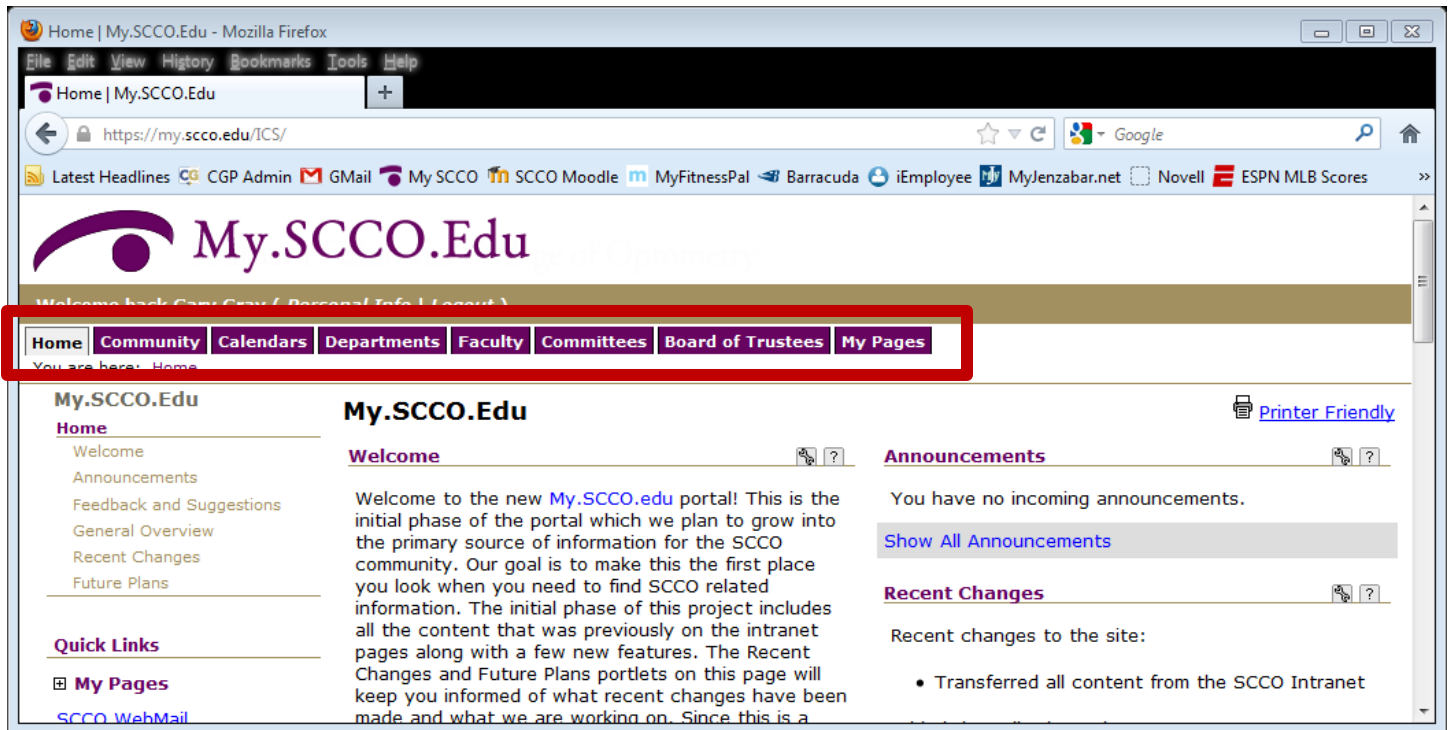




MySCCO.Edu portal

Overview

Once you have logged in to the MySCCO Portal you will see a screen similar to the following. The Tabs that you see across the top will depend on the permissions you have based on your login. The basic tabs that most everyone sees are the Home, Community, Calendars, Departments, Faculty, Committees & the My Pages tab. There is also a Student tab that you be available if you are a student.



