

A HOW-TO GUIDE FOR FACULTY INTRODUCTION TO THE PEOPLESOFT (EVOLVE) SERVICES

This document is a summary guide to assist faculty, coordinators, academic chairs, and deans in navigating the PeopleSoft (Evolve) system.

DOCUMENT INFORMATION

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REVISION HISTORY

Version #	Ver. date	Revised by	Description of change
1.0	Aug. 1, 2013	David Baker	N/A
1.1	Aug. 8, 2014	David Baker	Yearly revisions -Minor instructional language changes -Language changes to screenshot descriptions -Change password process -Updated several myCampus screenshots to avoid dated material
2.0	Aug. 6, 2015	David Baker	Yearly revisions
3.0	July 25, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material
4.0	May 12, 2025	David Baker	Yearly revisions -Updated screenshots, removed dated material

RELATED DOCUMENTS

Policy/Operating Procedure	Policy/Operating Procedure Link
College Policy	3-300 Code of Conduct
Operating Procedure	OP3-300 Code of Conduct
College Policy	6-604 Electronic Information Security Policy
Operating Procedure	OP #6-604A Information Security Classification Procedure

OVERVIEW

Welcome to Fleming College!

This document outlines the functionality that faculty members are authorized to perform within the Fleming College PeopleSoft (Evolve) system. There are three systems used at Fleming College: the myCampus portal, PeopleSoft (also known as Evolve) Enterprise Resource Planning (ERP), and Desire2Learn (D2L).

myCampus:

The myCampus Portal is a one-stop shop for all services that students and faculty members will require. On the homepage, you will see Fleming News, Upcoming Events, and Important Dates as outlined in the Academic Schedule, as well as IT Service Notices for planned outages.

You can navigate through the myCampus Portal by using the menu links on the left-hand side or the tabs at the top of the page. Take a few moments to familiarize yourself with the myCampus Portal by exploring the top ribbon links, including Staff, Resources, Student Life, Registrar's Office, Service Directory, and Virtual Tour.

This Portal is also your pathway into the PeopleSoft ERP (Evolve) and Desire2Learn (D2L) systems.

FLEMING

Dashboard

Search...

Community Staff Resources Student Life Registrar's Office Services Directory

Upcoming Events All Campuses

MAY 12 **Avoiding Plagiarism Workshop**
11:00 AM — 12:00 PM
All Campuses
Library

MAY 12 **JOB FAIR- Practical Nurse and Personal Support Worker Students**
12:00 PM — 3:00 PM
All Campuses — Sutherland Campus in the (Lower Level A- Wing Corridor) — Free
Career Services

MAY 12 **Career Services Drop-in**
2:00 PM — 4:00 PM
Sutherland — C2-102.3 (inside LRC near IT desk) — FREE
Career Services

MAY 12 **Starting Strong with D2L and Term Planning**

Announcements

Unread Read

Add/Drop/Swap for Spring 2025
Friday, May 2, 2025

Are you looking to make changes to your full-time timetable for Spring 2025? Add/Drop/Swap will open Friday, May 2nd at 10:00am.

Video tutorials for assist you are available below:

- [Add A Course to your Timetable](#)
- [Drop a Course from your Timetable](#)
- [Swap Classes in your Timetable](#)
- [Adding a GNED or Program Elective](#)

If you are looking to change the time of a course in your timetable, please use the Swap function. Dropping a course using the Drop function may prevent you from being able to add a new section of the same course.

We are here to help! The Registrar's Office will be hosting drop-in sessions daily until May 16th in the LRC at Sutherland Campus from 11am-12pm and 2-3pm. For support at the Frost campus, please visit the Registrar's Office.

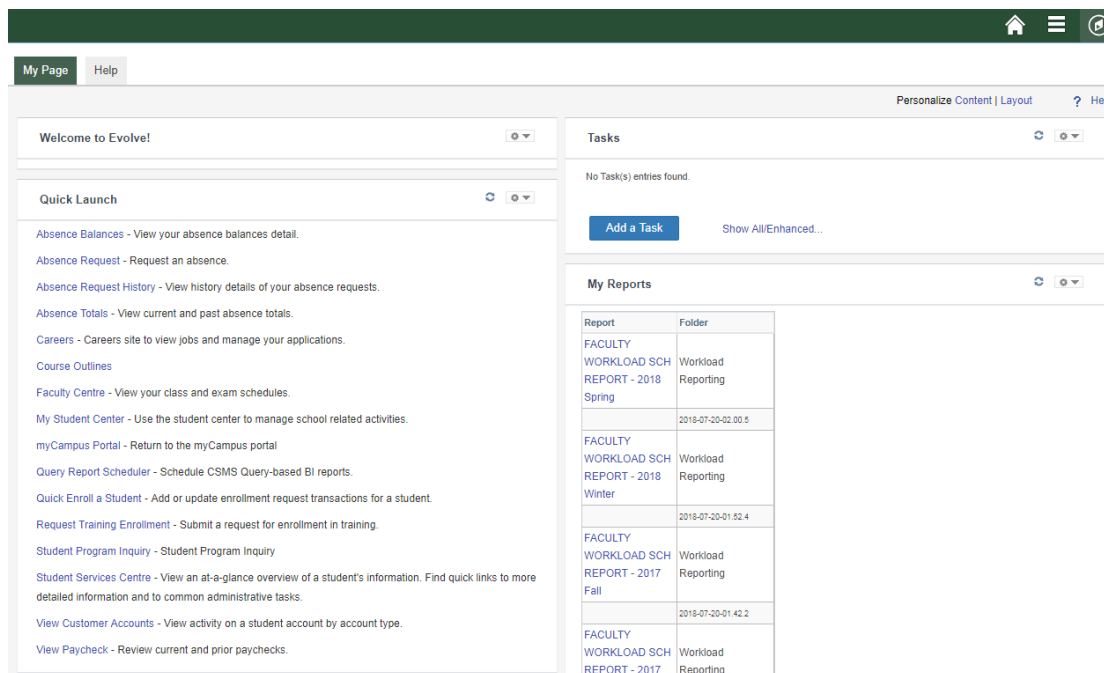
CCR APPROVED

Copyright © 2025 Sir Sandford Fleming College.

