

SLC.me



**St. Lawrence
College**

This manual contains pertinent information about your slc.me portal.

November 2021

About

SLC.me is your SLC Student Portal. Here you will gain access to your email, blackboard, timetables, booklists, grades, college services, library services, and more!

Your SLC username and password will allow you to log in to any college-owned computers. ***In order to log into your SLC.me student portal, you will need to use your SLC email address as your username.***

Accessing SLC.ME

How to Login: As a new student, your username and temporary password are initially sent to your personal email account. You will use your SLC email address as your 'Sign in' name.

New Password:

The first time you log in with your supplied password, you will be prompted to change it to one of your own choosing. Please **enter a new password** that is complex and safeguard it in order to protect your personal information. Your new password must be at least 12 characters long. You must use **at least** one upper case (capital) letter, one lower case letter, one number, and one special character (ie. #, \$, %, etc).

Lockout

An ***incorrect username or password*** entered **5 times** results in an account being locked out. Usually this happens when a student has forgotten their password, either because they don't use their SLC.me account often, or they've just changed their password and then forgot what they changed it to. Users logging into a campus computer will see the error message "*The referenced account has been locked out*". Users logging into SLC.me will see the error message "*Authentication Failed*".

If you have any problems logging in to your SLC account, please contact the IT Student Service Desk for assistance. You can reach us at slc.me@sl.on.ca or x1000.

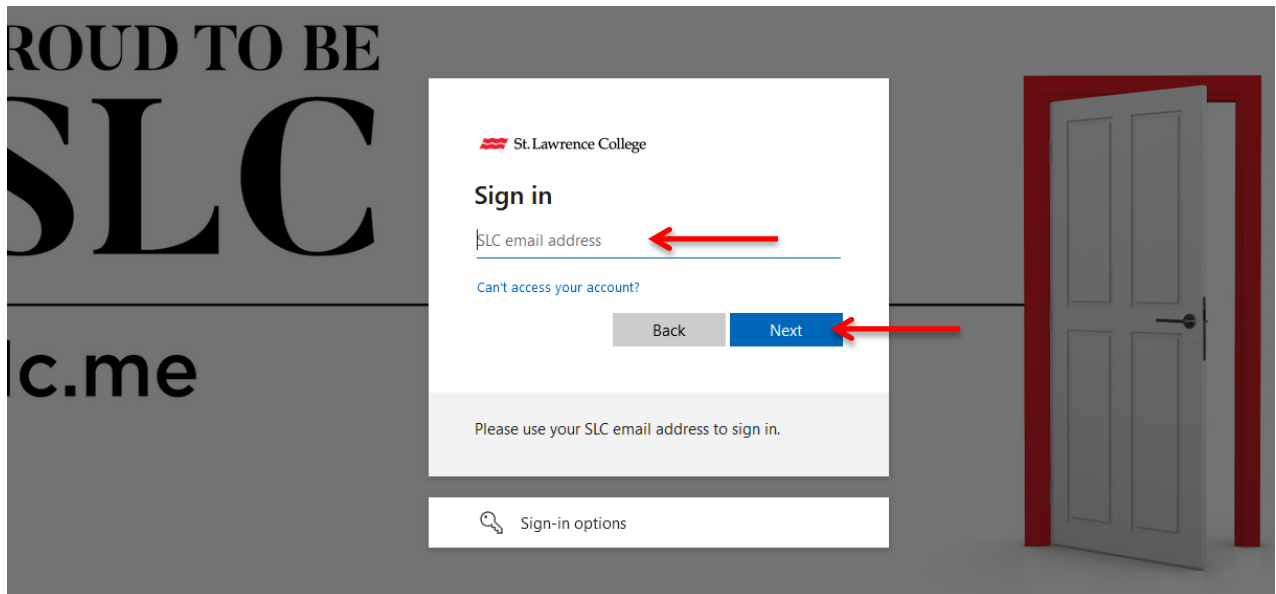
Navigating SLC.me

Login

Go to <http://SLC.me>

If you enter the above address, and load to a white screen, please delete your browsing data as far back in time as possible. You will be able to press 'cntrl/shft/del' in order to clear your browser cache. You will then need to close and reopen the browser before going to the SLC.me log in screen.

