

SLC.me
Portal



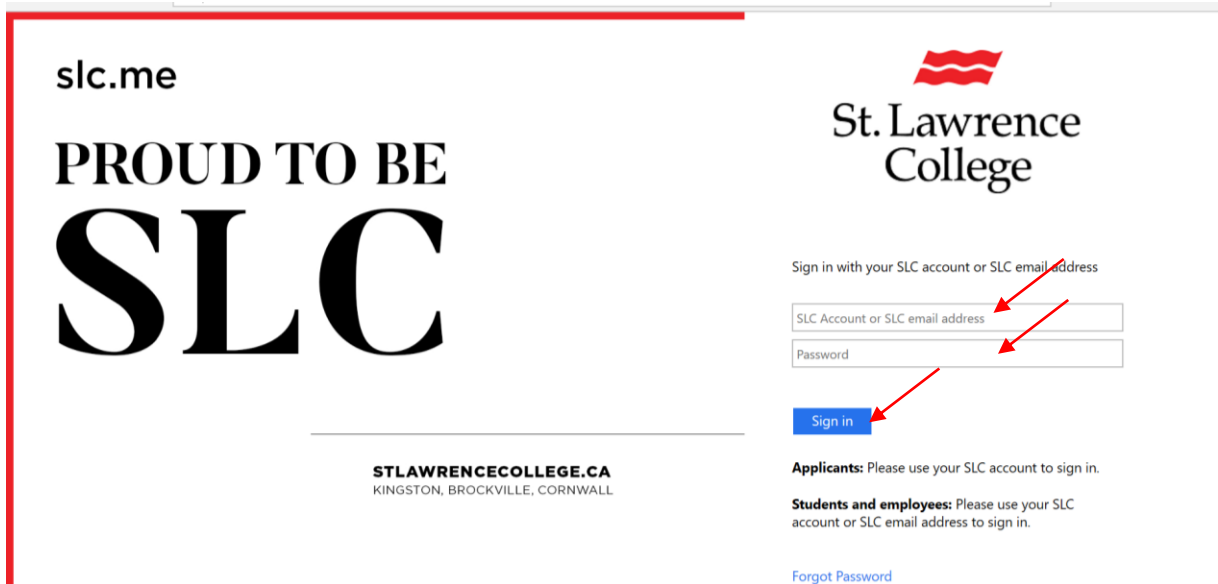
St. Lawrence
College

This is a manual that contains
pertinent information about the
SLC.me Staff/Faculty Portal

