

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 to navigate the PeopleSoft (Evolve) system.

DOCUMENT INFORMATION

DOCUMENT NAME	A How-to Guide for Faculty: Introduction to the PeopleSoft (Evolve) Services
DOCUMENT VERSION NUMBER	3.0
DOCUMENT VERSION DATE	July 25, 2018

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

OVERVIEW

Welcome to Fleming College!

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

myCampus:

The myCampus Portal is a one-stop shop for all services that a student and faculty member 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 orientate yourself with the myCampus Portal by checking out the top ribbon links (Staff, Resources, Student Life, Registrars Office, Service Directory and Virtual Tour etc.).

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

The screenshot shows the myCampus portal interface. On the left is a dark sidebar with navigation links: HOME, EMAIL (OWA), MYCOURSES (D2L), MY STUDENT CENTRE, CO-CURRICULAR RECORD, EVOLVE ADMINISTRATIVE SYSTEMS, MY PROGRAM, FILEWAY (H:), GRADES, THE FLEMING ZONE, MORE APPLICATIONS..., FLEMING COLLEGE WEBSITE, BOOKIT@FLEMING, SUGGESTIONS/FEEDBACK, HELP, and CHANGE PASSWORD. The main content area has a header with the Fleming College logo and 'myCampus for Students & Staff at Fleming College'. Below the header are navigation tabs: STAFF, RESOURCES, STUDENT LIFE, REGISTRARS OFFICE, SERVICES DIRECTORY, and VIRTUAL TOUR. A search bar is present. The main content is divided into three columns. The left column features 'Today's Schedule' (with a message: 'You have no classes scheduled for the current week.'), 'Fleming News' (with a 'LATEST NEWS' banner and a list of news items: 'Fleming College Board of Governors Meeting', 'Shorlines Casino Peterborough to host job fair at Fleming ...', 'Fleming College to celebrate Convocation', and 'Saskatchewan Polytechnic partnership expands online offe...'), and 'Upcoming Events' (with a photo of students). The middle column features 'Announcements' (with a photo of students) and 'Important Dates' (with a photo of the Fleming College building). The right column lists dates and corresponding announcements: 'July 15, 2018 to August 10, 2018' (announcement: 'During the final third of the semester, a WF (withdrew-fail) grade will be entered for a dropped course of more than seven weeks duration'), 'July 28, 2018' (announcement: 'Final Date to Withdraw from a course of less than eight weeks Duration (Delivered in second half of term) and get a 'W' designation on Academic Record'), 'July 29, 2018 to August 10, 2018' (announcement: 'During the final third of courses less than eight weeks duration (offered in back seven weeks) a 'WF' (withdrew-fail) grade will be entered for a dropped course'), and 'August 3, 2018'.

PeopleSoft (Evolve)

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

Report	Folder
FACULTY WORKLOAD SCH REPORT - 2018 Spring	Workload Reporting
2018-07-20-02.00.5	
FACULTY WORKLOAD SCH REPORT - 2018 Winter	Workload Reporting
2018-07-20-01.52.4	
FACULTY WORKLOAD SCH REPORT - 2017 Fall	Workload Reporting
2018-07-20-01.42.2	
FACULTY WORKLOAD SCH REPORT - 2017	Workload Reporting

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/>

Search flemingcollege.ca

Fleming College

PROGRAMS & COURSES ADMISSIONS & AID STUDENT LIFE ABOUT FLEMING

Outdoor and Adventure Education
Industry Certifications, Field Camps, International Study Trip.
Learn more

Integrated Design Diploma
Apply Now
Start in September
OPEN HOUSE
NOV. 17, 2018
10 am to 7 pm

Educational Support
Make a Difference in a Child's Life
Apply Now. Start in September

Focus on Fleming
The Official Blog of Fleming College
Learn More

Carpentry and Renovation Techniques
Hands-on training in construction-related trades with a focus on carpentry.
Start in September

Search flemingcollege.ca



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FREEDOM OF INFORMATION STATEMENT

Collection, Use and Disclosure of Personal Information

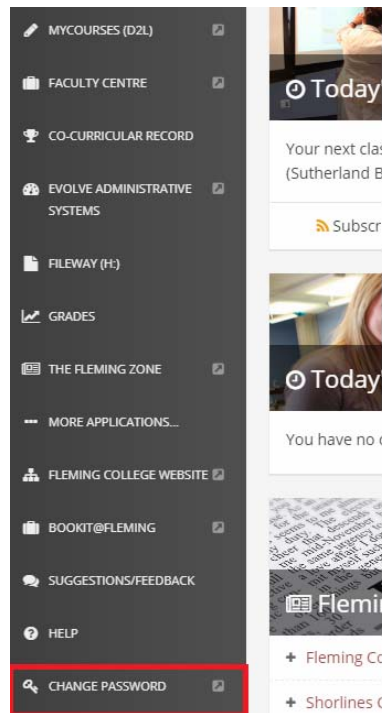
Please take all-necessary precautions in safeguarding student information (unauthorized access and must not be copied or distributed). If you print any document to hard copy, it is **your responsibility** to dispose of it securely (shred) as soon as it is no longer required for the original purpose.

Fleming College's Freedom of Information Statement, as of July 2013:

The collection, use and disclosure of student information is protected by College policies and government legislation. Personal information is primarily used by the College for academic, administrative and statistical purposes. A Student's personal information (even confirming their enrolment at the College) may only be disclosed when a valid consent to release this information is obtained. In addition, there will be instances where the College will disclose personal information to government departments, co-sponsoring organizations and other educational institutions. Occasionally, information may be released, if required or authorized by a court order or other legal document. A student may request access to their personal information and may request corrections, deletions or additions of information that is not accurate, complete or up to date.

