
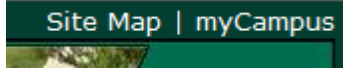
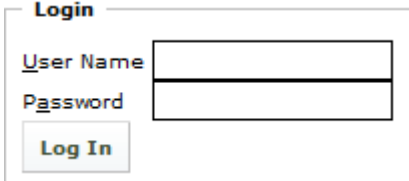
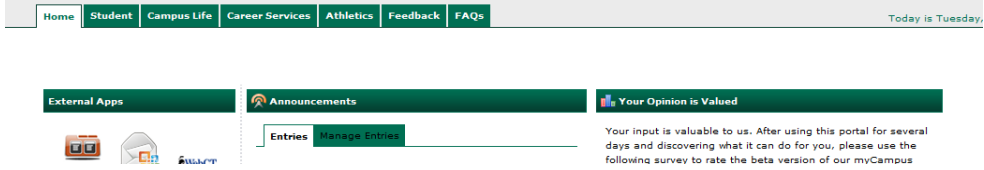




How to Login to the Campus Portal

Audience: all employees and students of Seward County Community College/Area Technical School.

Purpose: MyCampus is a portal that allows users to access all their SCCC/ATS services with one user name and password. Services include student and employee information within the student information system (Banner), email accounts, online enrollment and rosters, grades, financial aid, online courses, and tutoring services. The portal provides the information needed based on your role at the college.

<p>Go To: www.sccc.edu</p>		
<p>Click On: MyCampus in the top right corner of the page</p>		
<p><u>IF you have logged into any Seward County CC/ATS services before, enter your user name and password then click login.</u></p> <p>Otherwise, select from the options beneath the login box to setup your account for the first time.</p>	 <p>Do you need to reset your password?</p> <p>Logging In for the First Time (off campus)</p> <p>Logging In for the First Time (on campus)</p>	<p>Can't get logged in? See "For assistance logging in:" below.</p> <p>Note: if you have never setup your password, you can't reset it – only use the reset password link if you have forgotten your password!</p>
<p>New in 2011, all users must setup questions /answers, and change the initial password. Once you have logged in, you will be prompted to setup these questions and change your password</p>	<p>STEP 1 Update your Password Reset Questions</p> <p>** Update Password Reset Questions</p> <p>STEP 2 Change your Password</p> <p>Reset Password</p>	<p>STEP 3 Take me to myCampus</p> <p>Log Out & Test New Password</p> <p>Take me to SCCC</p> <p>After completing Steps 1 & 2, please click here to log out of the portal and test your new password.</p>
<p>Once logged in to MyCampus portal, you should see something SIMILAR to this page</p>		

For assistance logging in: you may call the College at 620-624-1951 or 800-373-9951 and ask for the Portal Help Desk.

**** NOTE:** There are 3 pre-defined questions for which you must provide an answer; you must also create two questions of your own, and provide an answer for each. Step 1 will not save correctly unless all 5 questions are created and answered (**each answer must be at least FIVE (5) CHARACTERS LONG!**)

ALL Passwords Expire in 180 Days.



Faculty

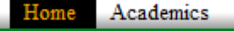

eCollege

eCollege

eCollege
LMS*

Access Online Course or Materials

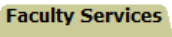

Click on the eCollege icon located in the services area of the portal. A new window will open (or a new tab in Fire Fox) – if you have pop-up blockers turned on for your computer it may prevent the window from opening correctly. Turn off all pop-up blockers when using the MyCampus portal.

1. Locate and click on the “Academics” tab at the top left of the screen. 
2. Courses will be listed within semester groupings – if you are teaching or taking a course that is a hybrid, and one that is a supplemental, you will see two semester groups in your course list. Click the appropriate course link to access the course.
3. To exit the course, locate the small house icon at the bottom left of the window and click on it. You will be returned to the course list page. 
 - a. Most navigation of the course runs down the left side of the screen. The left hand links are called “Units”.
4. Close the window to return to the portal.

