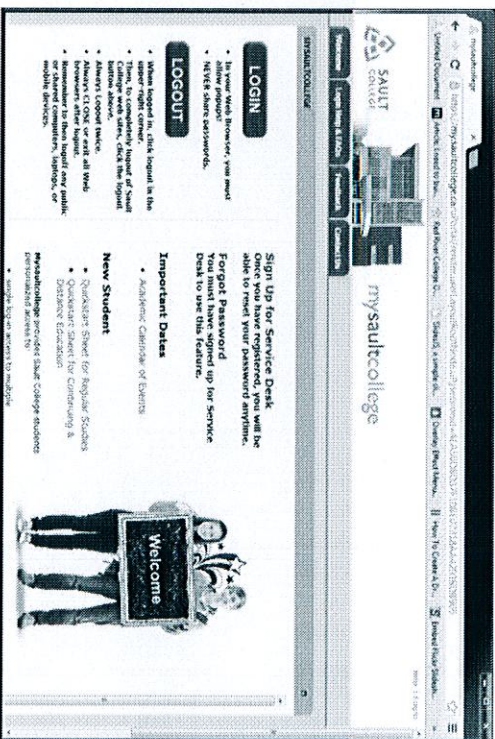


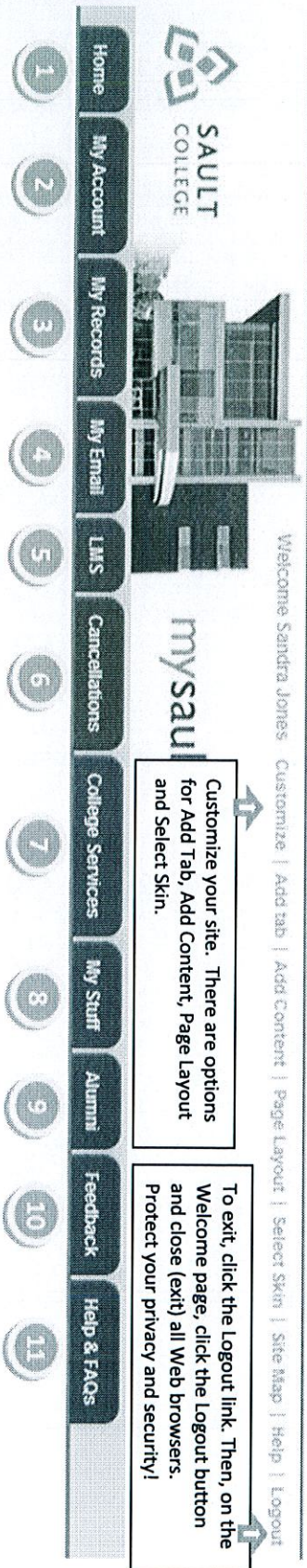
mysaultcollege QUICK START SHEET

The mysaultcollege site is the Sault College Student Portal. It allows you to view your application and registration information, as well as information on grades, accounts, class cancellations, and links to College Services areas. **Follow these steps to get started!**

1. Using your Web browser (Internet Explorer, Firefox, etc.) go to <https://my.saultcollege.ca>
2. The page before you login is called the **Welcome page**. Read information on **Login and Logout rules**. Click the tab **Login Help & FAQs** for more help.
3. Click the **Login button**. On the **Login page**, enter your **username and password** and click **LOGIN**. Click **No** if a dialogue box asks if you want your browser to remember your password.
Username: Student Number (8 digit number)
New Student Password: Type 'welcome' and your postal code (ex. welcome6a5n3). Exclude any spaces, hyphens, apostrophes, and use all lowercase. This is your password until you change it.
Returning Student Password: Type the last password used. If you have forgotten your password, please contact the ITS Service Desk.
If you experience any problems logging on, please contact itservicedesk@saultcollege.ca, 705-759-2554 Ext. 2504. On campus, visit B1035.
4. You should change your password the first time you access your account. To do this, go to the **My Account** tab. Fill in the required fields to change your password. **You are required to change your password every 150 days** in order to keep your Sault College account active.



5. **Navigate** by clicking different **tabs** that will display different types of information. A chart of all the tabs available is on the reverse of this page.
 6. Make sure you **logout** by clicking on the **Logout** button on the upper right-hand side of your screen. Be sure to do this each time you exit to ensure privacy. After logging out, you will return to the **Welcome** page, click the **Logout** button on that page and **close (exit)** all web browsers to ensure that you are completely logged out.
- REMEMBER TO SIGN UP FOR SERVICE DESK. IT ALLOWS YOU TO RESET YOUR PASSWORD.**



1 **Home** contains announcements from various areas of the college. Please read these bulletins for important information.

2 **My Account** is where you can change your password. You are required to change your password every 150 days. Password expiry information and print quota details are also displayed here.

3 **My Records** gives access to important student personal, applications/registration, financial and academic information.
 Personal: name, address, phone number and awards.
 Applications/Registration: programs, courses, booklists and your timetable!!!
 Financial: fee information, tax receipts and outstanding fees.
 Academic: grades, unofficial transcript, record of achievement and transcript request!

4 **My Email** will access your college e-mail account. Please read these emails frequently.

5 **LMS** – Learning Management System where instructors/students access course materials, grades, etc.

↑
 Customize your site. There are options for Add Tab, Add Content, Page Layout and Select Skin.

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 To exit, click the Logout link. Then, on the Welcome page, click the Logout button and close (exit) all Web browsers. Protect your privacy and security!

6 **Cancellations** provide daily information on class cancellations.

7 **College Services** contains links to specific information from the various areas of the College, such as Student Services, Student Financial Assistance, Registrar's Office, etc.

8 **My Staff** is for fun things like the Timmie Cam, Bookmarks, Google Search, Weather, Word of the Day, and Daily Business Cartoon!

9 **Alumni** will allow you to stay connected with the college after you have graduated through newsletters and alumni events. You must maintain your Sault College Account to access this information.

10 **Feedback** allows you to have a say! Fill out the Suggestion Box and submit your ideas.

11 **Help & FAQs** contains detailed information regarding the use of the site and services.