You will be presented with the login screen. You will be able to login with your SLC email address and click on 'Next'. Remember that your SLC email address ends with `@student.sl.on.ca`



You will then be prompted to enter your supplied password, and click the 'Sign-in' button. This password should have been sent to your personal email address.

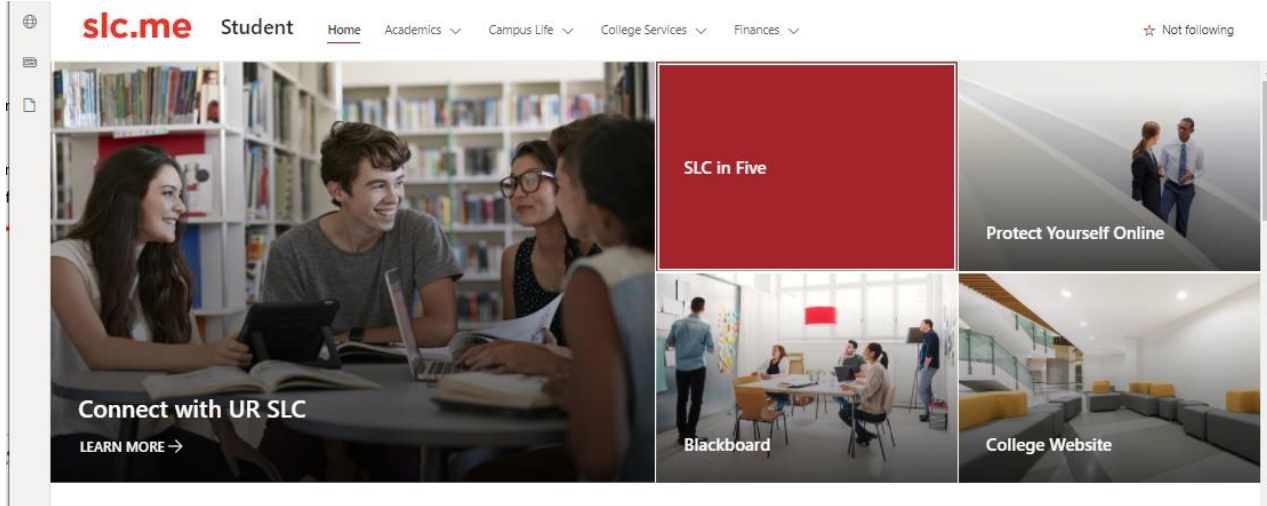
Enter password



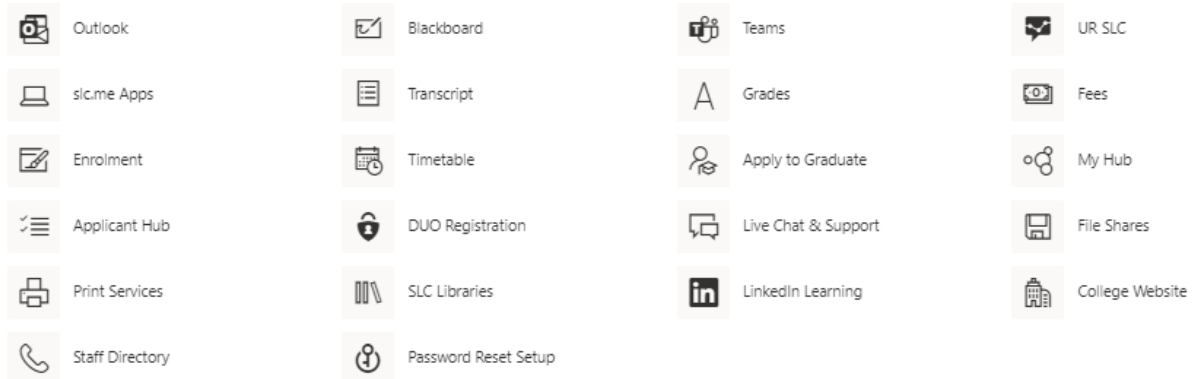
Remember that if this is the first time you are signing in, you will have to create your own 12-character password, using the 'New Password' criteria indicated on the previous page. After you have done this, you will always use the brand new password that you created.