CHANGE PASSWORD

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the '**Change Password**' button



4. Follow the provided **Service Desk Change Password** instructions

ADDITIONAL INFORMATION

Current password requirements:

- Minimum number of characters in password: 8
- Must use characters from at least three of the following categories:
 - A,B,C, ... Z
 - a,b,c, ... z
 - 0,1,2, ... 9
 - !,\$,#,%
- For any further assistance please contact the IT Service Desk x4111, Option 1
- Passwords are case sensitive.

Suggestions for a strong password:

- Does not contain your user name, real name, or company name.
- Does not contain a complete word.
- Is significantly different from previous passwords.

Create an acronym from an easy-to-remember piece of information. For example, pick a phrase that is meaningful to you, such as My son's birthday is 12 December, 2004. Using that phrase as your guide, you might use Msbi12Dec4! for your password.

(<http://windows.microsoft.com/en-ca/windows-vista/tips-for-creating-a-strong-password>)

FIND MY 'FACULTY CENTRE'

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Faculty Centre'** button

Fleming College
LEARN | BELONG | BECOME

myCampus for Students & Staff at Fleming College

HOME | STAFF | RESOURCES | STUDENT LIFE | REGISTRARS OFFICE | SERVICES DIRECTORY

EMAIL (OWA) 0
EMAIL 0
MYCOURSES (D2L)
FACULTY CENTRE
CO-CURRICULAR RECORD
EVOLVE ADMINISTRATIVE SYSTEMS
FILEWAY (H+)
GRADES
THE FLEMING ZONE
MORE APPLICATIONS...
FLEMING COLLEGE WEBSITE
BOOKIT@FLEMING
SUGGESTIONS/FEEDBACK
HELP
CHANGE PASSWORD

Search anything...

Today's Schedule
Your next class this week, Marketing starts tomorrow at 02:00 PM (Sutherland B3171).
Subscribe | View Week | Print

Today's Schedule
You have no classes scheduled for the current week.

Fleming News
+ Fleming College Board of Governors Meeting
+ Shorlines Casino Peterborough to host job fair at Fleming ...

ACCESSING MY TIMETABLE

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Faculty Centre'** button
4. Click the **'My Schedule'** button under Faculty Center tab

Faculty Center | Search | Program Distribution

My Schedule | Class Roster

Faculty Center

My Schedule

20 Fall | Fleming College

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend | Class Roster | Grade Roster | Learning Management

My Teaching Schedule > 20 Fall > Fleming College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
COMP 345-L ()	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

Creating a grid view & printing

5. Click the **'View Weekly Teaching Schedule'** button located at the bottom of the My Schedule screen

My Teaching Schedule > 20 Fall > Fleming College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
COMP 345-L ()	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

View My Weekly Schedule

<< Previous Week | Week of 9/7/20 - 9/13/20 | Next Week >>

Show Week of 09/08/20 | Start Time 7:00AM | End Time 9:00PM | Refresh Calendar

Time	Monday Sep 7	Tuesday Sep 8	Wednesday Sep 9	Thursday Sep 10	Friday Sep 11
7:00AM					
8:00AM					
9:00AM					
10:00AM					
11:00AM					
12:00PM		Class		Class	
1:00PM					
2:00PM					
3:00PM			Class		
4:00PM					
5:00PM					
6:00PM					
7:00PM					
8:00PM					
9:00PM					

6. Click the **'Printer Friendly Page'** link located at the bottom of my schedule screen

▼ Display Options

Show AM/PM
 Monday
 Thursday
 Show Class Title
 Tuesday
 Friday
 Sunday
[Refresh Calendar](#)
 Show Instructor Role
 Wednesday
 Saturday

[Return to Faculty Center](#) [Printer Friendly Page](#)

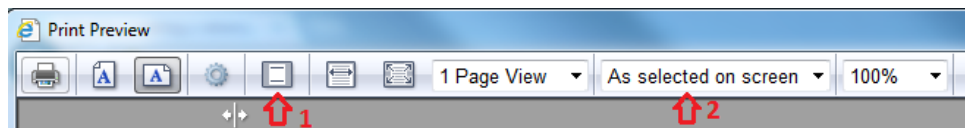
[Go to top](#)

7. 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

Keen Gon ←

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

8. This example is for Internet Explorer (IE)
 - a. In the top browser menu click **file** and **print preview**
 - b. Optional: Click on button labelled **one (1)** to turn off headers and footers
 - c. Optional: Change 'As laid out on screen' to 'As selected on screen' as labelled **two (2)**



! 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

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Faculty Centre'** button
4. Click the **'My Schedule'** button under Faculty Center tab
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](#)

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

6. Click the **'Printer Friendly Version'** link located at the bottom of class roster

41	<input type="checkbox"/>		100	Y , R	P/F	175.00		Sem 2
----	--------------------------	--	-----	-------	-----	--------	--	-------

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

[notify selected students](#)

[notify all students](#)

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

Enrollment Capacity 20

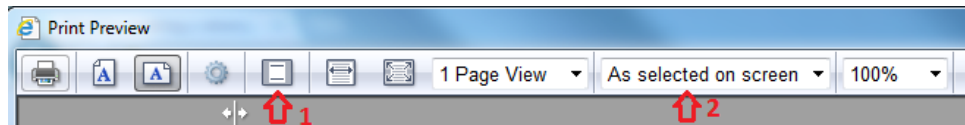
Enrolled 1

Enrolled Students

	ID	Name	Grade Basis	Units	Program and Plan	Level
1	100	B	P/F	175.00		Sem 2

8. This example is for Internet Explorer (IE)
 - a. In the top browser menu click **file** and **print preview**
 - a. Optional: Click on button labelled **one (1)** to turn off headers and footers off

- b. Optional: Change 'As laid out on screen' to 'As selected on screen' as labelled **two (2)**



! 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 in safeguarding this information (unauthorized access and must not be copied or distributed). If you print this listing to a paper hard copy, it is **your responsibility** to dispose of it securely (shred) as soon as it is no longer required for the original purpose.

