

COLLEAUGE 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 Self-Service.

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

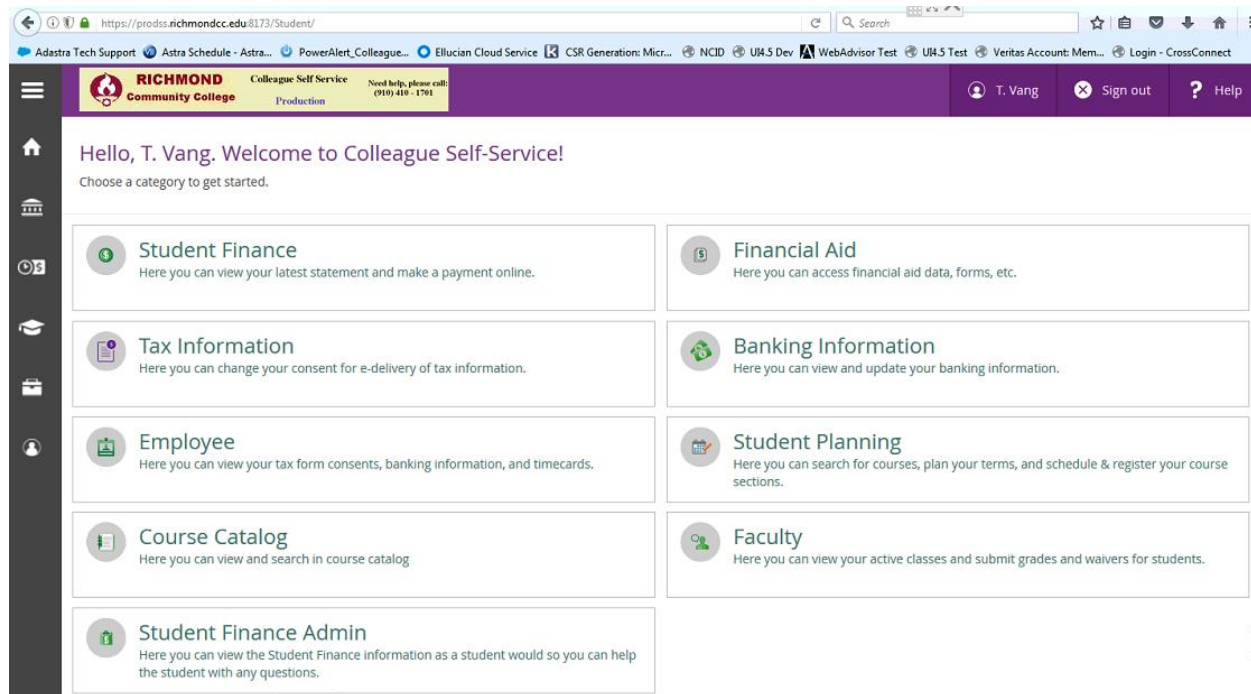
It's important that when a user changes his/her personal information such as address, email, phone number, or emergency contact, he/she must also update the User Profile in Colleague Self-Service accordingly. Please refer to the "Colleague Self-Service User Profile Guide" manual for more detail.

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.



Navigation Icons:

