

CARMELink (Student Portal)

CARMELink is the MCCN student portal where students can find information from and about the College. CARMELink also provides links to online registration, the semester schedule and online course content, final grades, unofficial transcript, APA format, billing statement, financial aid, student life, community service, academic support, College activities and information, employment opportunities, and additional valuable information.

Access CARMELink from the MCCN website: www.mccn.edu → *Current Students* or by typing the URL in your web browser: <https://carmelink.mccn.edu/ics/>

Do **NOT** use Internet Explorer 9 or 10 or Safari as your browser, as these have known issues with CARMELink. Instead, download the latest version of either [Google Chrome](#) or [Mozilla Firefox](#) at no charge.

NOTE: Your User Name and default Password are emailed to your Nightingmail student email account. You must first check your email for this message before you can login to CARMELink.

The image shows a screenshot of the CARMELink student portal login page. At the top left is the Mount Carmel College of Nursing logo. The main heading is "CARMELink" with the tagline "your portal to MCCN". Below the heading is a navigation bar with "Welcome" and "Admissions" links. The main content area has a "Welcome!" message and a "Printer Friendly" link. A login form is located on the right side of the page, with "User Name:" and "Password:" labels and input fields. A "Login" button is next to the password field. Two red boxes with arrows point to the input fields: "#1 Enter your User Name here" points to the User Name field, and "#2 Enter your Password here" points to the Password field. The input fields are circled in red. At the bottom of the page, there is a footer with "Privacy Policy | About Us | Contact Us" on the left and "Powered by Jenzabar, v7.5.5" on the right.

When you first log into CARMELink the first time, you will want to change your password to something that you can remember. Be sure to write your new password down in a safe place for future reference.

CHANGE YOUR PASSWORD:

Click on **Personal Info** to change your password.



Welcome back **Nursing Student** ([Personal Info](#) | [Logout](#))

[Campus Safety](#) [Resources](#) [Campus Ministry](#) [Learning and Scholarship](#) [College Technology](#) [Temporary Badge](#) [Forms](#) [more](#)

- Step 1 - Select the **Password** tab
- Step 2 - Type the old (current) password
- Step 3 - Type your new password and confirm it on the second line
- Step 4 - You can set up a **Password Hint**

[Welcome](#) [Home](#) [Student](#) [Campus Safety](#) [Resources](#) [Campus Ministry](#) [Learning and Scholarship](#)

You are here: [Home](#) > [Default Page](#)

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[Account Info](#) [Password](#) [Photo](#) [Custom Info](#) [Privacy Settings](#)

Password

The new password you choose must be between 8 and 16 characters long.

Old Password: 2

New Password: 3

Confirm Password:

Password Hint 4

[Preview My Info pop-up](#)

SETTING UP A PASSWORD HINT:

If you set up a password hint and you later forget your password, a new password will be generated for you and sent to your Nightingmail email address. The old password will then no longer work.

To ensure that you can have a new password sent to your email address, enter a *hint* question and answer. A new password will not be generated without your answer being supplied first.

Account Info Password Photo Custom Info Privacy Settings

When you forget your password, a new one is generated for you (and sent to your e-mail address) and the old one will no longer work. If you want to ensure that only you can have a new password sent to your e-mail address, enter a hint question and answer. A new password will not be generated without your answer being supplied first.

Hint Question: Hint & Answer Example

Answer:

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6 [Preview My Info pop-up](#)

Step 5 - Click Save

Step 6 - Click **Exit Admin**

GENERAL CARMELINK TIPS:

- Navigation through different sections or pages is accomplished either of the following ways:

#1 – by clicking on the tab links located above the horizontal gray bar at the top of the page



- **OR #2** – the menu items listed down the left side of each page

Welcome Home **Student** Campus Safety Resources Campus Ministry Learning and Scholars


You are here: Student > Student

Student

- Student
- Business Office and Account Information
- Financial Aid
- Records and Registration
- Transcript and Grade Report
- Residence Life
- Student Government Association (SGA)
- Online Campus Store
- Student Uniform and Supplies
- Co-Curricular Activity Summary and Entry Form
- Scholarship Information
- Student Health
- Community Service
- Employment Opportunities
- Political Action Opportunities

Student

Welcome



Welcome to the **CARMELink** Student page! The features of this page include the ability to view schedules and billing statements, see entries in the school calendar, access financial aid and scholarship information, print unofficial transcripts and do many other things that will help you stay informed and up-to-date as you progress through the program.