Upon selecting one of these tabs, there may be additional pages included on this tab. For example, on the Departments tab, you will see additional pages in the left hand navigation for General Resources, Accounting, Human Resources, ECC & Campus Operations.



As I click on the Human Resources page, I will see the HR page with whatever portlets are included on this page. In the left hand navigation you will see a matching list of portlets.

The screenshot shows the My.SCCO.Edu website interface. The browser address bar displays https://my.scco.edu/ICS/General_Resources/Human_Resources.jnz. The page header includes the My.SCCO.Edu logo and a navigation menu with items: Home, Community, Calendars, Departments, Faculty, Committees, Board of Trustees, and My Pages. A sub-menu below indicates 'You are here: Departments > Human Resources'. The main content area is titled 'Human Resources' and features a 'Printer Friendly' link. A left-hand navigation pane lists various categories: General Resources, Accounting, Human Resources, ECC, Campus Operations, and Quick Links. Under 'Human Resources', 'HR Forms / Info' and 'Employment Opportunities (Internal)' are highlighted with red and blue boxes, respectively. A red arrow points from the 'HR Forms / Info' box to the 'HR Forms / Info' link in the main content area. A blue arrow points from the 'Employment Opportunities (Internal)' box to the 'Employment Opportunities (Internal)' link in the main content area. The main content area lists various forms and documents under categories like Benefits, Payroll, and Policies & Procedures. A right-hand sidebar contains sections for 'Application' (Internal Job Application) and 'Postings' (Optician), along with a 'Go to Main Screen' button.

Departments - Human Resources | My.SCCO.Edu - Mozilla Firefox

Departments - Human Resources | My.S...

https://my.scco.edu/ICS/General_Resources/Human_Resources.jnz

Latest Headlines CGP Admin Gmail My SCCO SCCO Moodle MyFitnessPal Barracuda iEmployee MyJenzabar.net Novell ESPN MLB Scores

My.SCCO.Edu

Welcome back Gary Gray (Personal Info | Logout)

Home Community Calendars Departments Faculty Committees Board of Trustees My Pages

You are here: Departments > Human Resources

Departments

General Resources

Accounting

Human Resources

HR Forms / Info

Employment Opportunities (Internal)

ECC

Campus Operations

Quick Links

My Pages

SCCO WebMail

Moodle

SCCO Home

ECC Web Site

OCLA Web Site

SCCO Remote Access

SCCO Photo Directory (on campus only)

Human Resources

HR Forms / Info

Employment Opportunities (Internal)

Printer Friendly

Benefits

MetLife 401 Participant Enrollment Form (.pdf, 726K)

MetLife 401(a) Pension Beneficiary (.pdf, 93K)

MetLife 403(b) Participant Enrollment Form (.pdf, 305K)

MetLife 403(b) Beneficiary (.pdf, 241K)

Mutual of Omaha Life Insurance Beneficiary (.pdf, 45K)

Notice of Creditable Coverage (.pdf, 101K)

SAR Welfare Benefits Plan (.pdf, 42K)

WageWorks (FSA) Claim Form (.pdf, 67K)

Worker's Compensation Claim - Employee (.pdf, 147K)

Worker's Compensation Claim - Supervisor (.pdf, 93K)

Payroll

Electronic Funds Transfer (EFT) Request (.doc, 27K)

Salary Reduction Agreement 403(B) (.doc, 26K)

Withholding Form 2012 - Federal W4 (.pdf, 78K)

Withholding Form 2012 - State (.pdf, 200K)

Policies & Procedures

Administration and Staff Handbook (.doc, 411K)

COC for FA Employee (.pdf, 68K)

Conflict of Interest Annual Disclosure Long (.pdf, 53K)

Conflict of Interest Annual Disclosure Short (.pdf, 49K)

Application

Internal Job Application (Fill-in) (.docx, 25K)

Postings

Optician (posted 6/20/12) (.pdf, 78K)