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FIND OUT WHO IS TEACHING A COURSE

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Faculty Centre'** button
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

Course Number is exactly

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

▶ Additional Search Criteria

Clear Search

5. Define basic search criteria
 - a. Term (predefined dropdown menu)
 - b. Course Subject (predefined dropdown menu)
 - c. Course Number (if known)
 - i. Search conditions
 - ii. Course number
 - d. Course Career
6. Click the **'Search'** button

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 Business - BUSN

Course Number is exactly 18

Course Career


Show Open Classes Only

Open Entry/Exit Classes Only

▶ Additional Search Criteria

Clear **Search**

7. Review search results

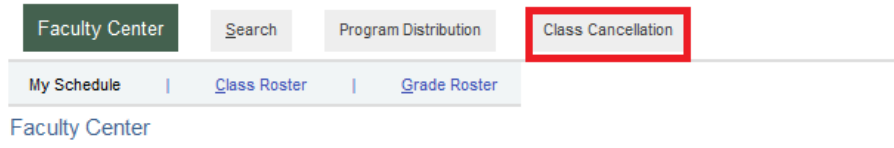
1 class section(s) found						
BUSN 18 - Microeconomics						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1236	C01-C Front 7	Mo 8:00AM - 11:00AM Fr 11:00AM - 2:00PM	BR-B3100 Whetung lec. theatre BR-C2125 Lecture theatre	Dale Northey Dale Northey	05/07/2018 - 06/22/2018 05/07/2018 - 06/22/2018	

New Search

Modify Search

CANCEL A CLASS

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the '**Faculty Centre**' button
4. Click the '**Class Cancellation**' button