Homepage

Once logged in, you will see a screen like the following (your homepage). **Remember:** You can always get to the main screen by clicking the big **SLC.me** logo in the top left.



QUICK ACCESS MENU



The quick access menu items, for your SLC.me portal, are in the menu buttons shown above. Here you will find icons and links to *your Student Email (Outlook), Blackboard, MS Teams, Fees, Timetable, Transcript, Grades, LinkedIn Learning, Enrolment, Staff Directory, File Shares, My Hub, SLC Libraries, Applicant Hub, DUO Registration, College Website, Password Reset Service, and UR SLC.* These are the most commonly used features for students.

QUICK ACCESS MENU BUTTONS:

Outlook (Email): Access your Office 365 student email account through the Outlook icon

Blackboard: Access your Blackboard student learning portal

Teams: Access to your classes that are being taught through MS Teams

UR SLC: check out Upcoming Events on campus

slc.me Apps: Launch apps that are typically available in campus computer labs

Transcript: Access to your unofficial transcript

Grades: Access to your grades for each semester

Fees: Access to fees outstanding on your student account

Enrolment: Access to the verification of enrolment form

Timetable: Access to your weekly timetable

Apply to Graduate: This icon will take you to a page where you can apply to graduate from your program of study

My Hub: This icon will take you to your personal **Student Center**. On this page, you will have access to your **timetable, finances, and personal information**. Through this page you will be able to update your personal information (such as your address), and more.

Applicant Hub: Highlights important links and information for new students, including next steps and FAQ's

DUO Registration: Register for our multi-factor authentication to keep your accounts safe and secure

Live Chat & Support: Connect with our Student Navigator during regularly scheduled workdays. Monday – Friday between 8am – 4pm (excluding holidays).

File Shares: Access your academic shares, apple shares, and h: drive from home

Print Services: Access to student print account balance, and information about on-campus printing

SLC Libraries - LibGuides Resources: Navigate to the Library Catalogue database

LinkedIn Learning: Access to LinkedIn.com for free online training videos

College Website: Navigate to SLC's Corporate Website <http://stlawrencecollege.ca>

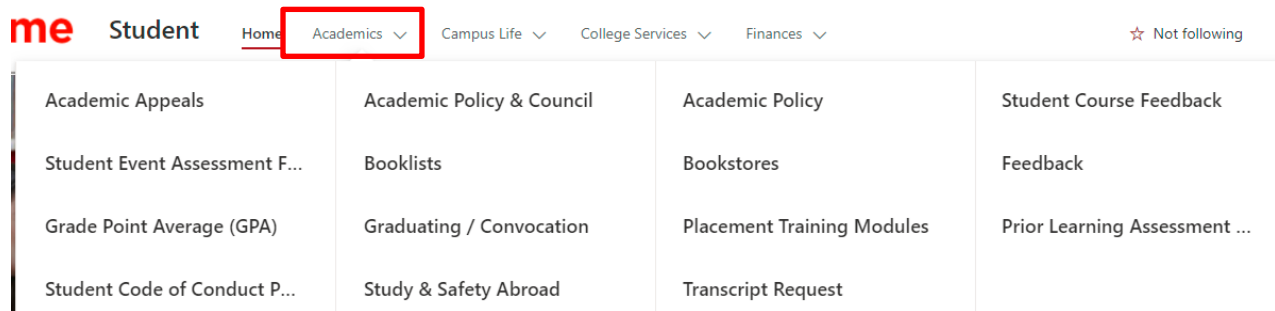
Staff Directory: Look up contact information for instructors

Password Reset Service: Pre-register for the self-serve password reset service to have access to resetting your own password in the future. Remember that you can't re-use passwords that you have previously used at the College.

