



Fleming College

LEARN | BELONG | BECOME

A How to Guide for Faculty

Introduction to the myCampus Portal

David Adam Baker, BBA, BEd
Business Analyst
Fleming College
Academic Operations

Last Updated: August 2014
Version 1.3

Revision History

Document Information

Document Name	A How to Guide for Faculty: Introduction to the myCampus Portal
Document Version No.	1.3
Document Version Date:	August 8, 2014

Revision History

Version #	Ver. Date:	Revised by:	Description of change:
1.0	July 26, 2013	David Baker	N/A
1.1	Aug. 15, 2013	David Baker	Changed Staff Email, page 7, information from GroupWise to Outlook
1.2	Aug. 27, 2013	David Baker	Fixed numbering issue, page 10.
1.3	August 8, 2014	David Baker	Yearly revisions -Minor instructional language changes -Language change to screenshots descriptions -Change password process -Update several myCampus screenshots to avoid 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: the myCampus portal, PeopleSoft 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 (Home, Admin@Fleming, Staff, Resources, My Courses, Student Life, Registrar, Help etc.).

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

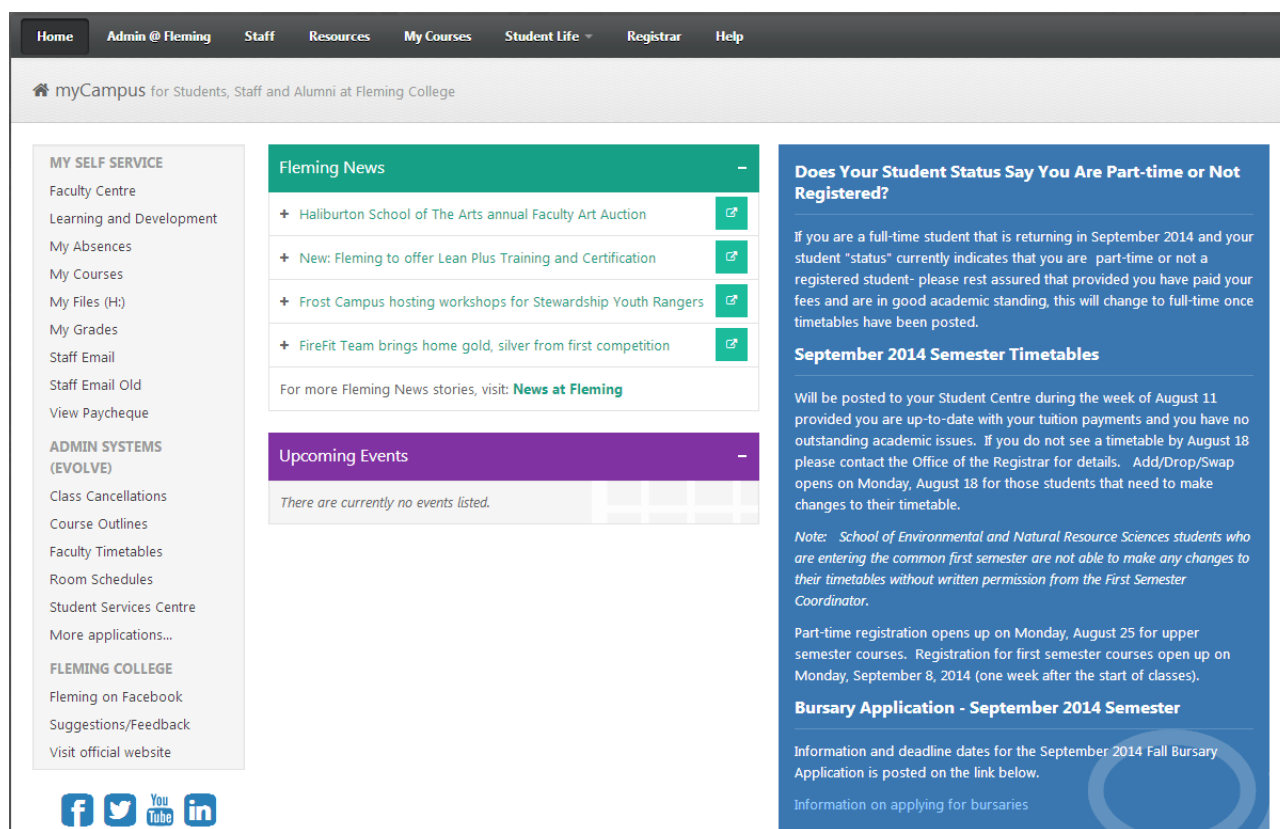


Diagram 1 – myCampus homepage

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, payment, payroll, and other various administrative functions.

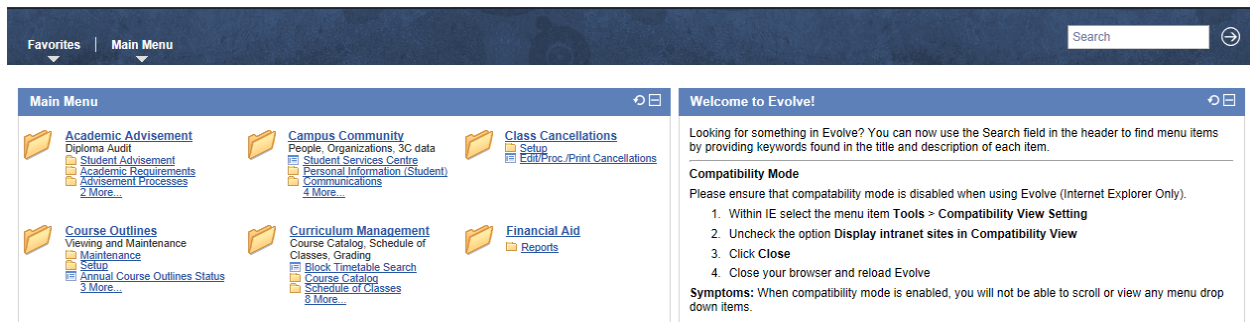


Diagram 2 – Evolve homepage

Accessing the myCampus Portal

From the Fleming College homepage [<http://flemingcollege.ca/>], click on the 'myCampus Login' or 'Login to myCampus' link (red boxes). Alternatively, you may go directly to the myCampus Portal using the following URL: <https://mycampus.flemingc.on.ca/>