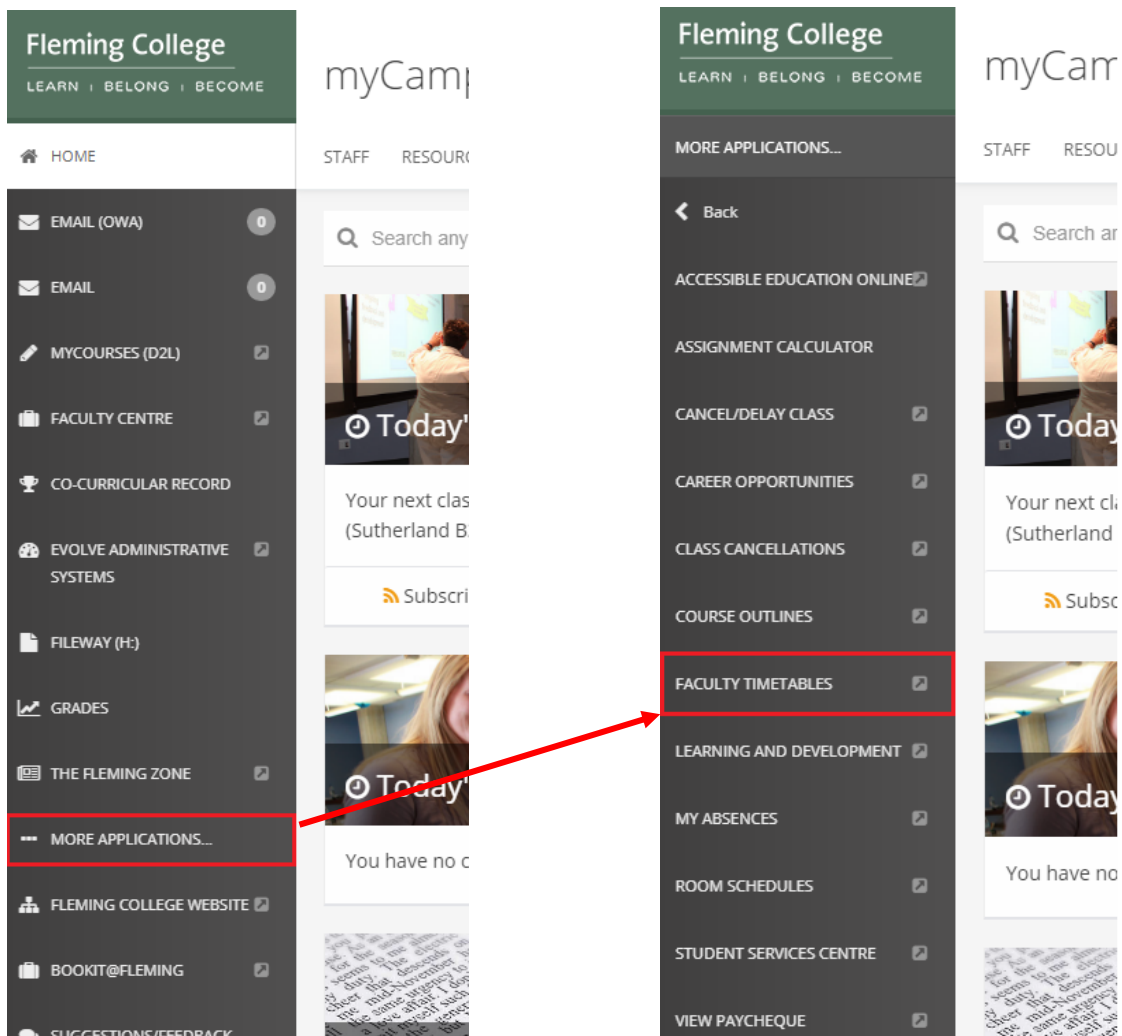


5. Follow instructions as noted within the **Complete Instructions** link

A screenshot of the 'Cancel/Delay Class' page. At the top is a dark green button labeled 'Cancel/Delay Class'. Below is the heading 'Cancel or delay a class'. The page contains the following text: '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.', and 'Select from and to date, and click submit to see your classes.' There are two date input fields, both containing '07/25/2018', with a 'to' label between them. A blue 'Submit' button is to the right. On the right side of the page, there are links for 'Faculty Center' (dotted border), 'How-to Guide' (red box), and 'Class Cancellation/Faculty Absenteeism Policy'.

DISPLAY A FACULTY TIMETABLE

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click the **'Faculty Timetables'** button



4. Define search criteria
 - a. Faculty Member's last name;
 - b. 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

First Name

Case Sensitive

Search

Clear

Basic Search Save Search Criteria

- Click the 'Search' button
- 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					

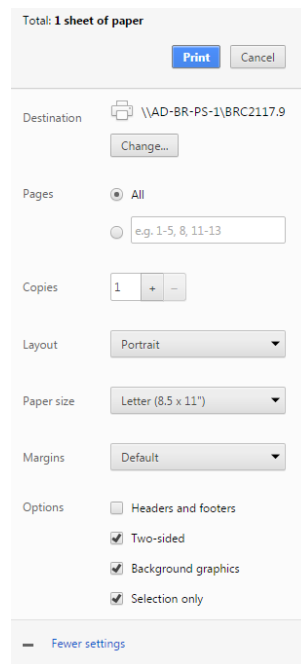
PRINTING TIMETABLE

- 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					

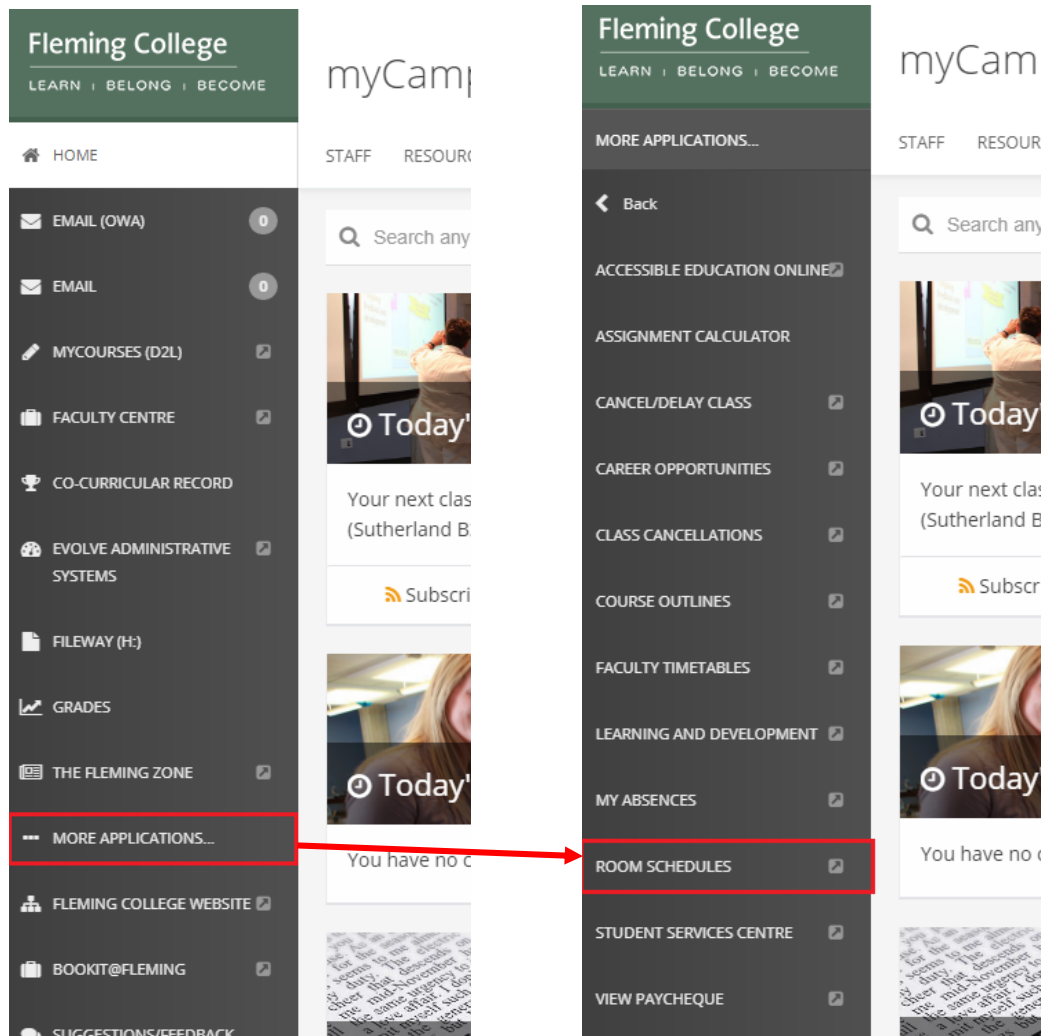
2. Press '**CTRL-P**' or go the browser menu and select '**Print**'
3. Check '**Selection only**' and if required change the page layout from portrait to landscape



! Screenshot above is from Google Chrome. Each web browser displays these options slightly different.

