access ▾](#)

Web Page



Now Click the blue video access link. This section will take you to the main section where you will be able to access your live streaming video session.

[Course Home](#) [Content](#) [Assessments ▾](#) [Course Tools ▾](#) [Grades](#) [Class Progress](#) [Quick Eval](#)

[Table of Contents](#) > [Video Link Class Access](#) > [Video Class Live Streaming Access](#)

Video Class Live Streaming Access ▾



Listen



IMPORTANT SECURITY WARNING – DO NOT SHARE YOUR LOGIN INFORMATION

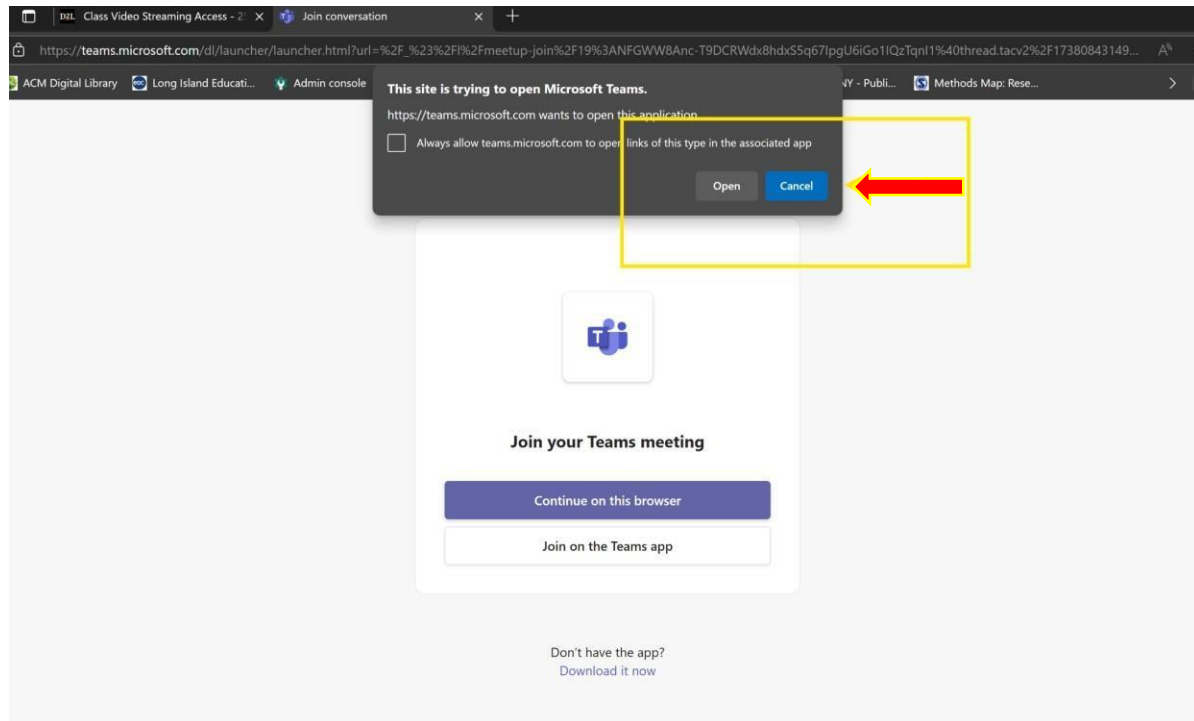
Dear Students,

Please remember that your **Brightspace login credentials** and any **Microsoft Teams class links** are **private and confidential**. Sharing your login or Teams access with others puts your **personal information**, **class progress**, and the **security of the learning environment** at risk.

Do Not

Now click on the blue button. (click here to access your video class session)

If your browser shows this message, please click “Cancel.” Also, if you get a message asking you to allow the browser to access your computer microphone and camera. Click Allow.



Joining Your Microsoft Teams Class

If you're using an Apple computer, the Microsoft Teams application often works better than a browser. You can download it by selecting the button below the purple “**Join on the Teams app**” option.

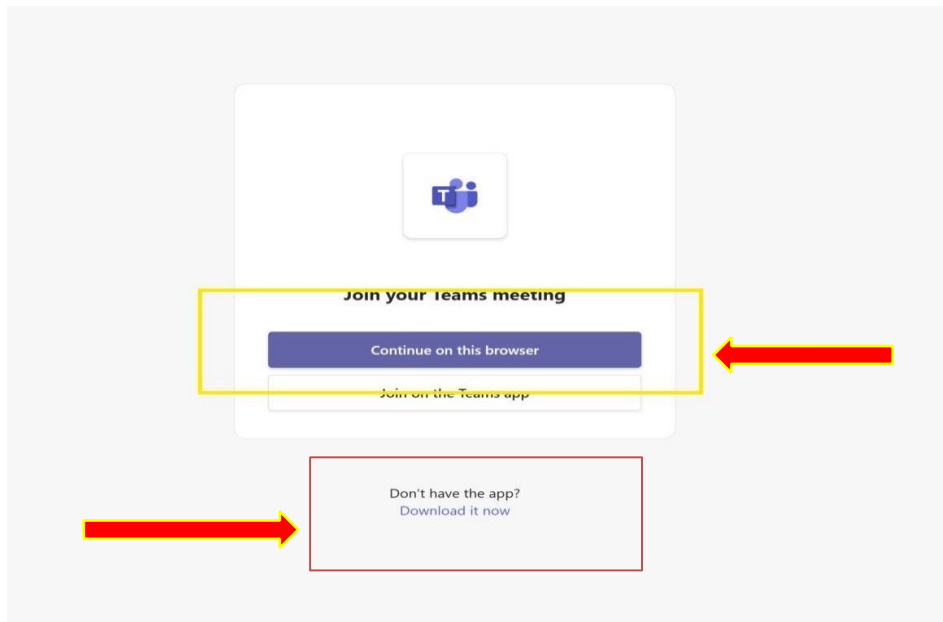
For now, please try joining your class directly through your browser. To do this, click “**Continue on this browser.**”

From here, you have two choices:

1. Keep using your browser to access Microsoft Teams.
2. Download and use the Microsoft Teams application for a better experience.