[Appropriate Use](#)

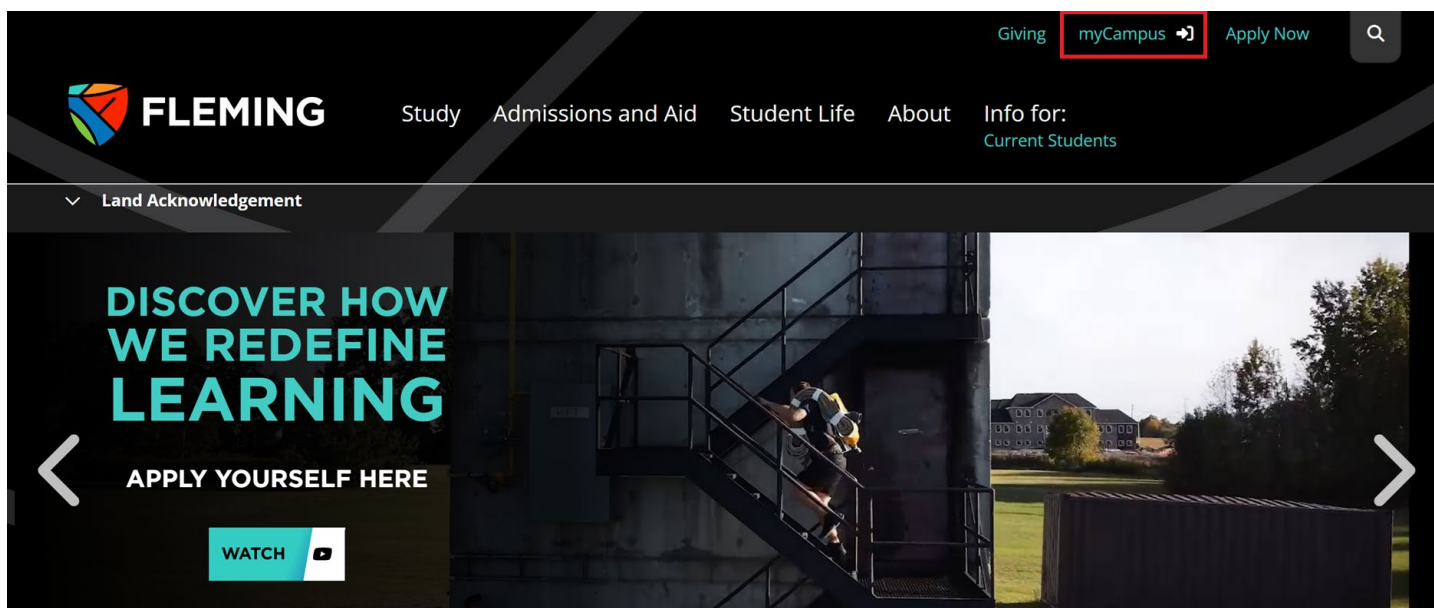
PeopleSoft (Evolve)

The PeopleSoft (Evolve) system is Fleming College's Enterprise Resource Planning (ERP) system, which controls student records and information, as well as courses, registration, grades, and other related functions. In addition to the student side, it also includes billing, payroll, human resources, and various other administrative functions.



Accessing the myCampus Portal

From the Fleming College homepage (<http://flemingcollege.ca/>), click on the "myCampus" link. Alternatively, you may go directly to the myCampus Portal using the following URL: <https://mycampus.flemingcollege.ca/>



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CHANGE PASSWORD

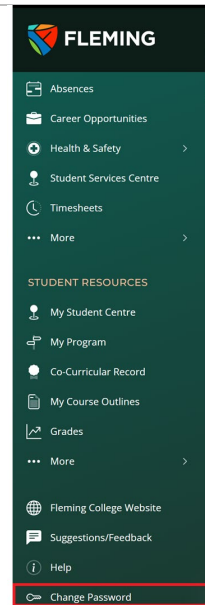
Step 1: Go to **Fleming College's website**

(<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the '**Change Password**' button.

Step 4: Follow the instructions provided **to change your password**.



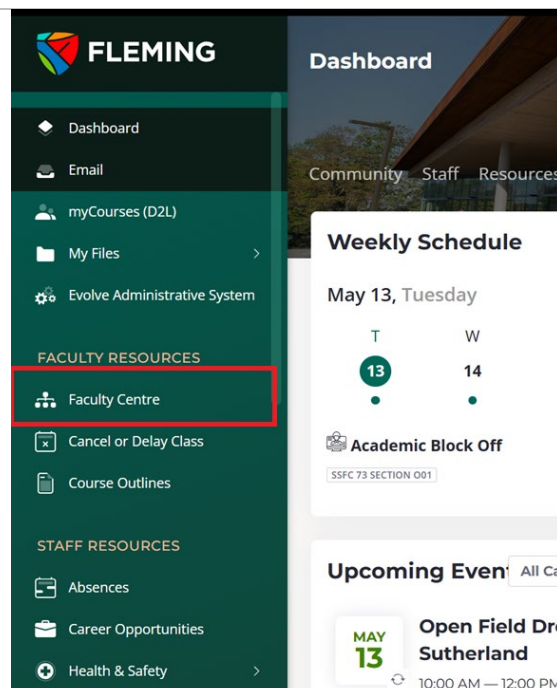
FIND MY FACULTY CENTRE

Step 1: Go to **Fleming College's website**

(<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the '**Faculty Centre**' button.