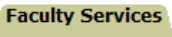

MySaints Records



View Class Rosters

1. Click the “mySaints Records” icon in home page of the portal. A new window will open (or a new tab in Fire Fox) – if you have pop-up blockers turned on for your computer it may prevent the window from opening correctly. Turn off all pop-up blockers when using the MyCampus portal.
2. Click the “Faculty Services” tab 
3. Click the “Faculty Services” link 
4. Click on “Term Selection” and select the semester in which the course is offered
5. Click on CRN Selection and select the CRN for the desired roster
6. Scroll down until “Summary Class List” is visible, then click on it. Note: you may also select “Detail Class List” which provides majors and other basic information about the students.
7. Print the screen if desired. You may click on a student and view personal information about that student. For example, a phone number, email address, or mailing addresses.

Entering Mid-term or Final Grades

1. Click the “mySaints Records” icon in home page of the portal. A new window will open (or a new tab in Fire Fox) – if you have pop-up blockers turned on for your computer it may prevent the window from opening correctly. Turn off all pop-up blockers when using the MyCampus portal.
2. Click the “Faculty Services” tab 
3. Click the “Faculty Services” link 



4. Click on Term Selection and select the semester for grade entry; click submit.
5. Click on CRN Selection and select the CRN of the course in which you wish to enter grades; click submit.
 - a. A CRN (course reference number) is a 5 digit number that is unique to a course, semester, instructor, and location. Spring CRN's begin with a 1, summer with a 2, and fall with a 3.
 - b. If the CRN is not listed, contact the Registrar's office for assistance at (620) 417-1060. **You may only enter grades for courses in which you are an instructor or co-instructor.**
6. Select either Mid-term or Final grades in the menu listed.
7. Enter the grades.
 - a. **Mid-term notes:** If a student NEVER attends class, report the student as a NO SHOW on the certification rosters sent to you by the Registrar's office. **It is not acceptable to report a student as having never attended class on the final grade.** If a student attends at least one class period, the student may be counted as an attendee on the certification roster.
 - b. **Final grade notes:** **The last day attended must be entered for any student receiving a grade of "F" or "W"**. The date must be entered in the format MM/DD/YYYY (you must include the 4 digit year and the /). "W" grades will be assigned automatically when a student withdraws, but the **last day of attendance must still be entered**. The last day of attendance date MUST FALL WITHIN THE START AND END DATE OF THE COURSE.
 - c. Incomplete Grades: If the student has not completed all work required to finish the course, a contract between the instructor and student must be completed and submitted to the Registrar's office when submitting an "I" grade in the final grade submission. Contact the Registrar's office at (620) 417-1060 for more information about submitting "I" grades.
8. Click the "Submit" button at the bottom of the page to save your grade entry. Save your work often. For classes with more than 20 students, there will be an additional page link at the bottom of the page to access all students. **NOTE: the Banner system will automatically log you out if your system is idle for 15 minutes. If you have not pressed the save button when you are logged out, you will have to enter the grades again.**
9. If finished, click "Exit" at the top right of the screen. If you wish to enter grades for another CRN, go to step 4 and begin again.