Go to Main Screen

Portal Tabs

1. Home Tab: The home tab is the normal landing page when you access the portal. This page will be used to disperse information to the community (Announcements) and also to keep users up to date on what is changing with the portal (Recent Changes & Future Plans). We also have a feedback portlet (Feedback and Suggestions) that we hope everyone will utilize to make the portal better. Finally there is the General Overview portlet that we will use to add Help documents such as the one that you are reading (General Overview).
2. Community Tab: This tab will be used for general community information. The Campus News portlet contains current and archived copies of the Campus News. There is also a Discounts & Coupons portlets that lists out special deals available to the SCCO community. There is a miscellaneous documents section of forms that pertain to the community and an SCCO Classifieds section.
3. Calendars Tab: The calendars tab includes all the SCCO Calendars and schedules. There are various views available on the different pages (Master Calendar, Classroom Schedules, Academic Calendar). Each of calendars is the compilation of various other calendars (Holiday calendar, 1st year lecture schedules, Lecture Halls events, etc). A more descriptive explanation of the MySCCO Calendar can be found in the "Calendar Overview" document on the portal home page.
4. Departments Tab: The departments tab includes specific pages for various departments around campus that may have specific documents or information to provide. This tab currently includes the following pages:
 - a. General Resource: This includes general links and resource not specific to a general department
 - b. Accounting: This includes some accounting specific forms and will eventually include the GL Account lookup portlet, the budget submission portlet and the Material Requisition portlet (MRF).
 - c. Human Resources: The HR portal currently includes all of the HR forms previously found on the intranet along with information about internal job postings.
 - d. ECC: This includes links to ECC related resources as well as ECC Schedules and a subscription to the Clinic calendar.
 - e. Campus Operations: This currently includes forms specific to Campus operations and campus maps.
5. Students Tab: The students tab gives the student access to their unofficial transcripts, financial aid awards and course history. There is a resource page that includes specific student related documents and useful links. The Student Association maintains a page that provides information from the SA Board. There is also a Classroom schedules page that includes the Lecture and lab schedules for the 1st through 3rd years.
6. Faculty Tab: The faculty tab includes a teaching resources page with helpful handouts and links. The general resources tab includes access to current and past courses, access to end of quarter grade submissions, and various faculty specific forms and documents.
7. Committees Tab: The committees tab contains pages for all the faculty and administrative committees on campus. Each page consists of a description of the committee, a list of its members, a calendar of scheduled meetings and events and a portlet for meeting minutes and shared documents. (Note: Access to meeting minutes or certain committees may not be available to everyone depending on the committee and the users access role)

Quick Links and the Campus Directory

In the left hand navigation is a Quick Links section. This section provides quick access to some of the more common sites associated with SCCO such as Webmail, Moodle & the SCCO Home page. At the bottom of the page is a Campus Directory link. The campus directory link will give you a directory to search for current students or employees. The only information currently included in this search is email addresses. We will be expanding this a little later to incorporate pictures and phone extensions. In the interim I have included a "SCCO Photo directory" link in the Quick links section. This is a link back to the current Photo directory. The limitation is that this is only available from computers on campus.

The screenshot shows the My.SCCO.Edu website in a Mozilla Firefox browser. The browser's address bar shows the URL: https://my.scco.edu/TCS/Portal_Homepage.jnz?portlet=Welcome. The website header features the My.SCCO.Edu logo and a navigation menu with items: Home, Community, Calendars, Departments, Faculty, Committees, Board of Trustees, and My Pages. A user is logged in as Gary Gray, with a "Logout" link. The main content area is titled "My.SCCO.Edu" and includes a "Welcome" message. A "Quick Links" section is highlighted with a red box, containing links to SCCO WebMail, Moodle, SCCO Home, ECC Web Site, OCLA Web Site, SCCO Remote Access, and SCCO Photo Directory (on campus only). At the bottom of the page, a "Campus Directory" link is also highlighted with a red box. The footer contains links for Privacy Policy, About Us, Contact Us, and is powered by Jenzabar v7.5.1.

The portal Campus Directory will allow you to search for a current user of the system. Currently all the users are included in one of 3 roles (Students, Faculty, Staff).