ACCESSING MY TIMETABLE

Step 1: Go to **Fleming College's website** (<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the **'Faculty Centre'** button.

Step 4: Click the "My Schedule" button located under the Faculty Center tab.

The screenshot shows the Faculty Center interface. At the top, there are tabs for 'Faculty Center', 'Search', and 'Program Distribution'. Below these are 'My Schedule' and 'Class Roster' links. The 'My Schedule' section is active, displaying '20 Fall | Fleming College'. It includes a 'Select display option' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this are icons for 'Icon Legend', 'Class Roster', 'Grade Roster', and 'Learning Management'. The main section is titled 'My Teaching Schedule > 20 Fall > Fleming College' and includes a table with columns: Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The table shows one class: 'COMP 345-L ()' titled 'Introductory Computing (Lab)' with 74 enrolled students, on 'Tu 12:00PM - 1:00PM' in room 'BR-B2309.3 Computer lab', with dates 'Sep 8, 20 - Dec 18, 20'. At the bottom are buttons for 'View Weekly Teaching Schedule' and 'Go to top'.

Creating a grid view & printing

Step 1: Click the "View Weekly Teaching Schedule" button located at the bottom of the "My Schedule" screen.

This screenshot shows the bottom of the 'My Teaching Schedule' page. The 'View Weekly Teaching Schedule' button is highlighted with a red border. The 'Go to top' button is also visible.

Image of your Schedule.

The screenshot shows the 'View My Weekly Schedule' grid view. It includes navigation buttons for '<< Previous Week', 'Week of 9/7/20 - 9/13/20', and 'Next Week >>'. Below these are input fields for 'Show Week of' (09/08/20), 'Start Time' (7:00AM), 'End Time' (9:00PM), and a 'Refresh Calendar' button. The main grid shows a weekly timetable with columns for days of the week (Monday Sep 7 to Friday Sep 11) and rows for time slots from 7:00AM to 9:00PM. A green block is visible in the 12:00PM slot on Monday and Tuesday, and another green block is visible in the 3:00PM slot on Wednesday.

ACCESSING MY TIMETABLE

Step 2: Click the "Printer Friendly Page" link located at the bottom of the schedule screen.

Display Options

☒ Show AM/PM

☒ Show Class Title

☐ Show Instructor Role

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Sunday

Refresh Calendar

[Return to Faculty Center](#)

[Printer Friendly Page](#)

[Go to top](#)

Step 3: To print the schedule **without the PeopleSoft (Evolve) header**, click, hold, and drag (in other words, highlight) from the name to the bottom of the timetable grid.

Time	Monday 6 May	Tuesday 7 May	Wednesday 8 May	Thursday 9 May	Friday 10 May
8:00AM					
9:00AM					

This example is for Edge

- After the text is highlighted, right-click the Print menu option.
- Click the More Settings menu option.
- Make sure the Selection Only box is checked.

Fewer settings ^

Paper size

Letter

Scale (%)

100

Pages per sheet

1

Margins

Default

Options

☐ Headers and footers

☒ Background graphics

☒ Selection only

Print using system dialog... (Ctrl+Shift+P)

Save

Cancel

! Additional Information. If you have been scheduled to teach a class and it does not appear on your list, contact your Chair.

GENERATE A CLASS LIST

Step 1: Go to **Fleming College's website**
(<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the '**Faculty Centre**' button.

Step 4: Click the '**My Schedule**' button under the Faculty Center tab.

Step 5: Click the '**Class Roster**' icon next to the class

My Teaching Schedule > 20 Fall > Fleming College

Personalize | View All | First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	COMP 345-L (2407)	Introductory Computing (Lab)	74	Tu 12:00PM - 1:00PM	BR-B2309.3 Computer lab	Sep 8, 20 - Dec 18, 20

[View Weekly Teaching Schedule](#) [Go to top](#)

Example of a Class List.

201 Fall | (1) Regular Academic Session | Fleming College | Credit

COMP 345 - L () [Change Class](#)

Introductory Computing (Lab)

Days and Times	Room	Instructor	Dates
Tu 12:00PM-1:00PM	BR-B2309.3 Cisco Lab		09/08/20 - 12/18/20

*Enrollment Status

Enrollment Capacity 0 Enrolled 74

Select display option ☒ Link to Photos ☐ Include photos in list

Enrolled Students [Find](#)

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	
1	<input type="checkbox"/>		10	A R	All Grades	45.00		Semester 1	
2	<input type="checkbox"/>		1	A	All Grades	45.00	Paralegal - Paralegal	Semester 1	
3	<input type="checkbox"/>		10	B	All Grades	45.00		Semester 1	
4	<input type="checkbox"/>		1	B L	All Grades	0.00	Paralegal -	Semester 1	Withdrawn
5	<input type="checkbox"/>		10140059	B M	All Grades	45.00		Semester 1	
6	<input type="checkbox"/>		101	B J	All Grades	0.00	Developmental Services Worker -	Semester 1	Withdrawn

Creating a grid view & printing

Step 1: Click the '**Printer Friendly Version**' link located at the bottom of the class roster.