Outlook Web



Check E-Mail

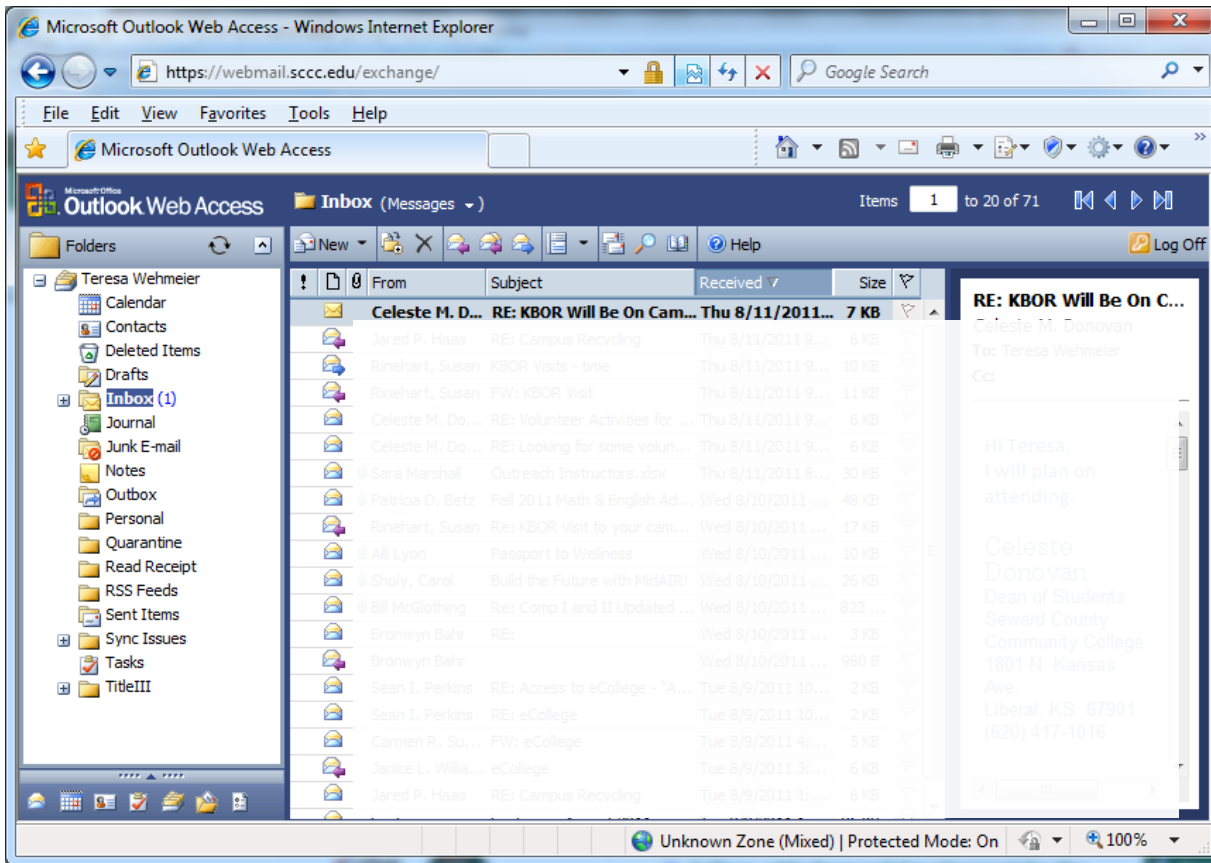
Audience: all employees of Seward County Community College/Area Technical School.

Purpose: All SCCC/ATS employees are provided a campus email address to assure consistent and reliable communication. ALL important communications from Human Resources, division chairs, and other administrative employees will process through this email address. Even if we have another email address on file, it is important that you check this email address regularly to remain current on information which may affect you personally or professionally. Employees on campus may check their email through the desktop Outlook software; however, if you need to check your email remotely, use the process described below.

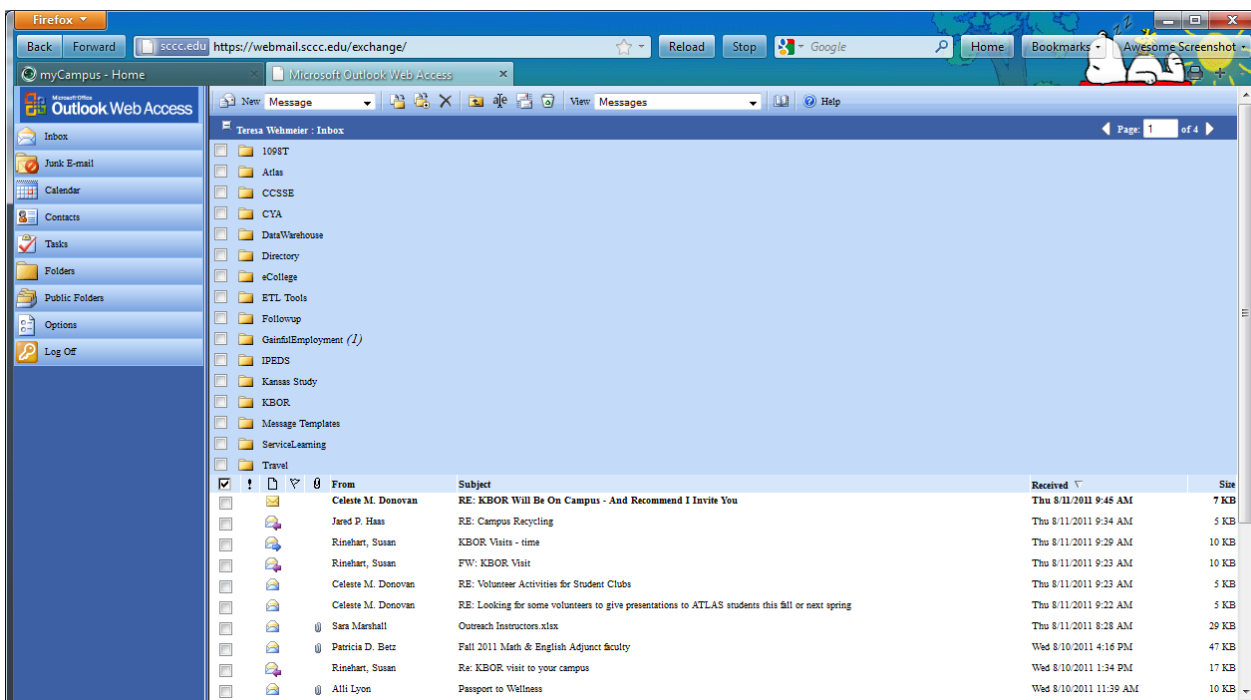
Click on the Outlook Web icon located in the services area of the portal. A new window will open (or a new tab in Fire Fox) – if you have pop-up blockers turned on for your computer it may prevent the window from opening correctly. Turn off all pop-up blockers when using the MyCampus portal.