DISPLAY A ROOM TIMETABLE

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click **'Room Schedules'** button



4. Define search criteria. The user does not need to complete all of the search fields.
 - a. Building (if unknown, click on magnifying glass); and/or
 - b. Facility Type (predefined dropdown menu); and/or
 - c. Room Number (if unknown, click on magnifying glass).

Find an Existing Value

Search Criteria

Building

Facility Type

Room Number

Case Sensitive

5. Click the **'Search'** button
6. **Review** search 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

PRINTING TIMETABLE


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 Tern 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 Tern 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

1. Press **'CTRL-P'** or go the browser menu and select **'Print'**
2. Check **'Selection only'** and if required change the page layout from portrait to landscape

Total: 1 sheet of paper

Destination  \\AD-BR-PS-1\BRC2117.9

Pages All
 e.g. 1-5, 8, 11-13

Copies 1

Layout

Paper size

Margins

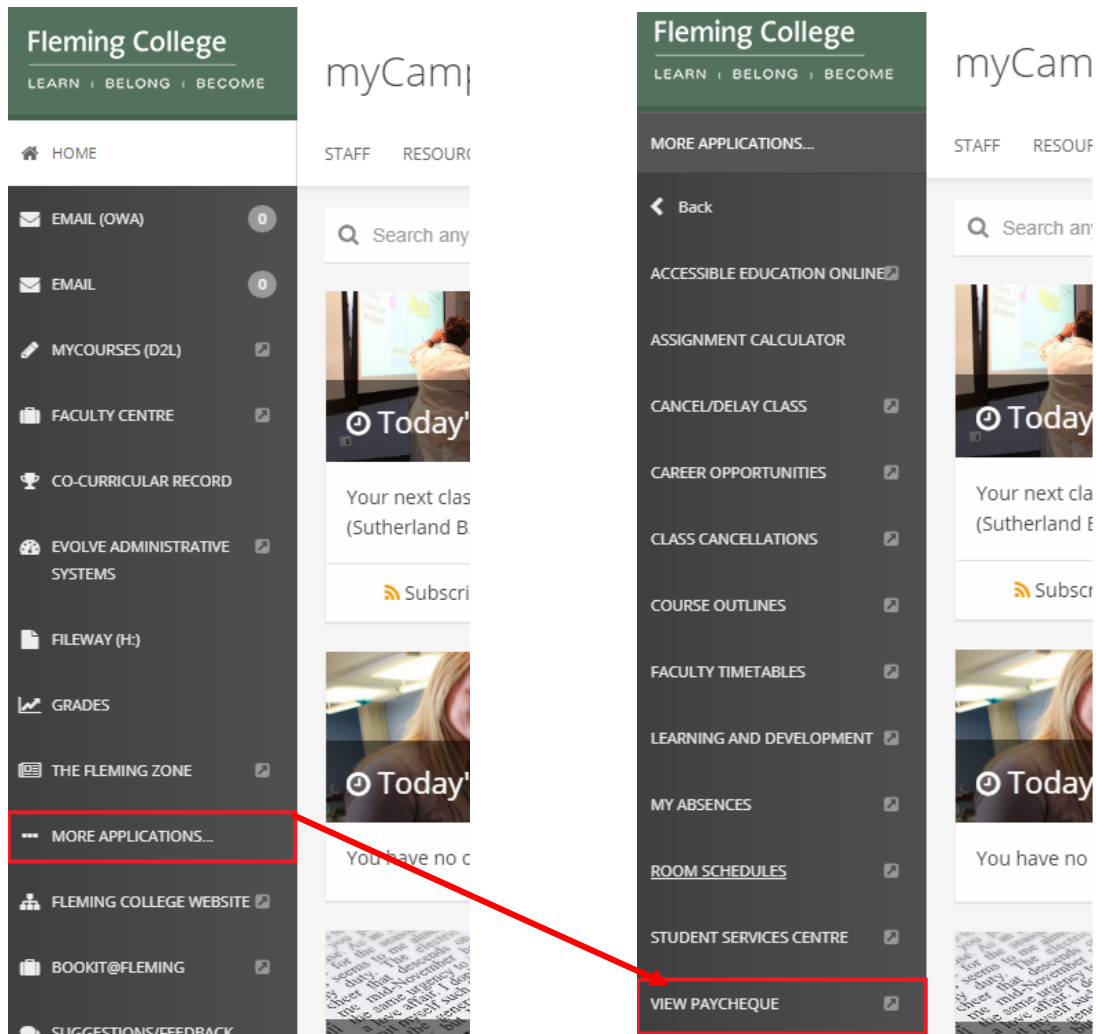
Options
 Headers and footers
 Two-sided
 Background graphics
 Selection only

[Fewer settings](#)

! Screenshot above is from Google Chrome. Each web browser displays these options slightly different.