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

[Notify Selected Students](#) [Notify All Students](#)

Step 2: To print the schedule **without the PeopleSoft (Evolve) header**, click, hold and drag (in other words, highlight) from the **Enrolled Students** header to the last enrolled student's level.

Enrolled Students

ID	Name	Grade Basis	Units	Program and Plan	Level
1		All Grades	45.00	Business Admin-Marketing - Business Admin - Marketing	Semester 1
2		All Grades	45.00	Business Administration - Business Administration	Semester 1

GENERATE A CLASS LIST

Step 3: This example is for Edge.

- After the text is highlighted, right-click to select the Print menu option.
- Click the More Settings menu option.
- Make sure the Selection Only box is checked.

Fewer settings ^

Paper size
Letter

Scale (%)
100

Pages per sheet
1

Margins
Default

Options
☐ Headers and footers
☒ Background graphics
☒ Selection only

[Print using system dialog... \(Ctrl+Shift+P\)](#)

Save Cancel

! Additional Information

In week three, student photo IDs will be available in the class roster.

The class roster information contains sensitive student information. Please take all necessary precautions to safeguard this information, including preventing unauthorized access and ensuring it is not copied or distributed. If you print this listing to a paper hard copy, it is **your responsibility** to dispose of it securely (by shredding) as soon as it is no longer required for its original purpose.

Refer to:

College Policy [6-604 Electronic Information Security Policy](#)

Operating Procedure [OP #6-604A Information Security Classification Procedure](#)

FIND OUT WHO IS TEACHING A COURSE

Step 1: Go to **Fleming College's website**
(<http://flemingcollege.ca/>)

Step 2: Log in to the **myCampus Portal**

Step 3: Click the **'Faculty Centre'** button

Step 4: Click the **'Search'** button.

Faculty Center **Search** Program Distribution

[Search for Classes](#)

Enter Search Criteria

[Choices / Electives](#) [I need help](#)

Search for Classes

Institution: Fleming College

Term: 2018 Spring

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject: [dropdown]

Course Number: is exactly [input]

Course Career: [dropdown]

☒ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▶ Additional Search Criteria

Clear Search

Step 5: Define basic search criteria:

- Term (predefined dropdown menu)
- Course Subject (predefined dropdown menu)
- Course Number (if known)
 - Search conditions
 - Course number
- Course Career

Tip: If you don't know, less is more for any PeopleSoft (Evolve) search.

[Choices / Electives](#) [I need help](#)

Search for Classes

Institution: Fleming College

Term: 2020 Winter

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject: Business - BUSN

Course Number: is exactly 18

Course Career: [dropdown]

☒ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▶ Additional Search Criteria

Clear Search

Step 6: Click the **'Search'** button.

[Choices / Electives](#) [I need help](#)

Search for Classes

Institution: Fleming College

Term: 2020 Winter

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject: Business - BUSN

Course Number: is exactly 18

Course Career: [dropdown]

☒ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▶ Additional Search Criteria


Clear **Search**

FIND OUT WHO IS TEACHING A COURSE

Step 7: **Review** search results

1 class section(s) found

▼BUSN 18 - Microeconomics

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1236	C01-C Front 7	Mo 8:00AM - 11:00AM	BR-B3100 Whetung lec. theatre	Dale Northey	05/07/2018 - 06/22/2018	
		Fr 11:00AM - 2:00PM	BR-C2125 Lecture theatre	Dale Northey	05/07/2018 - 06/22/2018	

New Search

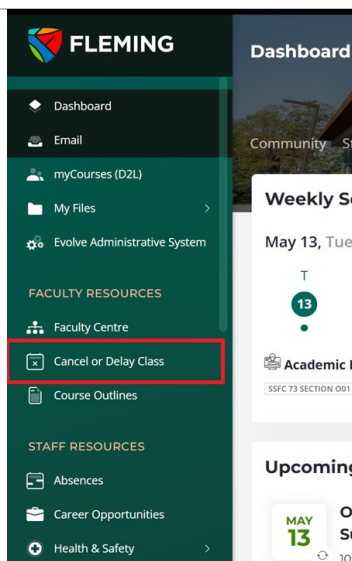
Modify Search

CANCEL A CLASS

Step 1: Go to **Fleming College's website**
(<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the '**Cancel or Delay Class**' button.



Step 5: Follow instructions as noted within the
Complete Instructions link.

Related Document: [User Guide - PeopleSoft - How-to Guide for Faculty - Class Cancellation](#)

Cancel/Delay Class

Cancel or delay a class

Cancel or delay a class

Cancellations or delays including all comments are reflected immediately on all student timetables and class cancellation pages. Faculty timetables in myCampus also reflect this.

[Faculty Center](#)

[How-to Guide](#)

[Class Cancellation/Faculty Absenteeism Policy](#)

Select from and to date, and click submit to see your classes.

Date: 07/25/2018 to Date: 07/25/2018

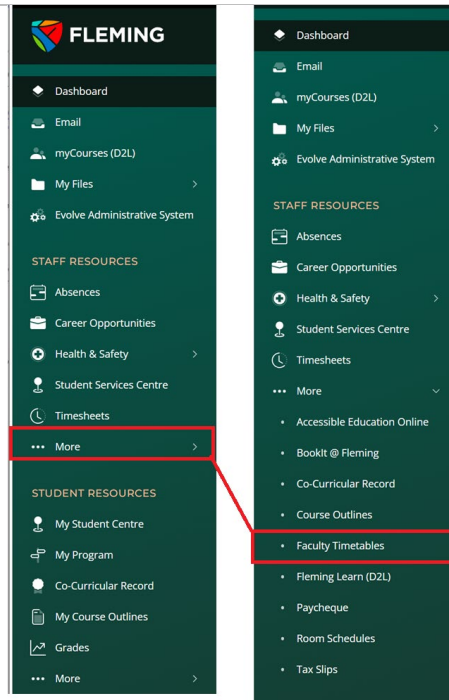
DISPLAY A FACULTY TIMETABLE

Step 1: Go to **Fleming College's website**

(<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the "**More Applications**" button on the side menu, then click the "**Faculty Timetables**" button.