Depending on the browser used, your Outlook Web mail will display somewhat differently. See the two most popular displays below:

Internet Explorer – Outlook Web



Fire Fox – Outlook Web



Locate and click on the “Inbox” to view current email. Typically the messages are listed with the newest message on top of the list; however, these settings can be modified by you in the “Options” area, which exceeds the scope of this guide.



When you wish to delete a message, simply click on it and then either hit the “delete” key on your keyboard, or click the delete icon in the toolbar. You may also “Reply”, “Reply All”, or “Forward” a message. Mouse over the icons in the toolbar to view and locate the appropriate icon.

When finished using Outlook Web, simply close the window to be returned to the portal.

Advising Center



Advising
Center*

Submit Early Alert Grades

Pre-requisites: Early Alert grades may on be submitted **from a campus computer**. Instructors who teach off campus will be unable to submit early alert grades. However, **you may ask your division chair or program coordinator to submit them for you if you wish – the decision is theirs**. Contact the appropriate person in your area.

Click on the “Advising Center” icon in the Services section of the portal. A new window will open (or a new tab in Fire Fox) – if you have pop-up blockers turned on for your computer it may prevent the window from opening correctly. Turn off all pop-up blockers when using the MyCampus portal.

1. Type in the student ID number in the provided field, OR click the “Student Lookup” link BELOW the student ID field.
2. Type the student’s **last name**
3. Click on the correct student’s name (use caution – some students have the same name - it is best to use the student ID available on the class roster – see View Class Roster above).
4. Click the submit button beneath the search box
5. Click “Enrollment” in the top navigation pane.
6. Click “Alert” next to the course for which you are the instructor.
7. Choose a reason code from the list for the early alert notice
 - a. Note: descriptions of each code are listed beneath the fill-in form; this information will be visible to the student in the Early Alert letter.
8. Enter a comment in the comment box to reinforce why the student is receiving the letter.
9. Select the appropriate grade from the drop-down box.
 - a. NOTE: “I” grades are permissible during early alert submission only; students MUST sign an Incomplete Grade Agreement with the registrar and instructor for a final grade of “I”.
 - b. We strongly discourage assigning a grade other than an “A” or “B”; students are very confused when they receive an early alert letter indicating a high letter grade. If reluctant to give the student a C or lower, we recommend an “I” grade to indicate incomplete.
10. After reviewing your entry click the submit button to submit the alert.
 - a. Once you have submitted an alert you will not be able to make changes or remove the alert. Contact the Research Analyst to make changes if you have already submitted an alert containing an error.
11. Close the window to return to the portal or return to step 1 to submit another alert.



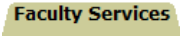

Advisor

MySaints Records



View a Student Transcript

Pre-requisites: Instructors using this function must be assigned and Advisor status in Banner. If you are unable to view the “Advising” menu discussed in the following process, contact the Advising Coordinator at (620) 417-1604.