FIND MY PAY CHEQUE

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click **'View Paycheque'** button



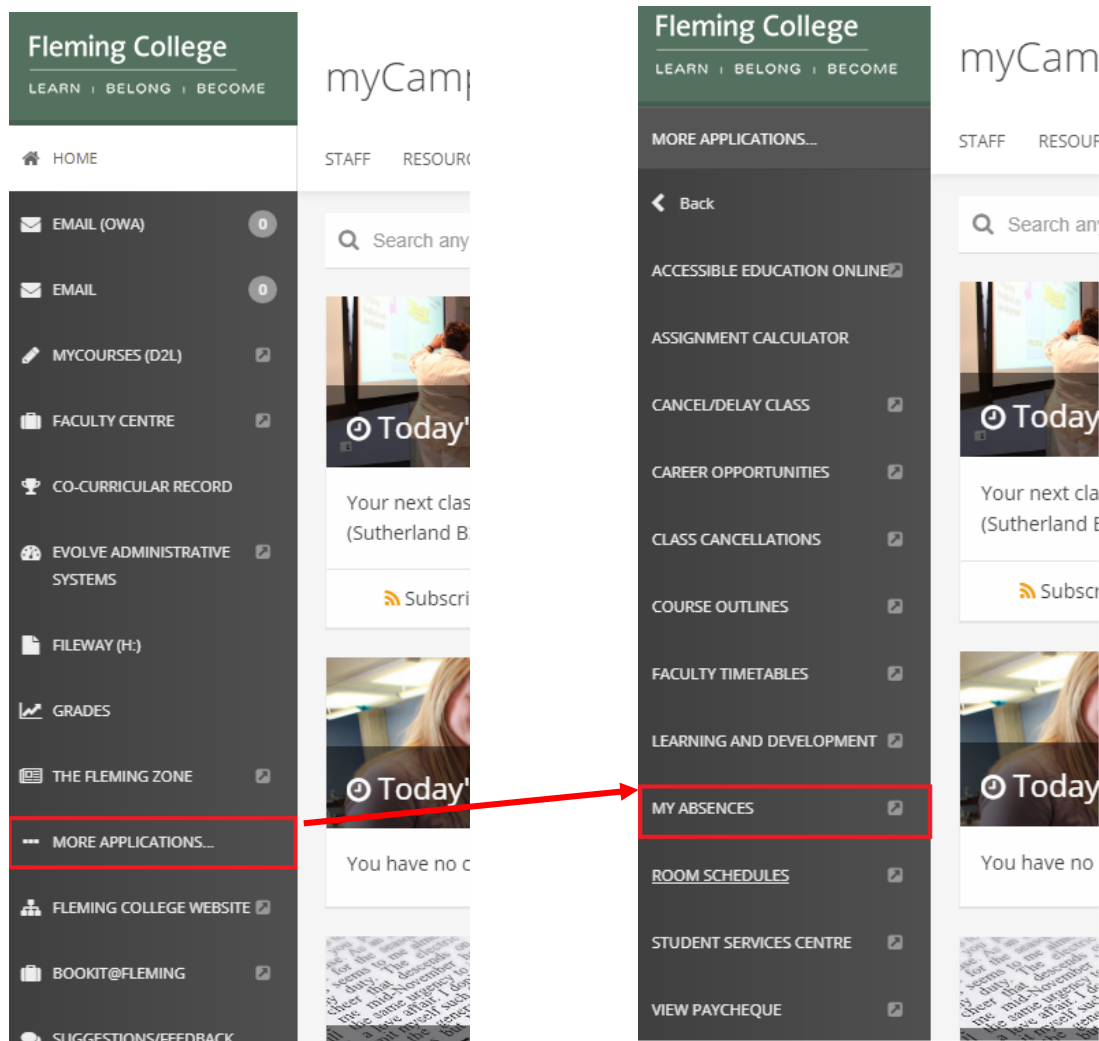
4. Click on a **'View Paycheque'** link to open the pay stub

Paycheque Selection							
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			<input checked="" type="checkbox"/>
07/06/2018	View Paycheque	Fleming College	06/24/2018	07/07/2018			<input checked="" type="checkbox"/>
06/22/2018	View Paycheque	Fleming College	06/10/2018	06/23/2018			<input checked="" type="checkbox"/>
06/08/2018	View Paycheque	Fleming College	05/27/2018	06/09/2018			<input checked="" type="checkbox"/>
05/25/2018	View Paycheque	Fleming College	05/13/2018	05/26/2018			<input checked="" type="checkbox"/>
05/11/2018	View Paycheque	Fleming College	04/29/2018	05/12/2018			<input checked="" type="checkbox"/>
04/27/2018	View Paycheque	Fleming College	04/15/2018	04/28/2018			<input checked="" type="checkbox"/>
04/13/2018	View Paycheque	Fleming College	04/01/2018	04/14/2018			<input checked="" type="checkbox"/>

ABSENCE REQUEST

For full-time staff only

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click **'My Absences'** button.