Step 4: Define search criteria

- Faculty Member's last name; and/or
- Faculty Member's first name.

Faculty Timetable Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Last Name | begins with ▼ | turner

First Name | begins with ▼ | russell

☐ Case Sensitive

Search

Clear

Basic Search Save Search Criteria

Step 5: Click the '**Search**' button

Faculty Timetable Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Last Name | begins with ▼ | turner

First Name | begins with ▼ | russell

☐ Case Sensitive


Search

Clear

Basic Search Save Search Criteria

DISPLAY A FACULTY TIMETABLE

Step 6: Review search results

Show Week of  Start Time End Time [Refresh Calendar](#)

Week of 7/23/2018 - 7/29/2018

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00AM					
8:00AM	MKTG 14 - C01 Marketing Class/Lecture 8:00AM - 11:00AM Brealey B3181				
9:00AM	MKTG 14 - C01 8:00AM - 11:00AM				
10:00AM	MKTG 14 - C01 8:00AM - 11:00AM				
11:00AM					
12:00PM					
1:00PM					
2:00PM				MKTG 14 - S01 Marketing Seminar 2:00PM - 5:00PM Brealey B3171	
3:00PM				MKTG 14 - S01 2:00PM - 5:00PM	
4:00PM				MKTG 14 - S01 2:00PM - 5:00PM	
5:00PM					
6:00PM					
7:00PM					
8:00PM					
9:00PM					

Printing Timetable

Step 1: Highlight (click, hold, and drag) from the top corner to the bottom corner of the grid



Week of 7/23/2018 - 7/29/2018

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00AM					
8:00AM	MKTG 14 - C01 Marketing Class/Lecture 8:00AM - 11:00AM Brealey B3181				
9:00AM	MKTG 14 - C01 8:00AM - 11:00AM				
10:00AM	MKTG 14 - C01 8:00AM - 11:00AM				
11:00AM					
12:00PM					
1:00PM					
2:00PM				MKTG 14 - S01 Marketing Seminar 2:00PM - 5:00PM Brealey B3171	
3:00PM				MKTG 14 - S01 2:00PM - 5:00PM	
4:00PM				MKTG 14 - S01 2:00PM - 5:00PM	
5:00PM					
6:00PM					
7:00PM					
8:00PM					
9:00PM					

Step 2: Press **CTRL+P** or go to the browser menu and select Print.

DISPLAY A FACULTY TIMETABLE

Step 3: Select ‘**Selection only**’ and, if necessary, change the page layout from portrait to landscape.

Print

1 sheet of paper

Destination

Brother DCP-L2540DW

Pages

All

Copies

1

Layout

Landscape

More settings

^

Paper size

Letter

Pages per sheet

1

Margins

Default

Scale

Default

Two-sided

☒ Print on both sides

Flip on long edge

Options

☐ Headers and footers

☒ Background graphics

☒ Selection only

Print using system dialog... (Ctrl+Shift+P)

! The screenshot above is from Google Chrome. Note that each web browser displays these options slightly differently.

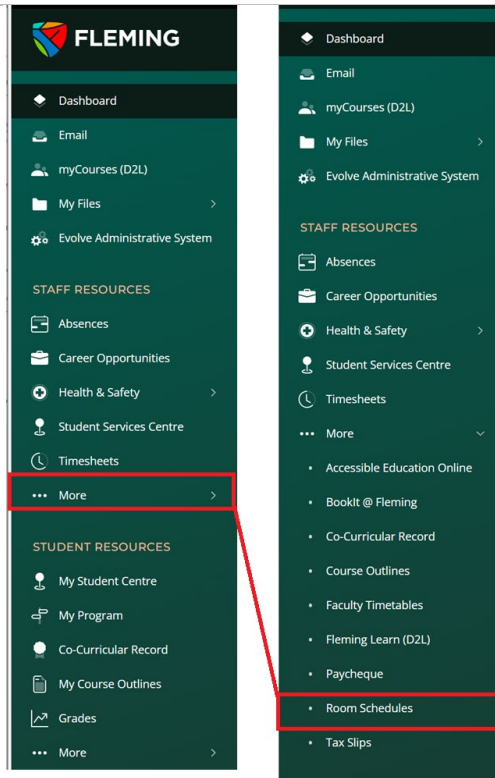
DISPLAY A ROOM TIMETABLE

Step 1: Go to **Fleming College's website**

(<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the '**More Applications**' button on the side menu and then click the '**Room Schedules**' button



Step 4: Define search criteria.

The user does not need to complete all of the search fields.

- Building (if unknown, click on magnifying glass); and/or
- Facility Type (predefined dropdown menu); and/or
- Room Number (if unknown, click on magnifying glass).

The image shows a search criteria form titled 'Find an Existing Value'. It includes a 'Search Criteria' section with three search fields: 'Building' (with a 'begins with' dropdown and a magnifying glass icon), 'Facility Type' (with an equals sign dropdown and a magnifying glass icon), and 'Room Number' (with a 'begins with' dropdown and a magnifying glass icon). There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.


Step 5: Click the '**Search**' button.

This image is identical to the one in Step 4, showing the search criteria form. The 'Search' button is highlighted with a red box.