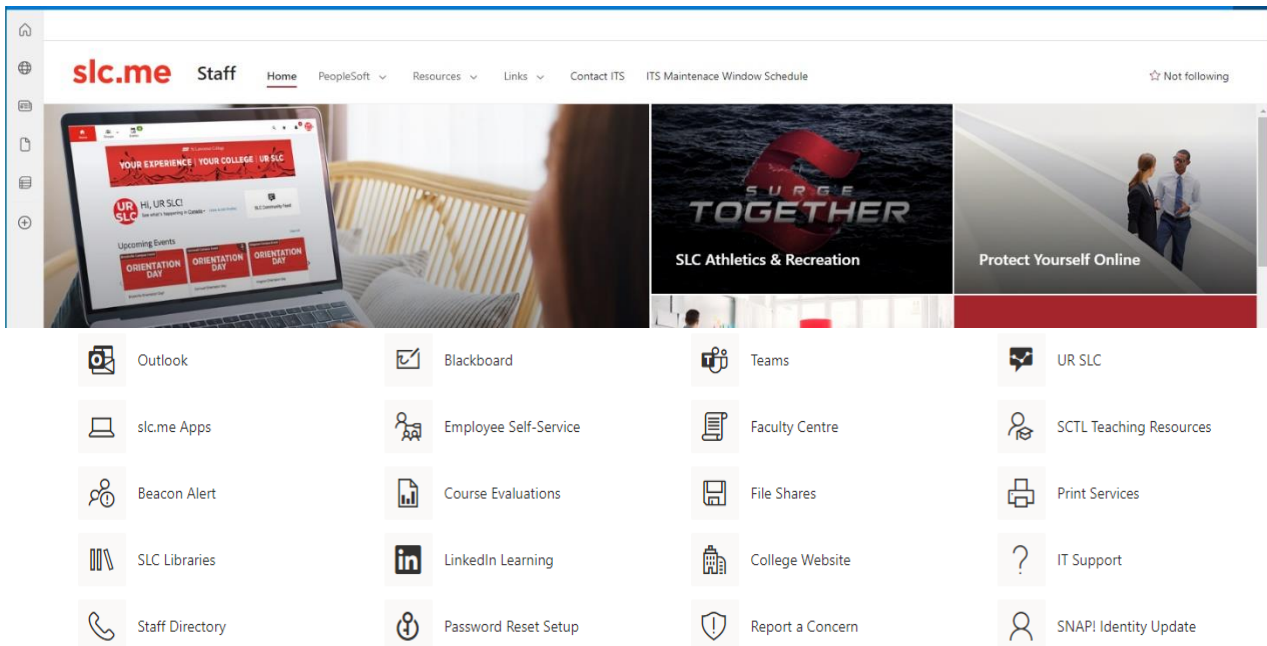
January 2023

Logging into the SLC.me Staff Portal

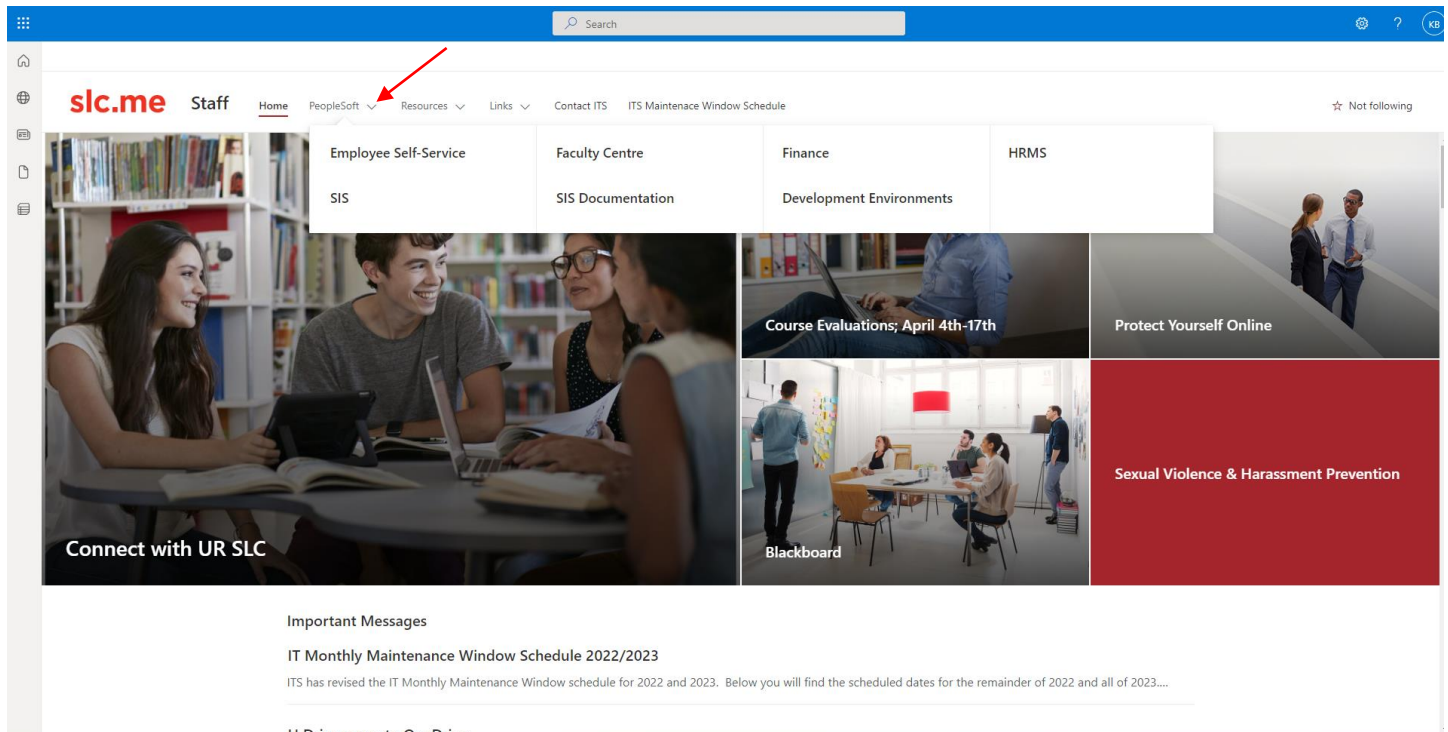
1. From any computer, type <https://slc.me/> into your web browser address bar. We suggest you use Google Chrome for the best Portal experience.
2. Enter your full SLC College email address and password.
3. Click on the 'Sign in' button



