

mySaultCollege QUICK START SHEET

The mySaultCollege site is the Sault College Portal. It allows you to view your application and registration information, as well as information on grades, accounts, class cancellations, and links to College Service 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. Click the **Help** tab for additional 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. welcomep6a5n3). 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 click the **Forgot Password** link on the home page and follow the instructions.

If you experience any problems logging on, please contact itservicedesk@saultcollege.ca, 705-759-2554 Ext. 2504. On campus, visit B1045.

4. You should change your password the first time you access your account. To do this, go to the **My Account** tab and select **Password Change**. Fill in the required fields to change your password.



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.



Home

Announcements: contains announcements from various areas of the College.

Campus Bulletin: contains bulletins for important information.

Go To LMS: contains links to your Learning Management System where instructors/students access course material, grade, etc.

Go To Email: contains link to your College E-mail account.



Account

Password Change: allows user to reset their password for all systems.

Print Quota: print quota details are displayed here.



Records

Personal Information: Address & Phone Information Update and MySelf.

Admissions & Registrations: Programs, Courses, Booklists/Supply List, Timetable, Proof of Enrollment Certificate, etc.

Financial Records: Fees Information, Tax Receipts, Outstanding Obligations, Entrance / Returning Student Award, Scholarship Bursary & Award Input, etc.

Academic Records: Grades, Unofficial Transcript, Record of Achievement, Transcript Request and Application to Graduate.



Cancellations

Class Cancellations: provides daily information on class cancellations.



Support Services

Support Areas: contains links to specific information from various areas of the College, such as Student Services, Academic Support, Financial Assistance, etc.

Forms and Policies: contains information for Academic Policies, Student Services, Human Resources, etc.



Campus Life

Campus: contains links to specific information from various areas of the College, such as Living on Campus, Living in the Sault, Our Campus, etc.

Timmy Cam: allows you to view the Tim Horton's line via webcam.



Contact Us

Contacts: contains links to specific information from various areas of the College, such as IT Service Desk, Finance, Registrar's Office, etc.

Help & FAQ: contains detailed information regarding the use of the site and services.

Customize your site. There are options for Add Tab, Page Layout and Adding Content.

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!