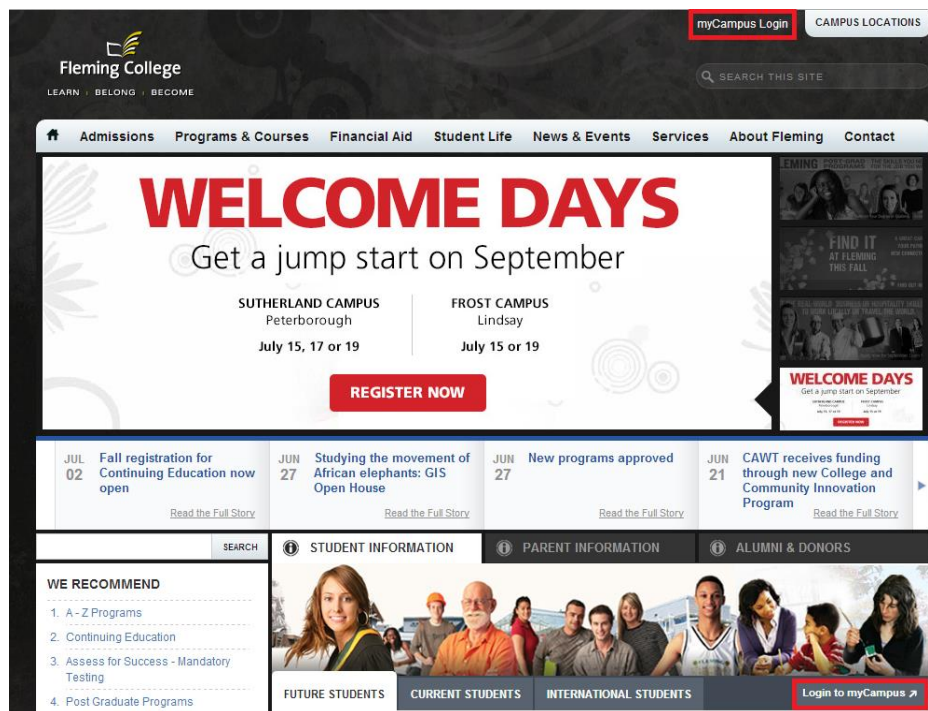


Diagram 3 – Fleming College (<http://flemingcollege.ca/>) homepage

Contents

DOCUMENT INFORMATION	1
REVISION HISTORY	1
FREEDOM OF INFORMATION STATEMENT	5
CHANGE PASSWORD	6
ADDITIONAL INFORMATION	6
STAFF EMAIL	7
ACCESS MY FILES FROM HOME	8
ADDITIONAL INFORMATION	8
ADMIN @ FLEMING	9
CORE PROMISE	9
FINANCE AND FACILITIES.....	9
FLEMING FAST FACTS	9
HUMAN RESOURCES	9
INFORMATION TECHNOLOGY SERVICES	9
STAFF	10
EXPENSE FORMS/STATEMENTS	10
THEFT AND ROBBERY REPORTING.....	10
CHECKING VOICEMAIL	10
MILEAGE CHART.....	10
PD CALENDAR	10
ACADEMIC FORMS	11
RESOURCES	12
FIND A COORDINATOR	12
SERVICES	12
PARKING AND LOCKERS	12
COLLEGE POLICY	12
REGISTRAR	13
FORMS.....	13
BURSARY INFORMATION	13
CONTACT INFORMATION.....	13
HELP	14
INFORMATION TECHNOLOGY SERVICES	14
ITS TICKET SYSTEM.....	14
DOCUMENT LIBRARY	14
ADDITIONAL TRAINING AND RESOURCES	15

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

To change your password you must be logged into a Fleming College machine.

1. Login to a **Fleming College** machine
2. Click and hold 'Ctrl', 'Alt' and 'Delete' buttons

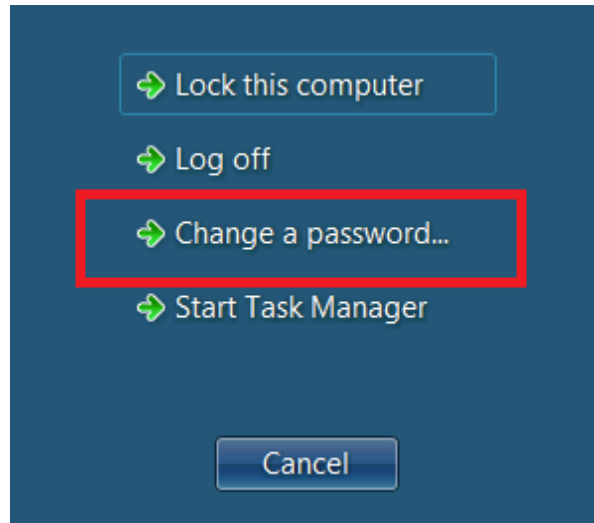


Diagram 4 - Highlighting the change a password link

3. Click the **Change of password...** button
4. Enter in **current password** in the Old Password field
5. Enter in **new password** in New Password field
6. Re-enter **new password** in Retype Password field
7. Click on the **arrow** button

Do not change your user name contained in the first field (e.g. adroot/dbaker)

Additional information

Current password requirements:

- Minimum number of characters in password: 4
- Maximum number of characters in password: 25
- Passwords are case sensitive and may only contain numbers and letters.

Suggestions for a strong password:

- Is at least eight characters long.
- 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 Msbi12 Dec 4 for your password.

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

Staff Email

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into **myCampus Portal** (see accessing myCampus instructions on p. 2)
3. Click on **Staff Email** under 'My Self Service'



Diagram 5 – Highlighting Staff Email link from myCampus

Other login options

1. Enter **webmail.flemingcollege.ca** in the address bar

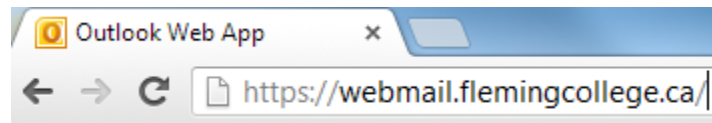


Diagram 6 – Chrome address bar

1. Click on the Microsoft Outlook 2010 icon

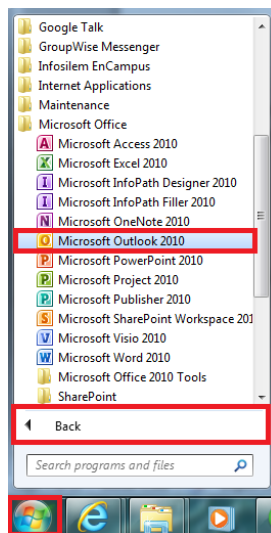


Diagram 7 – Desktop Microsoft Outlook 2010 icon

2. For detailed instructions about MS Outlook functionality visit the following website
 - a. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
 - b. Log into **myCampus Portal** (see accessing myCampus instructions on p. 2)
 - c. Click on the '**Help**' button in the top ribbon
 - d. Click on '**Microsoft Outlook**' under Document Library

Access my Files from Home

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into **myCampus Portal** (see accessing myCampus instructions on p. 2)
3. Click on **My Files (H:)** under 'My Self Service'

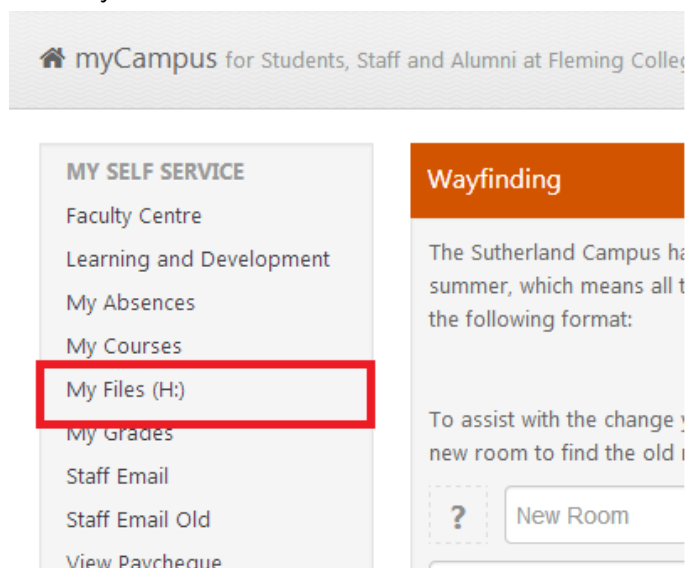


Diagram 8 – Highlighting My Files (H:) link from myCampus

Files located on desktop

1. Click on **user name** folder (Joe Smith – example: jsmith)
2. Click on desktop folder

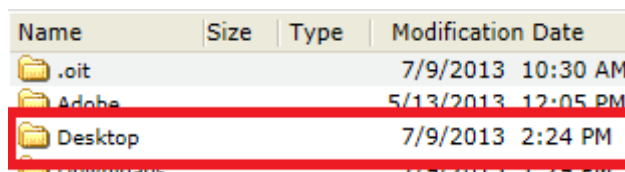


Diagram 9 – Highlighting desktop user files folder

Additional Information

- The Service Desk can assist you if you have trouble using this functionality
 - Phone: ext. 4111
 - Email: itsupport@flemingcollege.ca
 - Location: Brealey C2102 (Learning Resource Centre), Frost 101a