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

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail [Quick Tips](#)
[FAQ's](#)

*Start Date: 07/25/2018 [View Monthly Schedule](#)

Filter by Type: All

*Absence Name: Select Absence Name

Partial Days: None

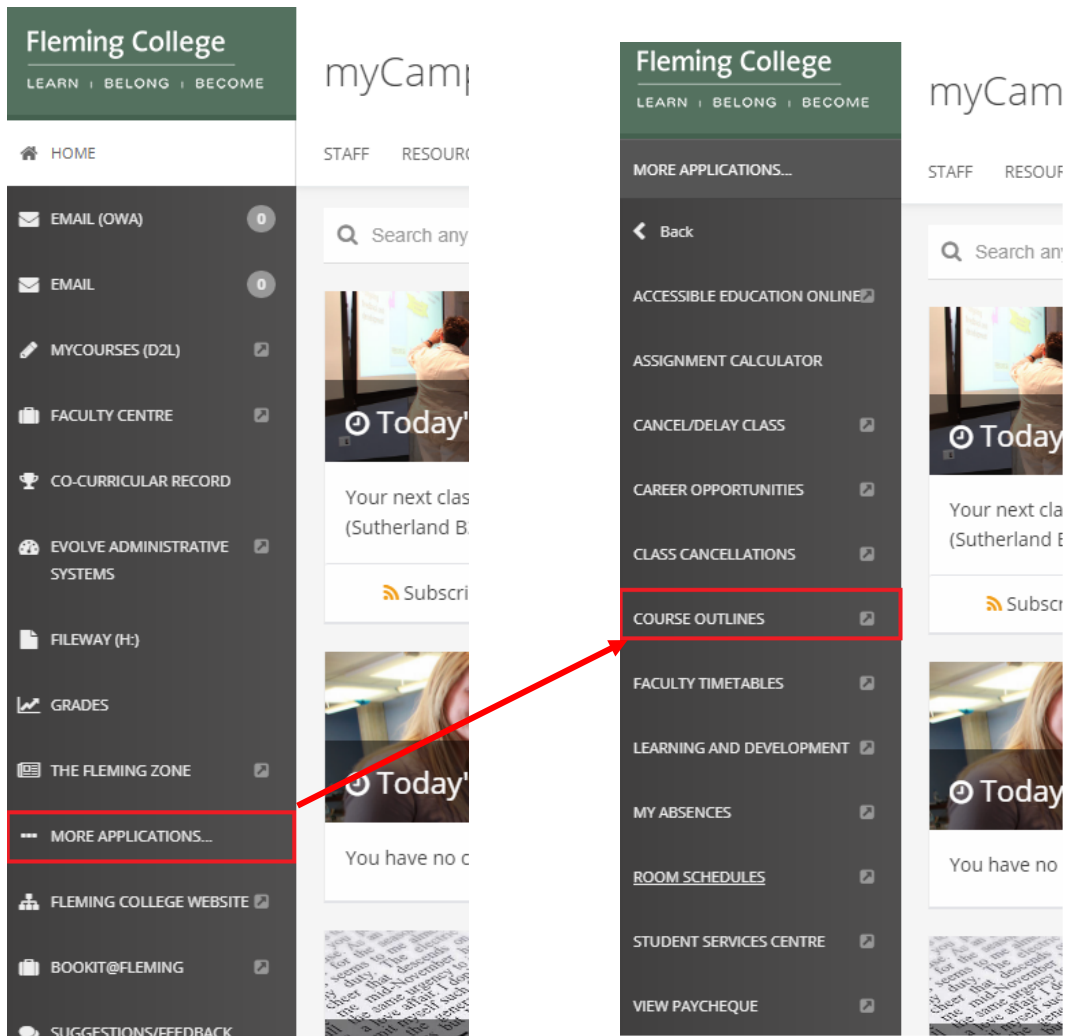
Duration:

Comments

Requestor Comments:

ACCESS COURSE OUTLINES

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click **'Course Outlines'** button