Navigation through the portal is accomplished via the breadcrumbs located in the top horizontal bar or via the menu items listed down the left side of the page. **Please note: To return to a previous page, click on the burgundy "breadcrumb" links. Do not use the back arrow on your browser or the backspace key on your keyboard to return to a previous page.**

- **IMPORTANT NOTE: DO NOT** use the browser's back arrow to return to a previous page. Instead, click on the "breadcrumb" links located in the gray bar immediately under the tabs.

Welcome Home **Student** Campus Safety Resources Campus Ministry Learning and

You are here: Student > Business Office and Account Information

Student

- Student
- Business Office and Account Information**
- MCHS Tuition Discount
- Important Semester Information
- General Information
- College 1098-T Information
- Receive Refunds Electronically
- My Account Info
- MY 1098-T Info

Business Office and Account Information

Important Semester Information

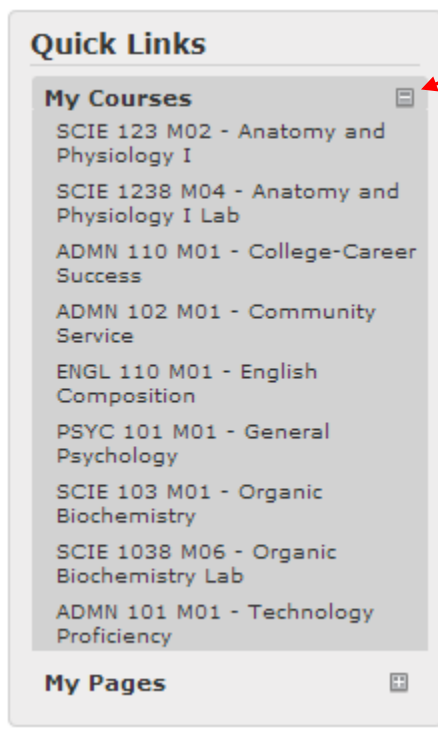
FA-13 semester balances are due in the Business Office by Monday, August 12th, 2013.

To determine the balance due, deduct any uncredited and approved financial aid for FA-13 from the Cou and Fee statement balance generated in the "My Account Info" section. Payment arrangements mu:

- Do **NOT** use the back arrow on your browser or the backspace key on your keyboard to return to a previous page.
- Do **NOT** use Internet Explorer **9** or **10** as your browser - it does not work well with CARMELink.
- Use only a **single mouse click** when accessing CARMELink pages, double mouse clicks may bring unexpected results.

FINDING YOUR COURSES:

Course Management details are also accessed via CARMELink. In the “Quick Links” section on the left side of any page, your registered courses will appear **14 days prior to the start date of the course.**



Once the course link appears, select the appropriate course from the drop-down menu to access the course information posted by the faculty member.

More detailed tutorials on using CARMELink and the information on your courses can be found in CARMELink on the “Resources” tab.

LOGGING OUT OF CARMELINK:

Always remember to logout of CARMELink at the end of each session. To do so, click on *Logout* link located beside your name.



HOW TO GET HELP:

Using your MCCN Nightingmail account, send a detailed message describing your concern, to HelpLine@mccn.edu. You will receive a return email with an assigned ticket number.

If you do NOT have access to your Nightingmail account, please call 614-401-6226 and leave a clear and concise message describing your concern (including your phone number). Phone requests are assigned a ticket number and placed into the same queue as email requests.