Admin @ Fleming

Core Promise
Finance and Facilities
Fleming Fast Facts
Human Resources
Information Technology Services

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into **myCampus Portal** (see accessing myCampus instructions on p. 2)
3. Click on the **Admin @ Fleming** button in the top ribbon



Diagram 10 – myCampus Admin @ Fleming Administrative websites

4. If you are a new employee to Fleming College, it is recommended that you explore the information found on this webpage.

Staff

Expense Forms/Statements
Theft and Robbery Reporting
Checking Voicemail
Mileage Chart
PD Calendar

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into **myCampus Portal** (see accessing myCampus instructions on p. 2)
3. Click on the **Staff** button in the top ribbon

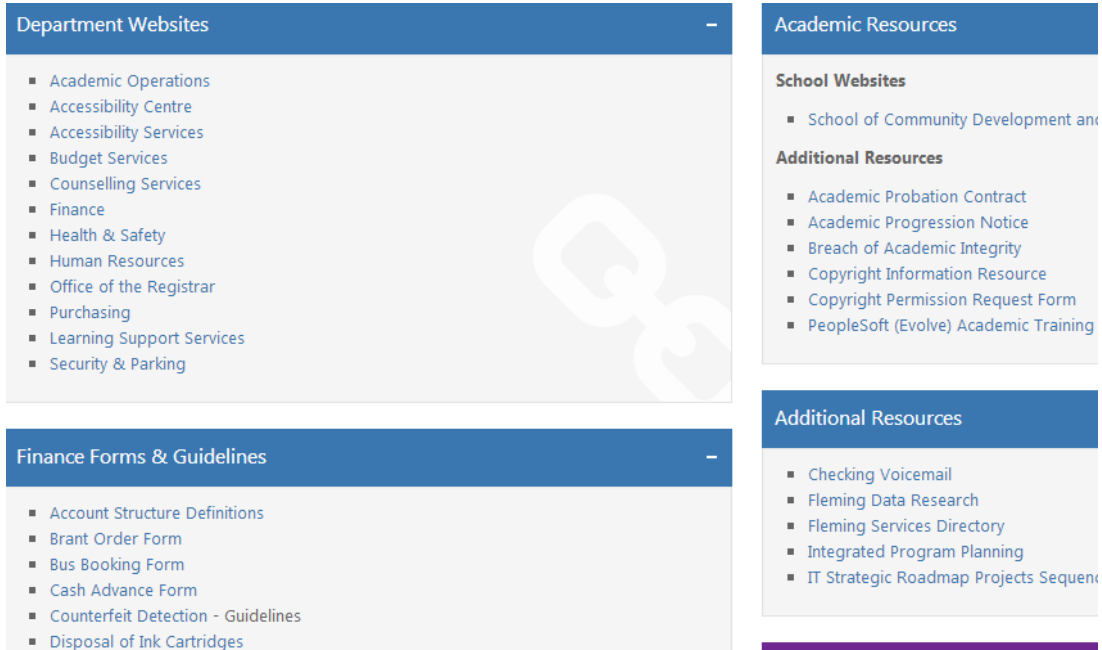


Diagram 12 – myCampus staff websites

4. If you are a new employee to Fleming College, it is recommended that you explore the information found on this webpage.

