To register your interest in partial load teaching, follow these steps.
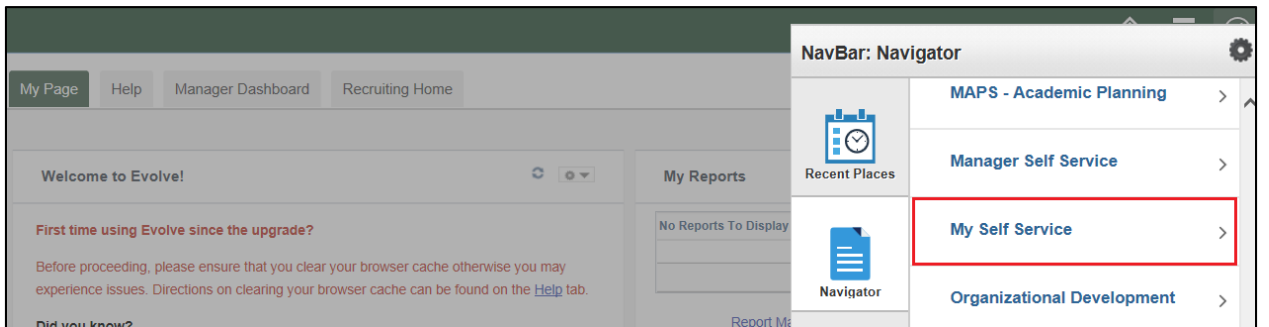
1. Logon to myCampus at https://mycampus.flemingcollege.ca.

2. Click on "Evolve Administrative Systems" in the left-hand navigator:
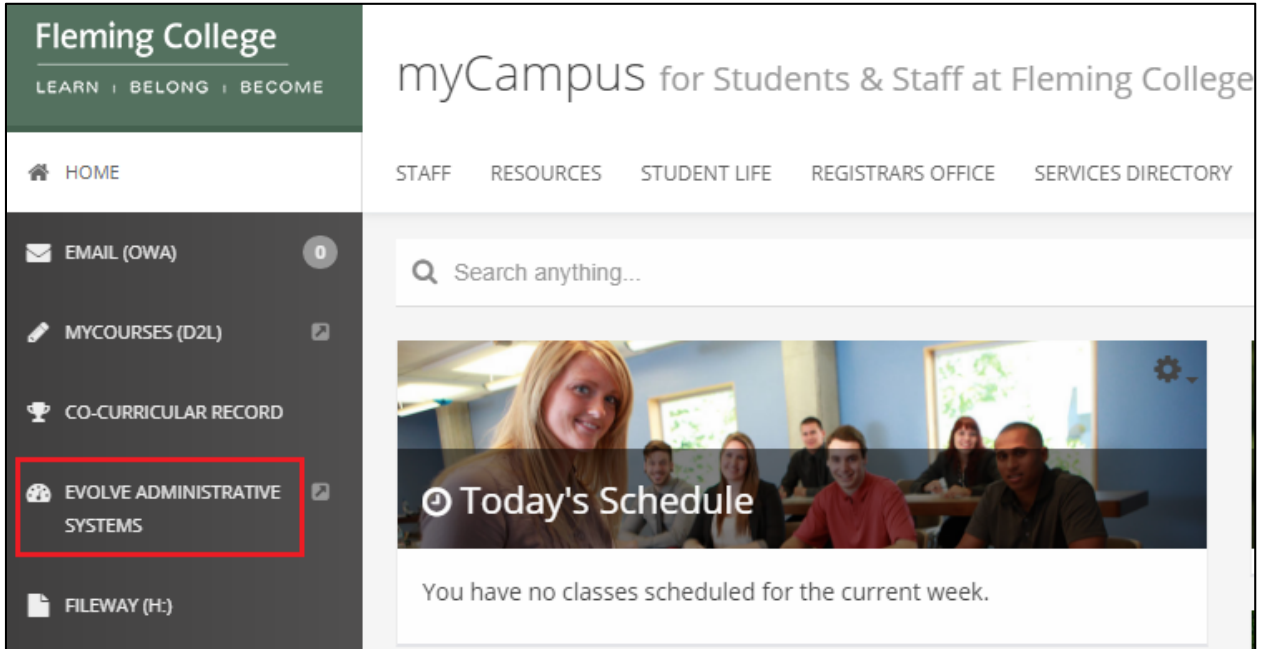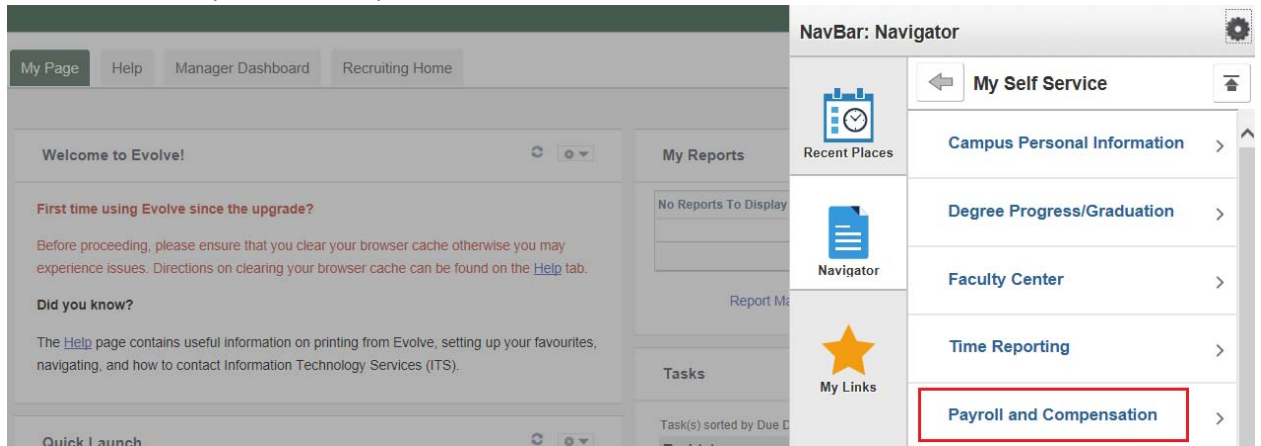