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

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

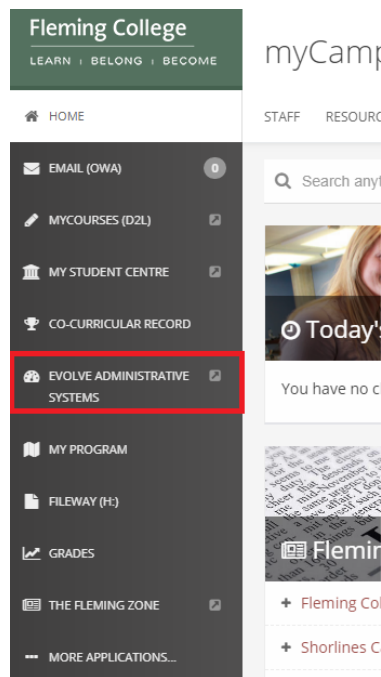
MY SELF SERVICE

PERSONAL INFORMATION

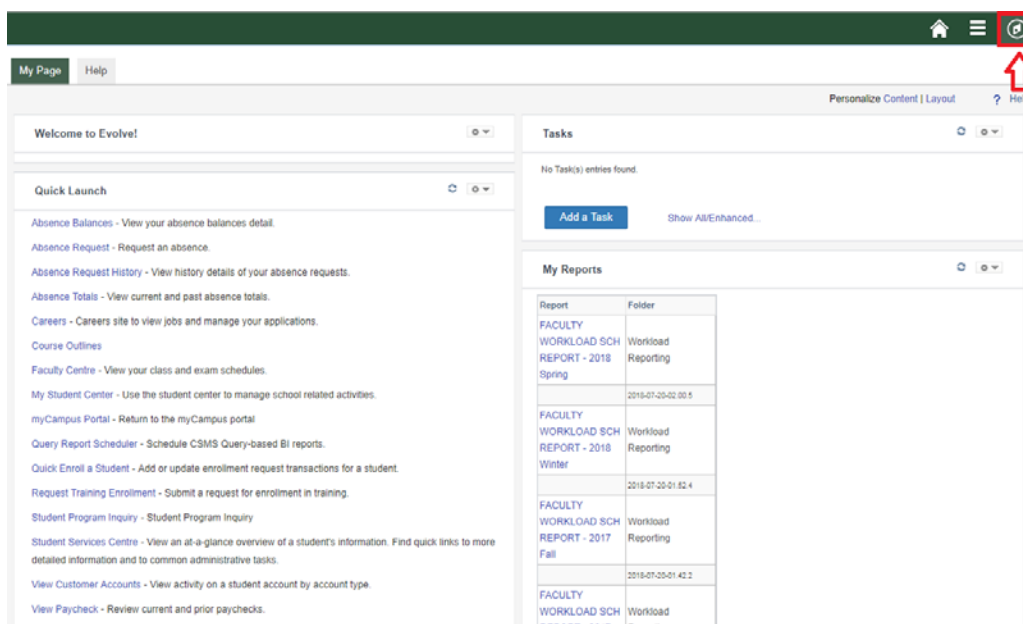
BENEFITS

LEARNING AND DEVELOPMENT

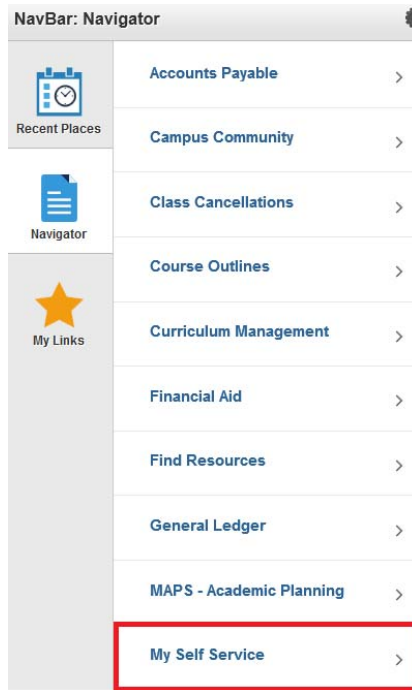
1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Evolve Administrative System'** button



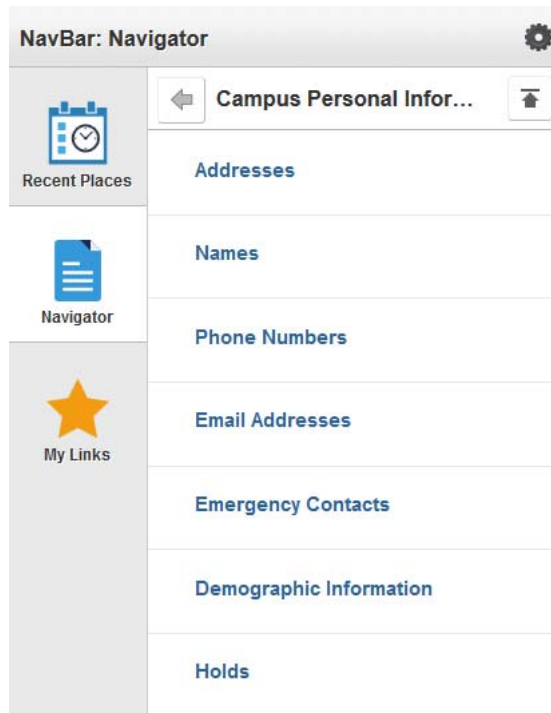
4. Click the **'Navigator'** button found in the top right-hand corner of the page



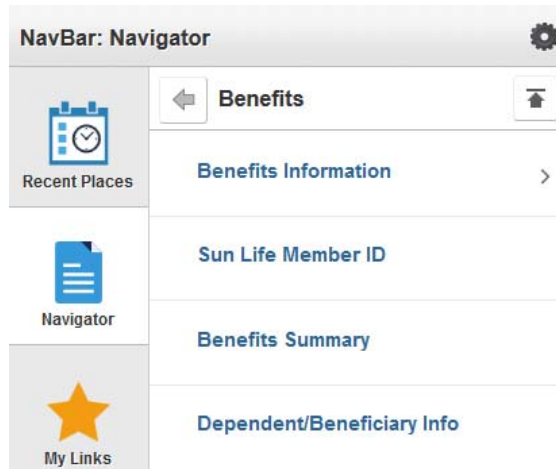
5. Click the 'My Self Service' link



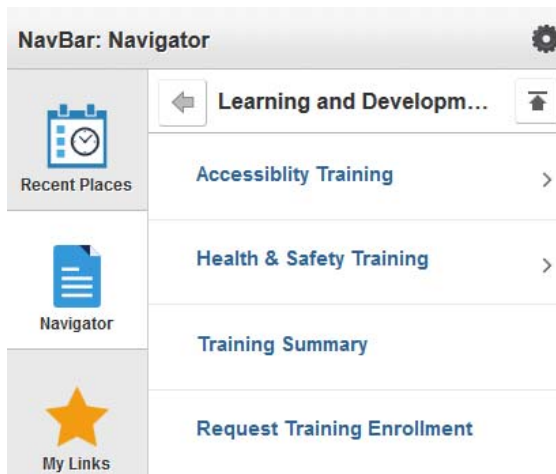
- Click the 'Campus Personal Information' link to review and updated personal information such as: home and mailing address, phone number, email address, emergency contacts



- Click the '**Benefits**' link to review and/or updated benefit information such as: Sun Life Member ID, Benefits Summary, Dependent/Beneficiary Info



- Click the '**Learning and Development**' link to complete or review specific training modules such as Accessibility Training



[END OF DOCUMENT]