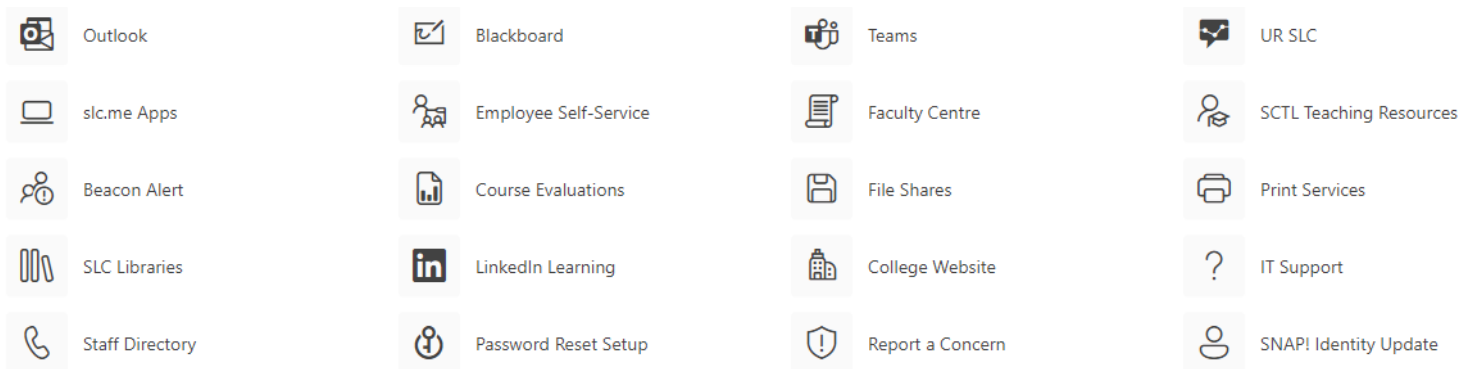
4. You will now be on the landing page of the SLC.me Portal



- Under the **'PeopleSoft'** dropdown menu, you will be able to access your Paycheck, T4, etc. through Employee Self Service; your Faculty Centre (if appropriate); as well as your regular access to PeopleSoft SIS, HRMS, or Finance.



- You will find access to 'Academic Operations', 'Belonging, HROD', 'Corporate Services', the 'President's Office', Strategy, Advancement & Communications', 'Student Success', 'Faculty Timetables', etc. through the **'Resources'** dropdown.
- You will find various **'Links'** under this dropdown, including for booking the Innovation Hub and Corporate Website Edits, etc.
- Find information to **'Contact ITS'** and see the **'IT Monthly Maintenance Schedule'**
- In an attempt to keep the College Servers safe and secure, you may be required to sign in an additional time to access some of these sites. (ie. the Faculty Centre, and File Shares)



10. You will be able to easily access your **Outlook** (Email), **Blackboard**, and **TEAMS**
11. **'UR SLC'** - to stay connected, get involved, stay organized, access resources, and communicate with others on our campus.
12. **'SLC.me Apps'** (Apps Anywhere), allows you to access specialized software that you need for work on any device, on or off campus.
13. **'Employee Self Service'** will allow you to access your Personal Information, Payroll, and College Benefits
14. Please note that the **'Faculty Centre'** will only be useable if you have a Faculty account.
15. **'SCTL Teaching Resources'** is a resource hub for college employees and contains a list of resources created or curated by the School of Contemporary Teaching 7 Learning (SCTL).
16. Send a high-priority referral to a Student Success Facilitator through **'Beacon Alert'** to support students at risk.
17. Gain insights into the success of your teaching methods and materials through **'Course Evaluations'**
18. You will be able to access SDrive folders and Academic Shares through **'File Shares'**
19. You will find Print Shop instructions for using the Ricoh Printers (MFDs), and submitting print jobs through the **'Print Services'** icon.
20. **'SLC Libraries'** is a great resource to search for Library materials on campus and in other Ontario College Catalogues.