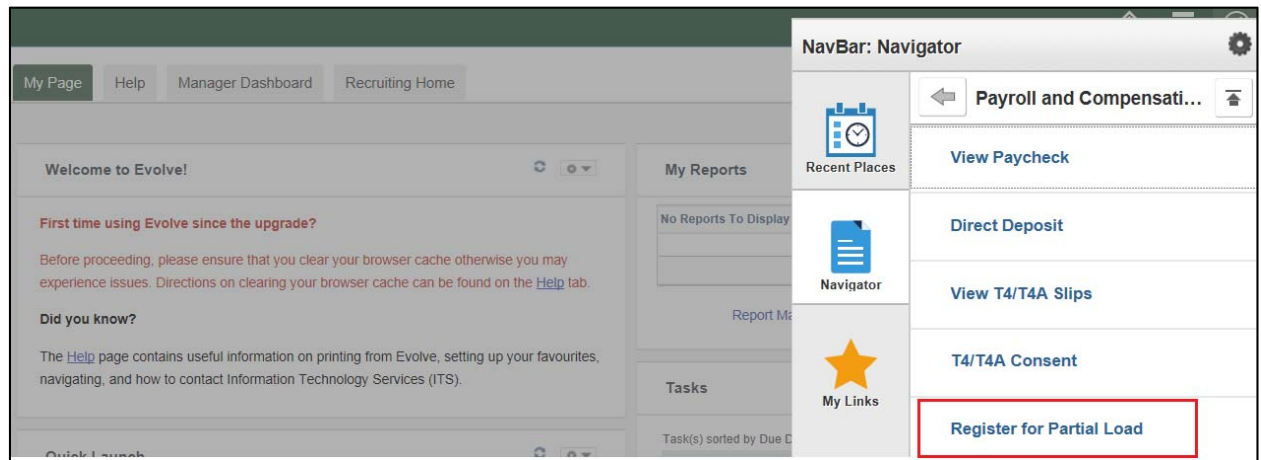3. Once in Evolve, click on the Navigator icon in the top-right hand corner.
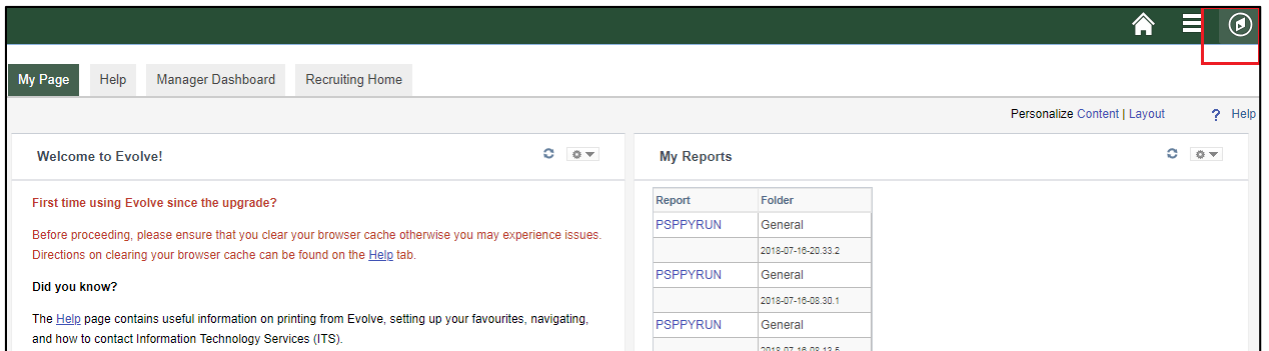
4. The Navigator will open on the right-hand side. Scroll to and then click on "My Self Service".

5. Then click on "Payroll and Compensation".

6. Then click on "Register for Partial Load".

7. You will then be presented with the Partial Load Registration page. To express your interest, change the two drop downs to "Yes" and then click on "Submit".

Partial Load Registration

Name: **Employee ID:**

This registry is open to current and previously employed partial load employees.

Your Partial Load registration status: You have not indicated your choice for the period Jan 01, 2019 to Dec 31, 2019

Please select 'Yes' to indicate interest or 'No' to withdraw interest in teaching partial load between Jan 01, 2019 to Dec 31, 2019.   **Yes**

Please select 'Yes' to indicate you understand that this is not a guarantee of being offered a partial load teaching assignment during this period.   **Yes**

Submit

Partial Load Registry History   View All | 1 of 1

Year	Start of Year	End of Year	Action	Submission Date	Updated By

8. You can confirm that you have expressed your interest, by following steps 1 through 6. You will see the confirmation of interest under *Partial Load Registry History*:

Partial Load Registration

Name: **Employee ID:**

This registry is open to current and previously employed partial load employees.

Your Partial Load registration status: Interested for the period Jan 01, 2019 to Dec 31, 2019

Please select 'Yes' to indicate interest or 'No' to withdraw interest in teaching partial load between Jan 01, 2019 to Dec 31, 2019.   Yes

Please select 'Yes' to indicate you understand that this is not a guarantee of being offered a partial load teaching assignment during this period.   Yes

Submit

Partial Load Registry History   View All | 1-3 of 3

Year	Start of Year	End of Year	Action	Submission Date	Updated By
2019	Jan 01, 2019	Dec 31, 2019	Interest	Oct 31, 2018 @ 10:28:00 AM	