1. Click the “mySaints Records” icon in home page of the portal.
2. Click the “Faculty Services” tab .
3. Click the “Faculty Services” link . Enter Grades and Registration Overri.
4. Click on “Term Selection” and select the semester for the effective date for student information.
5. Scroll to the bottom of the screen and select “Advisor Menu” (must be an advisor to access this information).
6. Click on “ID Selection” and select the advisee/student you wish to view from the drop down box.
 - a. **NOTE: you will need to enter the students ID directly, or search for the student if it does not exist in the list.**
 - b. **Students who are not yet enrolled for the term selected in step 4 will not be visible in the list until they enroll.**
7. Click “Submit Name”.
8. Click on “Student Academic Transcript” (**NOTE: if you are not the advisor to a student, you may not view that student’s transcript – contact the Registrar at (620) 417-1060 for assistance**).
9. A screen will prompt you for student level and transcript type. There is only one type online transcript, and we have only undergraduate (UG) or continuing education (CE) student levels; click “Display transcript” to view the student’s UNOFFICIAL transcript. **NOTE: Use caution when printing this information! Remember, the student’s name is on this page, and it contains confidential information! Also, if the student is not your advisee, you must have them added to your list before viewing transcripts (contact the Registrar’s office for assistance).**
10. From this point you may close the window to return to the portal, or select another ID to view.



Students

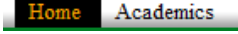
eCollege

eCollege

LMS*

Access a Course

Click on the eCollege icon located in the services area of the portal. A new window will open – if you have pop-up blockers turned on for your computer it may prevent the window from opening correctly. Turn off all pop-up blockers when using the MyCampus portal.

1. Locate and click on the “Academics” tab at the top left of the screen. 
2. Courses will be listed within semester groupings – if you are teaching or taking a course that is a hybrid, and one that is a supplemental, you will see two semester groups in your course list. Click the appropriate course link to access the course.
3. To exit the course, locate the small house icon at the bottom left of the window and click on it. You will be

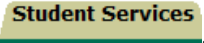


returned to the course list page.

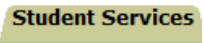
- a. Most navigation of the course runs down the left side of the screen. The left hand links are called “Units”.
4. Close the window to return to the portal.

My Saints Records

Enroll online

- 1) Click the “mySaints Records” icon in home page of the portal.
- 2) Click on the “Student Services” tab 
- 3) Click [Enrollment Information](#)
- 4) Click on [Look-up Classes to Add](#)
- 5) Search for classes you want to take, and check the box next to the correct course. When done, click the “Submit” button at the bottom of the page.
 - a. Note: you must choose at least one (1) subject.
 - b. Note: to select multiple subjects hold down the control key and mouse click each subject to select.
 - c. Some courses are offered at local area high schools instead of on the main campus. Watch for the campus location to insure you are enrolling in an appropriate campus location.

Check Grades, Transcripts, Tax Documents, Account Balances

- 1) Click the “mySaints Records” icon in home page of the portal.
- 2) Click on the “Student Services” tab 
- 3) Click on [Student Records](#)



A screenshot of a menu with the following items: Midterm Grades, Final Grades, Grade Detail, Academic Transcript, Account Summary by Term, Account Summary, Select Tax Year, and Tax Notification. A callout box with the text "CLICK ON ONE" points to the menu.

4) Close the “MY Records” window to return to your campus portal.

Email (GMAIL)

Check my SCCC/ATS email

You are automatically assigned a campus email address when you become a student at SCCC/ATS. Your email address is typically your first name.last name@g.sccc.edu (no spaces or dashes). Note that the username you use to login to the portal is always the same one used for your email address – so if your username is jane.doe56, your email address is **jane.doe56@g.sccc.edu**.



Notice that there are also services available for tutoring (**SMARTHINKING** is an online tutoring services), and also services you may require for some courses (**Turnitin** and **eCollege**). Be aware that all of these services are available from the campus portal. Click on a service to access it. **If you need to accept a Financial Aid award, click the financial aid tab, click “Award”, then click “View award requirements and accept awards”. Follow instructions provided.**