Academic Forms

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into **myCampus Portal** (see accessing myCampus instructions on p. 2)
3. Click on the **Staff** button in the top ribbon
4. Located under the **Academic Resource** column
 - a. Academic Probation Contract form (PDF format)
 - b. Academic Progression Notice form (MS Word format)
 - c. Breach of Academic Integrity form (MS Word format)

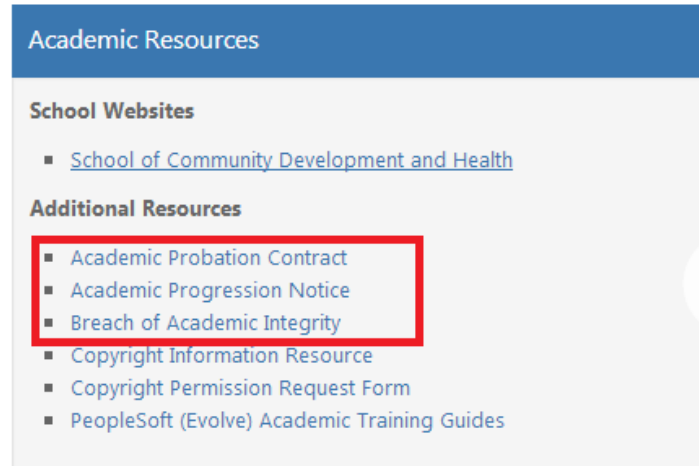


Diagram 13 – myCampus academic resources

5. Click on the **required** form and a PDF or MS Word document will be downloaded

Resources

Find a Coordinator
Services
Parking and Lockers
College Policy

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into **myCampus Portal** (see accessing myCampus instructions on p. 2)
3. Click on the **Resources** button in the top ribbon

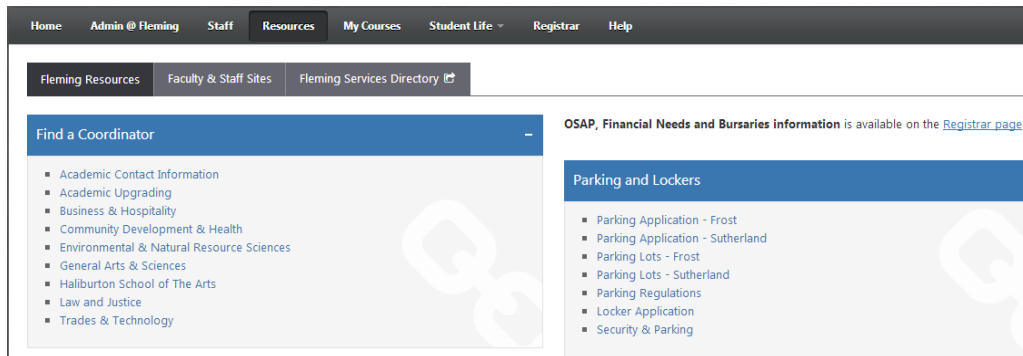


Diagram 14 – myCampus resources

1. If you are a new employee to Fleming College, it is recommended that you explore the information found on this webpage.

Registrar

Forms

Bursary Information

Contact Information

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into **myCampus Portal** (see accessing myCampus instructions on p. 2)
3. Click on the **Registrar** button in the top ribbon

The screenshot shows the Registrar section of the myCampus Portal. At the top is a navigation ribbon with links for Home, Admin @ Fleming, Staff, Resources, My Courses, Student Life, Registrar (selected), and Help. Below the ribbon, the page is divided into several sections:

- Important Contact Information:** Lists contact details for Admissions, Records, Cashiers, Course Registration, and the National Student Loan Centre.
- Form Downloads:** A table with columns for Name and Size, showing 11 results.
- Scholarships and Bursaries:** A grey box containing text about financing options and a list of tips for finding scholarships and bursaries. It also includes a link to the Registrar's Facebook page and a last updated date of June 13, 2014.
- Bursaries:** A green box at the bottom of the content area.

Diagram 15 – myCampus Registrar

1. If you are a new employee to Fleming College, it is recommended that you explore the information found on this webpage.