DISPLAY A ROOM TIMETABLE

Step 6: Review results

Room Schedule for BR-A1111 Multimedia classroom

Show Week of  Start Time End Time [Refresh Calendar](#)

Short Description	Monday	Tuesday	Wednesday	Thursday	Friday
7:00AM					
8:00AM	MKTG 14 - S03 Marketing Seminar Terri Eagleson 8:00AM - 11:00AM Brealey A1111		MGMT 180 - S04 Principles of Project Mgmt Seminar Deepak Arogya 8:00AM - 10:00AM Brealey A1111	MKTG 14 - C03 Marketing Class/Lecture Terri Eagleson 8:00AM - 11:00AM Brealey A1111	
9:00AM	MKTG 14 - S03 8:00AM - 11:00AM		MGMT 180 - S04 8:00AM - 10:00AM	MKTG 14 - C03 8:00AM - 11:00AM	LANG 93 - S01 Core Skills: Level 5 Seminar Nancy Prentice 9:00AM - 12:00PM Brealey A1111

Additional Information

Common building:

BR = Sutherland campus
CO = Cobourg campus
FR = Frost campus
HA = Haliburton campus
KT = Sutherland campus – KTTC

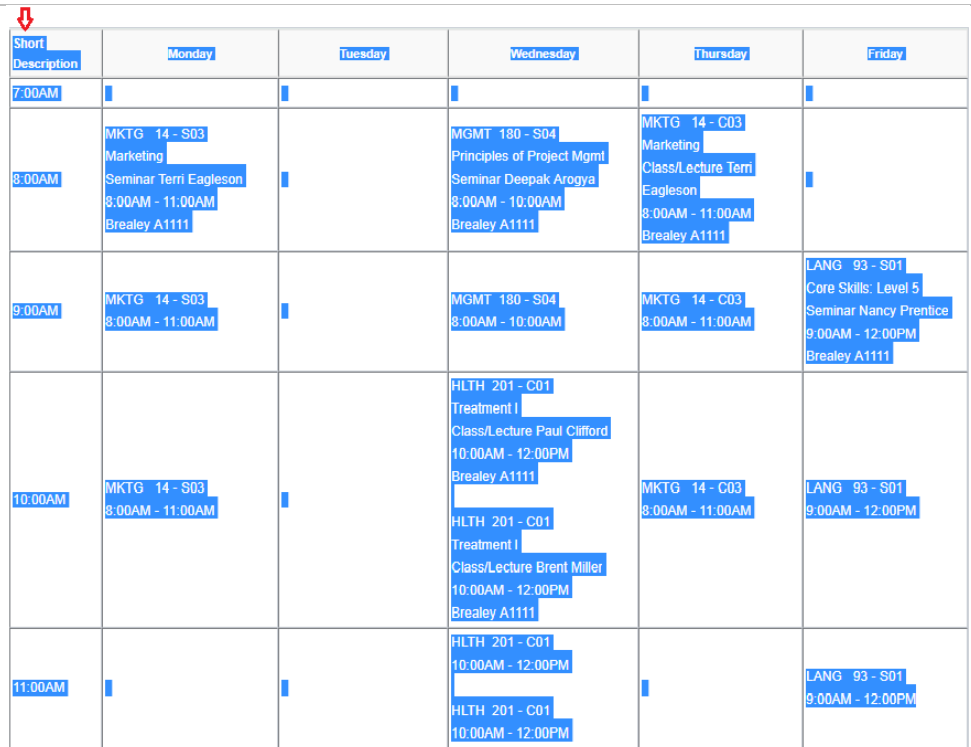
Common facility types:

BSEM = Biology seminar
CLAS = Classroom
LAB = Lab
LECT = Lecture theatre
MLAB = Massage therapy lab
PORT = Portable
SEM = Seminar
SMRT = Smart room

DISPLAY A ROOM TIMETABLE

Printing Timetable

Step 1: Highlight (click, hold, and drag) from the top corner to the bottom corner of the grid.




Short Description	Monday	Tuesday	Wednesday	Thursday	Friday
7:00AM					
8:00AM	MKTG - 14 - S03 Marketing Seminar Terri Eagleson 8:00AM - 11:00AM Brealey A1111		MGMT 180 - S04 Principles of Project Mgmt Seminar Deepak Arogya 8:00AM - 10:00AM Brealey A1111	MKTG 14 - C03 Marketing Class/Lecture Terri Eagleson 8:00AM - 11:00AM Brealey A1111	
9:00AM	MKTG - 14 - S03 8:00AM - 11:00AM		MGMT 180 - S04 8:00AM - 10:00AM	MKTG 14 - C03 8:00AM - 11:00AM	LANG 93 - S01 Core Skills: Level 5 Seminar Nancy Prentice 9:00AM - 12:00PM Brealey A1111
10:00AM	MKTG - 14 - S03 8:00AM - 11:00AM		HLTH 201 - C01 Treatment I Class/Lecture Paul Clifford 10:00AM - 12:00PM Brealey A1111 HLTH 201 - C01 Treatment I Class/Lecture Brent Miller 10:00AM - 12:00PM Brealey A1111	MKTG 14 - C03 8:00AM - 11:00AM	LANG 93 - S01 9:00AM - 12:00PM
11:00AM			HLTH 201 - C01 10:00AM - 12:00PM HLTH 201 - C01 10:00AM - 12:00PM		LANG 93 - S01 9:00AM - 12:00PM

Step 2: Press **'CTRL-P'** or go to the browser menu and select **'Print'**.

Step 3: Check **'Selection Only'** and if required, change the page layout from portrait to landscape.