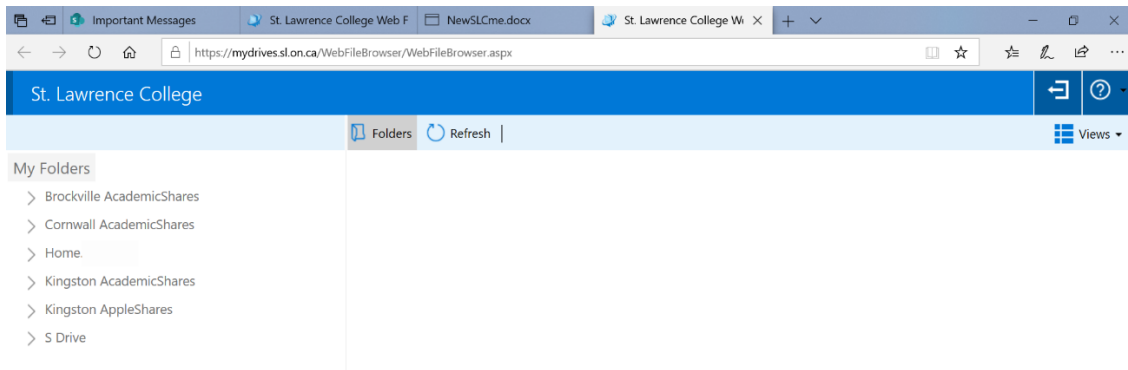
21. **'LinkedIn Learning'** is a wonderful site for thousands of online training videos. The College has arranged for all Students and Staff/Faculty to be able to access these training videos at no cost to you. You will have direct access through the slc.me Portal.
22. Take the time to browse through the St. Lawrence College website to see what our students, community members, and potential students from all over the world see when they go to our **'College Website'**.
23. **'IT Support'** contains both helpful information related to IT Services, as well as instructional guides and resolutions to common issues.
24. Through **'Staff Directory'** you will find a listing for many Departments throughout the College. You will be able to find phone extensions and college email addresses amongst other pertinent information.
25. Don't forget to set up your PW Hints for the **'Password Reset Setup'**. If you take the time to set this up ahead of time, you will be able to change your password yourself. This could be very handy on nights, weekends, or holidays.
26. The St Lawrence College Behavioural Intervention Team (BIT) is a group of campus professionals who collaborate on, and respond to, reports of concerning or disruptive behaviours on campus. You can **'Report a Concern'** using this icon.
27. Set or change your preferred pronouns and Display Name by clicking on the **'SNAP! Identity Update'** icon.

Accessing your File Shares (SDrive, etc.)

1. If you would like to access the files on your SDrive, you can click on “File Shares”.



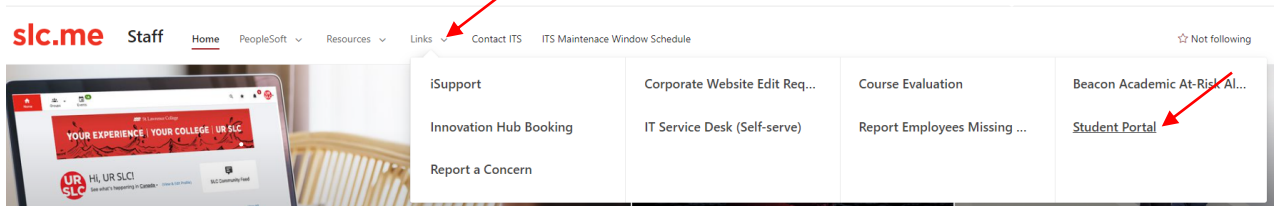
2. Remember that you will only have access to the SDrive folders that your Associate Dean or Manager has requested on your behalf.
3. If you are a Faculty member, you will also be able to access your Academic Shares from here.



