

COLLEAGUE SELF-SERVICE READ ME FIRST

Colleague Self-Service is an interactive robust web application that enables users to interact with their individual information in the Colleague databases. Within the next couple years, WebAdvisor will be replaced by Colleague SelfService.

Ellucian is in the process of releasing more features in quarterly. Eventually, all features available in WebAdvisor will also be available in Colleague Self-Service. Currently, some of the features available in Self-Service are listed below.

STUDENT:

- View/Update My Personal Profile
- Student Planning
- Financial aid information
- Grades
- Registration
- Make Payment Online
- Graduation Overview
- Course Catalog
- Unofficial Transcript Request
- and more... **FACULTY:**

- Advising
- Course Catalog
- View Class Roster, Grades, etc...

EMPLOYEE:

- Tax Information

It's important that when a user changes his/her personal information such as address, email, phone number, or emergency contact, he/she must also update the User Profile in Colleague Self-Service accordingly. Please refer to the "Colleague Self-Service User Profile Guide" manual for more detail.

Documentations:

1. Colleague Self-Service "Don't Know My Username & Password Guide" – show user how to find his/her username.
2. Colleague Self-Service User Profile Guide – shows the user to view or update personal information.
3. Colleague Self-Service Student Finance Guide – shows a student how to navigate through the Student Finance features
4. Colleague Self-Service Student Planning Guide – show a student how to navigate through the Student Planning features
5. Colleague Self-Service Faculty Guide – show an instructor to navigate through the Faculty features
6. Colleague Self-Service Make A Payment Guide – show a user those requirement steps to complete, successfully make the payment, and generate a Payment Acknowledgement.

HOW TO NAVIGATE COLLEAGUE SELF-SERVICE SCREENS OR MENUS:

When you first login to Colleague Self-Service, you most likely to see a screen similar to the one below. This is the “HOME” screen. The “Faculty” and “Employee” menus will not be available unless you are an employee and also a faculty member.

The screenshot shows the Colleague Self-Service Home page for user T. Vang. The page features a purple header with the Richmond Community College logo and navigation links like 'Sign out' and 'Help'. Below the header, a dark sidebar contains navigation icons. The main content area displays a welcome message and a grid of service tiles: Student Finance, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Course Catalog, Faculty, and Student Finance Admin. Each tile includes a brief description of the service.

Navigation Icons:

The diagram illustrates the navigation icons in the sidebar and their functions. Blue arrows point from text boxes to the icons:

- Click on this will expand the icons column. Click on it again will shrink the column. (Points to the hamburger menu icon)
- Click on this will display the Home page. (Points to the home icon)
- Click on this will displays the Finance Information Menu. (Points to the building icon)
- Click on this will display the Employment Menu. (Points to the clock icon)
- Click on this will display the Academic Menu (Points to the graduation cap icon)
- Click on this will display the Daily Work Menu (Points to the briefcase icon)
- Click on this will display the User Options Menu (Points to the user profile icon)