DROPDOWN MENUS

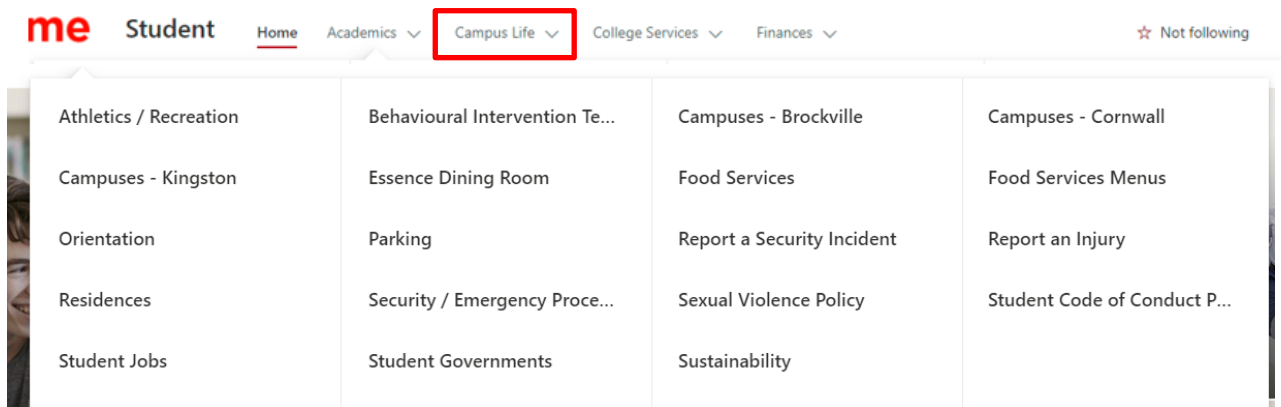
The following photos show the locations for different **key items** you will find under the **dropdown menu** at the top of your student SLC.me portal.

Academics:



Under **Academics** you will find many useful things including program *Book Lists*, *Placement Student Legislated Training Modules* (this is where you will go to start your WHIMS, Bill 168, and AODA training modules), and more.

Campus Life:

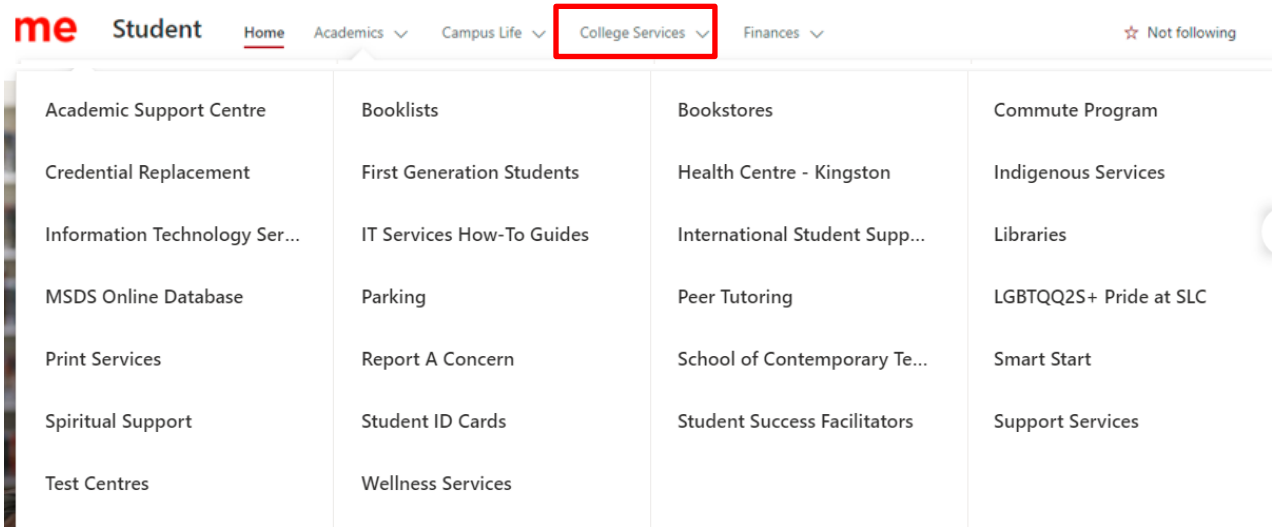


Under **Campus Life** you will find many useful things including information about *Residence*, *Orientation*, *Food Services*, *Parking*, *Security*, opportunities for *Student Jobs (on campus)*, and more.

Some options may be different based on the campus you are attending.

College Services:

Under **College Services** you will find many useful things including information about *Wellness Services, Student ID Cards, IT Services, Library Services, Health Centre, Peer Tutoring, Parking, your Print account*, and more.

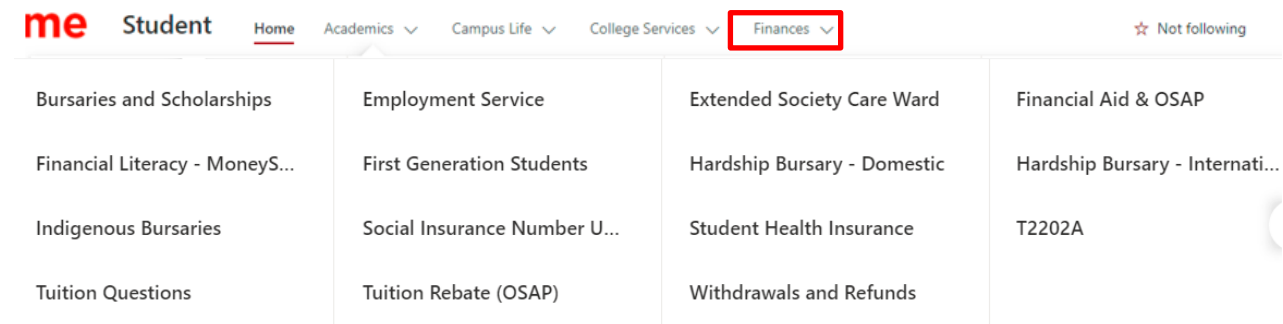


The screenshot shows the SLC.me website navigation bar with 'College Services' highlighted in a red box. Below the navigation bar, a grid of service links is displayed:

Academic Support Centre	Booklists	Bookstores	Commute Program
Credential Replacement	First Generation Students	Health Centre - Kingston	Indigenous Services
Information Technology Ser...	IT Services How-To Guides	International Student Supp...	Libraries
MSDS Online Database	Parking	Peer Tutoring	LGBTQQ2S+ Pride at SLC
Print Services	Report A Concern	School of Contemporary Te...	Smart Start
Spiritual Support	Student ID Cards	Student Success Facilitators	Support Services
Test Centres	Wellness Services		

Finances:

Under **Finances** you will find many useful things including information on *Bursaries & Scholarships, Student Health Insurance, OSAP, T2202A FAQ*, and more.



The screenshot shows the SLC.me website navigation bar with 'Finances' highlighted in a red box. Below the navigation bar, a grid of service links is displayed:

Bursaries and Scholarships	Employment Service	Extended Society Care Ward	Financial Aid & OSAP
Financial Literacy - MoneyS...	First Generation Students	Hardship Bursary - Domestic	Hardship Bursary - Internati...
Indigenous Bursaries	Social Insurance Number U...	Student Health Insurance	T2202A
Tuition Questions	Tuition Rebate (OSAP)	Withdrawals and Refunds	

Twitter Feed

Don't forget to check out our Twitter feed at the bottom of the slc.me landing page.



Logging Out

To **logout** of your portal, click on your initials in the top right-hand corner of the screen, and then click on the '**SIGN OUT**' button and close the browser.