Important: We strongly recommend using the Microsoft Teams application, as it provides additional features that are not available in the browser. Once you're comfortable, please make the switch.

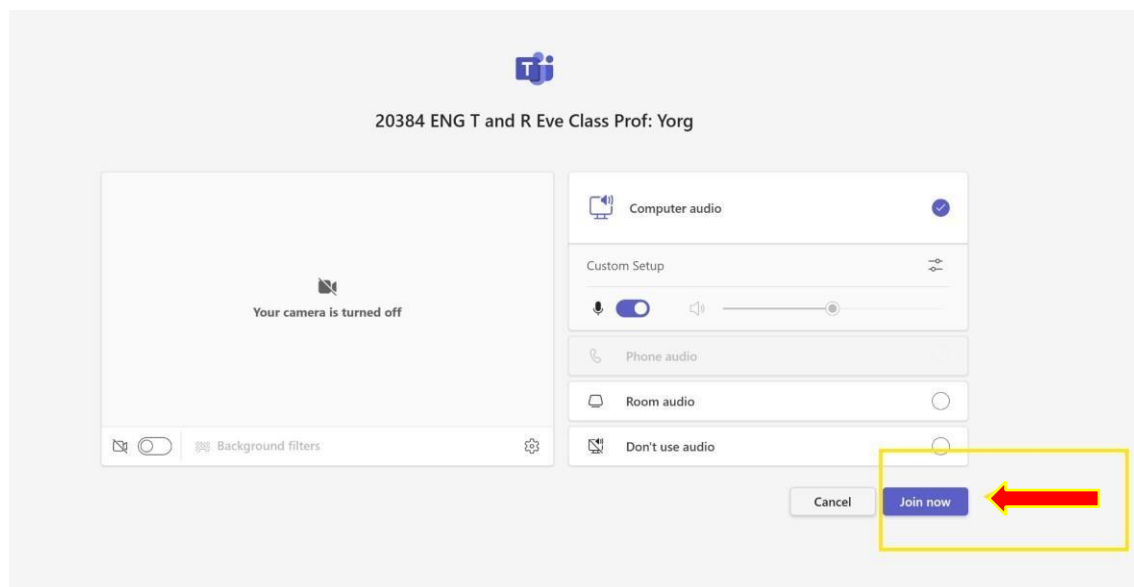
Always remember to **sign in with the same email address you used when you enrolled in your class** at LIEOC.



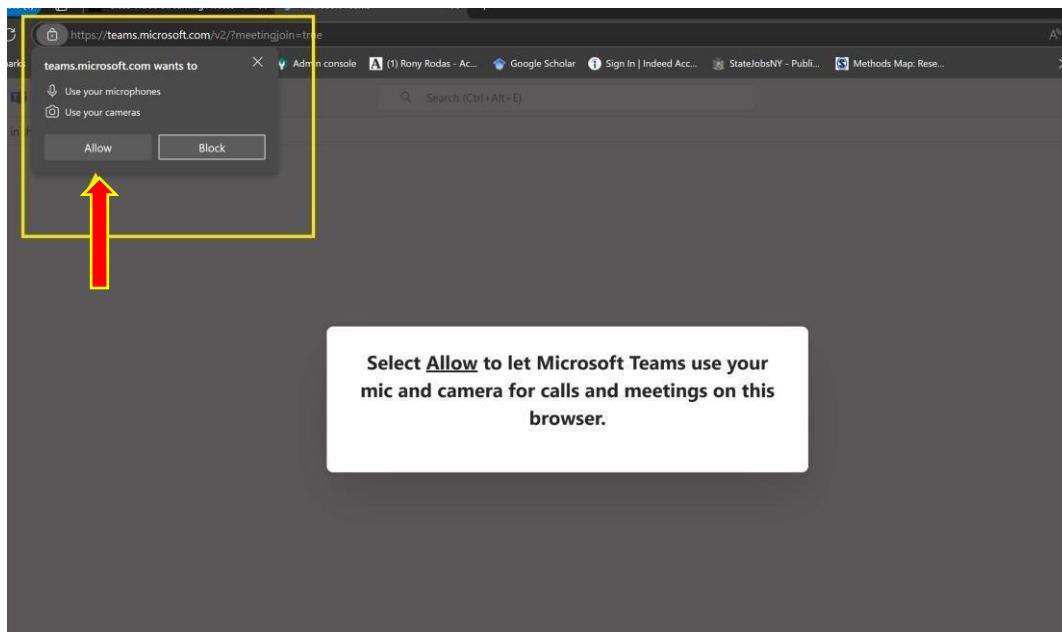
Important Login Reminder:

If you download the Microsoft Teams app, be sure to log in with the same personal email account that you used when you submitted your enrollment application since that is the one we have on file. If you choose to use the browser, also confirm that your personal account is the one signed in.

Follow the steps below:



If a pop-up window appears in your browser, click “Allow.” This step enables your browser to access your microphone and camera.



If You're Placed on Hold:

The system is trying to confirm your identity as a meeting participant.

If you continue to have trouble, please email rodasr@farmingdale.edu and also contact your instructor to let them know you were present but unable to access the video session.