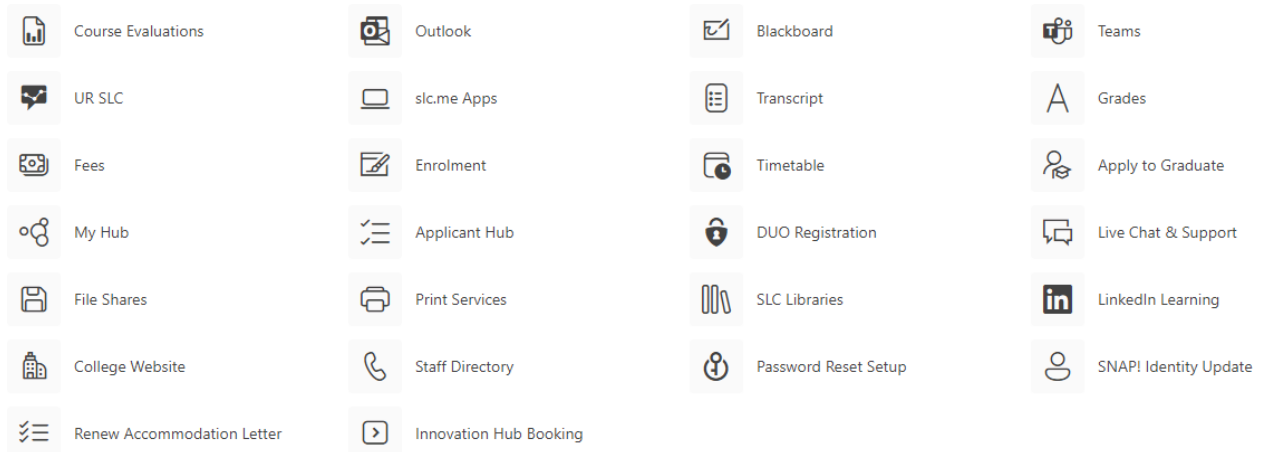
4. The first time you access each of your shares, you will be asked to enter your credentials again. The contents of your drive will load, and you will not be prompted for credentials for the same share after this.

Viewing the Student SLC.me Portal

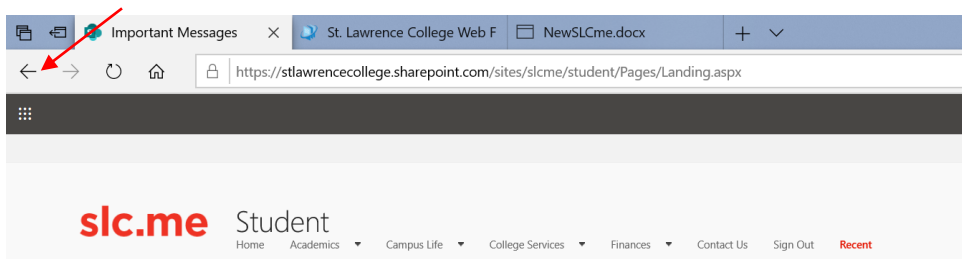
1. If you are curious as to what students are seeing through their portal, you can click on the 'Links' dropdown, and select 'Student Portal'.



2. You will notice that the whole portal interface now changes to the Student view.



3. You can now view many of the features of the Student SLC.me Portal. Please note, that many of the functions for timetables, etc. are not operational when logged in as a staff member.
4. You will notice that there is a lot of additional information through links to 'Academics', 'Campus Life', 'College Services', and 'Finances'. Please feel free to become more familiar with what our students see when they log into their Portal.
5. When you are ready to return to your own Staff/Faculty SLC.me Portal, simply click on 'Back' arrow in the top left corner.



Signing Out

1. Please remember that when you're finished your portal session, click on your initials in the top right-hand corner of the window and 'Sign out'. Be sure to close the entire browser window. This will ensure you are logged out of the various sites you have accessed.