Print 1 sheet of paper

Destination  Brother DCP-L2540DW

Pages All

Copies 1

Layout Landscape

More settings ^

Paper size Letter


Pages per sheet 1

Margins Default

Scale Default

Two-sided ☒ Print on both sides
☐ Flip on long edge

Options ☐ Headers and footers
☒ Background graphics
☒ Selection only

Print using system dialog... (Ctrl+Shift+P) 

! The screenshot above is from Google Chrome. Note that each web browser displays these options slightly differently.

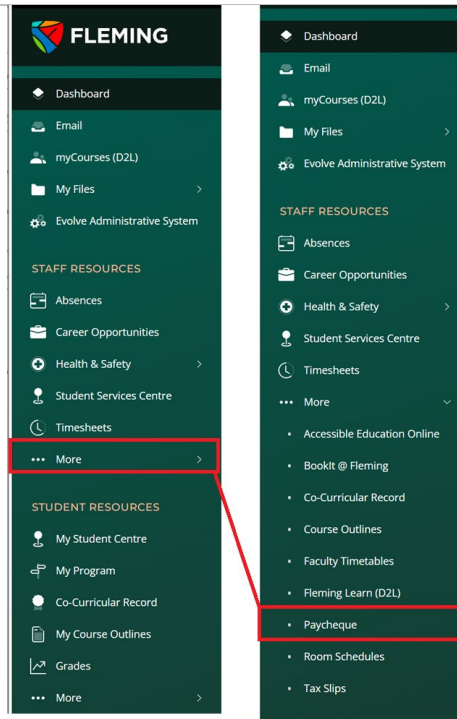
FIND MY PAY CHEQUE

Step 1: Go to **Fleming College's website**

(<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the "**More Applications**" button on the side menu, then click the "**View Paycheque**" button.



Step 4: Click on a '**View Paycheque**' link to open the pay stub

Paycheque Selection							
Personalize Find View 100 1-8 of 136 First Last							
Cheque Date	View Paycheque	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheque Number	PDF File
07/20/2018	View Paycheque	Fleming College	07/08/2018	07/21/2018			
07/06/2018	View Paycheque	Fleming College	06/24/2018	07/07/2018			
06/22/2018	View Paycheque	Fleming College	06/10/2018	06/23/2018			
06/08/2018	View Paycheque	Fleming College	05/27/2018	06/09/2018			
05/25/2018	View Paycheque	Fleming College	05/13/2018	05/26/2018			
05/11/2018	View Paycheque	Fleming College	04/29/2018	05/12/2018			
04/27/2018	View Paycheque	Fleming College	04/15/2018	04/28/2018			
04/13/2018	View Paycheque	Fleming College	04/01/2018	04/14/2018			

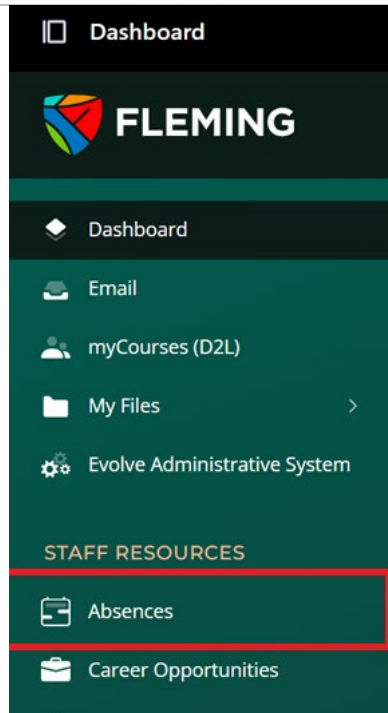
ABSENCE REQUEST – FULL TIME STAFF

Step 1: Go to **Fleming College's website**

(<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the "**More Applications**" button on the side menu, then click the "**My Absences**" button.



Step 4: It is recommended that new users of '**My Absences**' review the 'Quick Tips' document.

A screenshot of the 'Absence Detail' form in the myCampus Portal. The form is titled 'Absence Detail' and includes a question mark icon. It contains several fields: '*Start Date' with a date picker set to 07/25/2018, 'Filter by Type' with a dropdown menu set to 'All', '*Absence Name' with a dropdown menu set to 'Select Absence Name', 'Partial Days' with a dropdown menu set to 'None', and 'Duration' with a text input field. A 'View Monthly Schedule' link is visible. Below the form is a 'Comments' section with a 'Requestor Comments' text area. On the right side of the form, there is a 'Quick Tips' link highlighted with a red box, and a 'FAQ's' link below it.

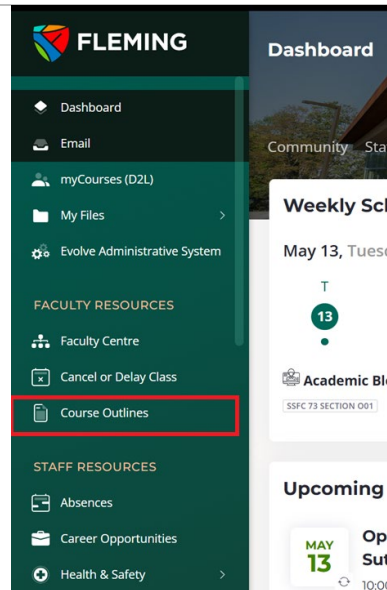
ACCESSING COURSE OUTLINES

Step 1: Go to **Fleming College's website**

(<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

Step 3: Click the '**Course Outlines**' button.



Step 4: It is recommended that new users of the '**Course Outline Application**' review the documentation.