Help

Information Technology Services ITS ticket system Document library

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into **myCampus Portal** (see accessing myCampus instructions on p. 2)
3. Click on the **Help** button in the top ribbon

The screenshot shows the myCampus Help page. At the top is a navigation ribbon with links: Home, Admin @ Fleming, Staff, Resources, My Courses, Student Life, Registrar, and Help. Below the ribbon is a secondary navigation bar with links: Help, Staff & Student Email, Faculty Timetable Search, Room Schedule Search, and Fleming Services Directory. The main content area is divided into two columns. The left column, titled 'Information Technology Services', contains text about the ITS 'Onestop' system, including the email address itsupport@flemingc.on.ca and a note that tickets are processed within 1 business day. The right column, titled 'Wait! Before submitting a ticket via email to ITS...', explains that self-service forms are used to collect information upfront to reduce back-and-forth. It lists two accessible requests: Office Move request Form and New Employee Phone Setup.

Diagram 16 – myCampus information technology help

1. If you are a new employee to Fleming College, it is recommended that you explore the information found on this webpage.

Additional Training and Resources

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into **myCampus Portal** (see accessing myCampus instructions on p. 2)
3. Click **Staff** in the top ribbon

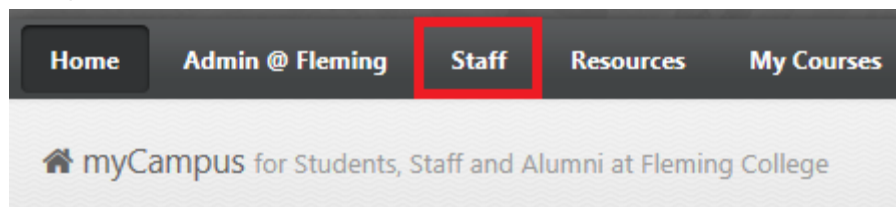


Diagram 17 – Highlighting staff tab

4. Under Academic Resources click **PeopleSoft (Evolve) Academic Training Guides** link

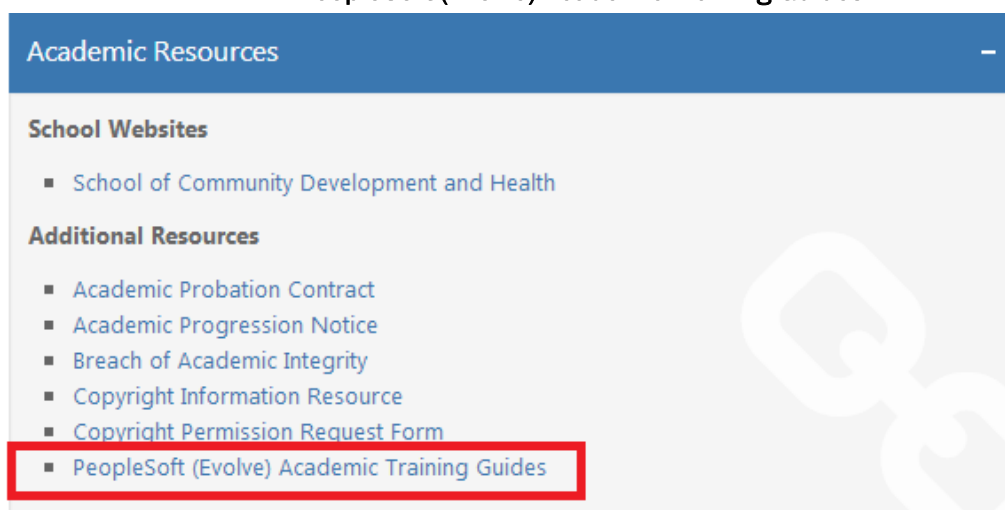


Diagram 18 – Highlighting Academic PeopleSoft (Evolve) Academic Training Guides link location

5. Explore the various training and resource documents maintained by the Academic Operations department.

[END OF DOCUMENT]