

GENERAL INFORMATION

Welcome to Southeast Community College's
Southeast Nebraska Career Academy Partnership (SENCAP) and DC Advantage!

An online account on SCC's college portal "THE HUB" has been created for you. You can access your: Courses, Grades, College Transcripts, and Student Account Information to check your account balance and make a payment. It is strongly encouraged by your college instructors to access "THE HUB" prior to **January 6th**.

Accessing "THE HUB" (First Time User)

1. Visit <https://thehub.southeast.edu>
2. Click "Change/Forgot Password"
3. Follow the steps to change your password
4. Hint: The non-SCC email associated with your account is the personal email address provided when registering, your college ID number is located the enclosed letter.
5. After you create a new password you will login to <https://thehub.southeast.edu> Your username is the first initial of your first and last name + your college ID number. (ex: John Doe, JD+55555 = JD55555)
6. Need Help? Contact the SCC Helpdesk at: 402-437-2447 or helpdesk@southeast.edu
(be sure to provide them with your user ID)

My Moodle Courses

All college courses have an online "Moodle Course". Course content and gradebook will be accessed through the "My Moodle Courses" tab located at the top center of the page on the "THE HUB". Click the tab to access your courses prior to August 17th (courses might not visible yet if the instructor has not made them available to the student). If accessing the class for the first time, you will be asked to enter your credentials. Click the word "credentials" and enter the Student ID using the first initial of your first and last name followed by your ID # (ex: John Doe, JD+55555 = JD55555) and enter the password you created to login into "THE HUB".

Student Account/Pay Your Bill Online

Students can access account information via the "WebAdvisor" tab on "THE HUB" located at the top left side of the page. Select "WebAdvisor for Students". From the dropdown menu, click "Student Financial Info" to view the account balance and make a payment. Or select "Student Self Service" from the "Apps" tab on the top right side of the page to view your statement and make a payment.

Final Grades/Transcripts

Students are **not** issued a report card at the end of the term. Students can access grades via the "WebAdvisor for Students" tab located under the "WebAdvisor" tab on the "THE HUB". From the dropdown menu select "Academic Profile" then "Grades", choose the term in which you would like to review. Transcript requests and grade point averages can also be accessed within the drop down menu.

Student Email

You can access your student email via "THE HUB" email icon found at the top of the page or at: <https://login.microsoftonline.com/>. Free Office 365 applications are available through your email to help you create Microsoft documents. When logging in via the web, your email login is your username@my.southeast.edu and the same password created to access "THE HUB". Your instructors may send you emails regarding your classes to this email, but also campus notification and updates will be sent using this email address. *Please note, your email address will be firstname.lastname@my.southeast.edu