Related Documents: [How-to Guides and Resources for Course Outlines](#)

Course Outlines

Viewing and Maintenance

Maintenance

- Create, edit or approve course outlines

- [Roll Over Course Outline](#)
- [Maintain Annual Crse Outline](#)
- [Maintain Semester Crse Outline](#)
- [2 More...](#)

Reports

- Reports that increase your course outline productivity

- [My annual that req. approval](#)
- [My course outlines](#)
- [My semester that req. approval](#)
- [6 More...](#)

Training

- Useful course outline training materials

- [Training Material](#)

[View Approved Course Outlines](#)

- View and/or print approved course outlines

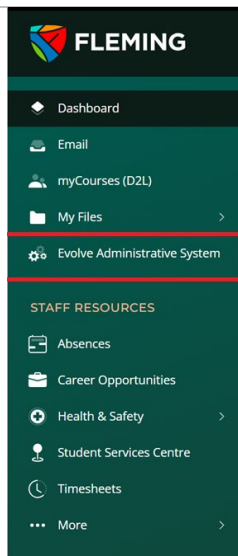
MY SELF-SERVICE

- Personal Information
- Benefits
- Learning and Development

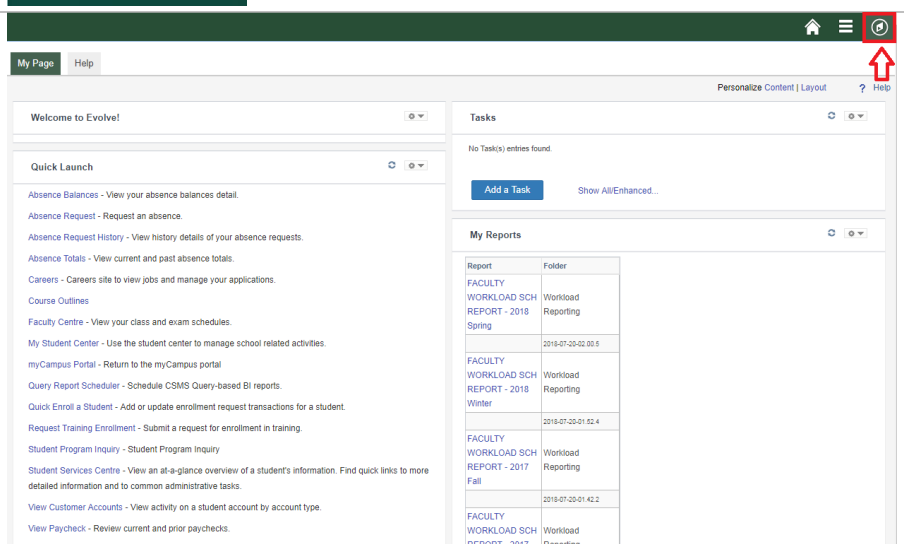
Step 1: Go to **Fleming College's website** (<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

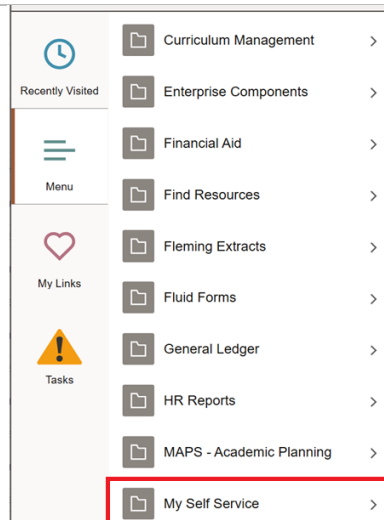
Step 3: Click the '**Evolve Administrative System**' button.



Step 4: Click the '**Navigator**' button found in the top right-hand corner of the page



Step 5: Click the '**My Self-Service**' link



<p>Personal Information.</p> <p>Click the ‘Campus Personal Information’ link to review and update your personal information, including home and mailing addresses, phone numbers, email addresses, and emergency contacts.</p>	<div> <div>NavBar: Menu</div> <div> <div>Menu > My Self Service</div> <div> <div>Recently Visited</div> <div> <div>Menu</div> <div>My Links</div> <div>Tasks</div> </div> </div> <div> <div>Campus Personal Information</div> <div> <div>Addresses</div> <div>Names</div> <div>Phone Numbers</div> <div>Email Addresses</div> <div>Emergency Contacts</div> <div>Demographic Information</div> </div> </div> </div> </div>	
<p>Benefits.</p> <p>Click the ‘Benefits’ link to review and update your benefit information, including your Sun Life Member ID, Benefits Summary, and Dependent/Beneficiary Details.</p>	<div> <div>NavBar: Menu</div> <div> <div>Menu > My Self Service</div> <div> <div>Recently Visited</div> <div> <div>Menu</div> <div>My Links</div> <div>Tasks</div> </div> </div> <div> <div>Benefits</div> <div> <div>Benefits Information ></div> <div>Sun Life Member ID</div> <div>Benefits Summary</div> <div>Dependent/Beneficiary Info</div> </div> </div> </div> </div>	
<p>Learning and Development</p> <p>Click the ‘Learning and Development’ link to complete or review specific training modules, such as Accessibility Training.</p>	<div> <div>NavBar: Menu</div> <div> <div>Menu > My Self Service</div> <div> <div>Recently Visited</div> <div> <div>Menu</div> <div>My Links</div> <div>Tasks</div> </div> </div> <div> <div>Learning and Development</div> <div> <div>Incomplete Learning</div> <div>Talent Profile</div> <div>My Historical Profile</div> <div>Profile Approval History</div> <div>Completed Learning</div> </div> </div> </div> </div>	

[END OF DOCUMENT]