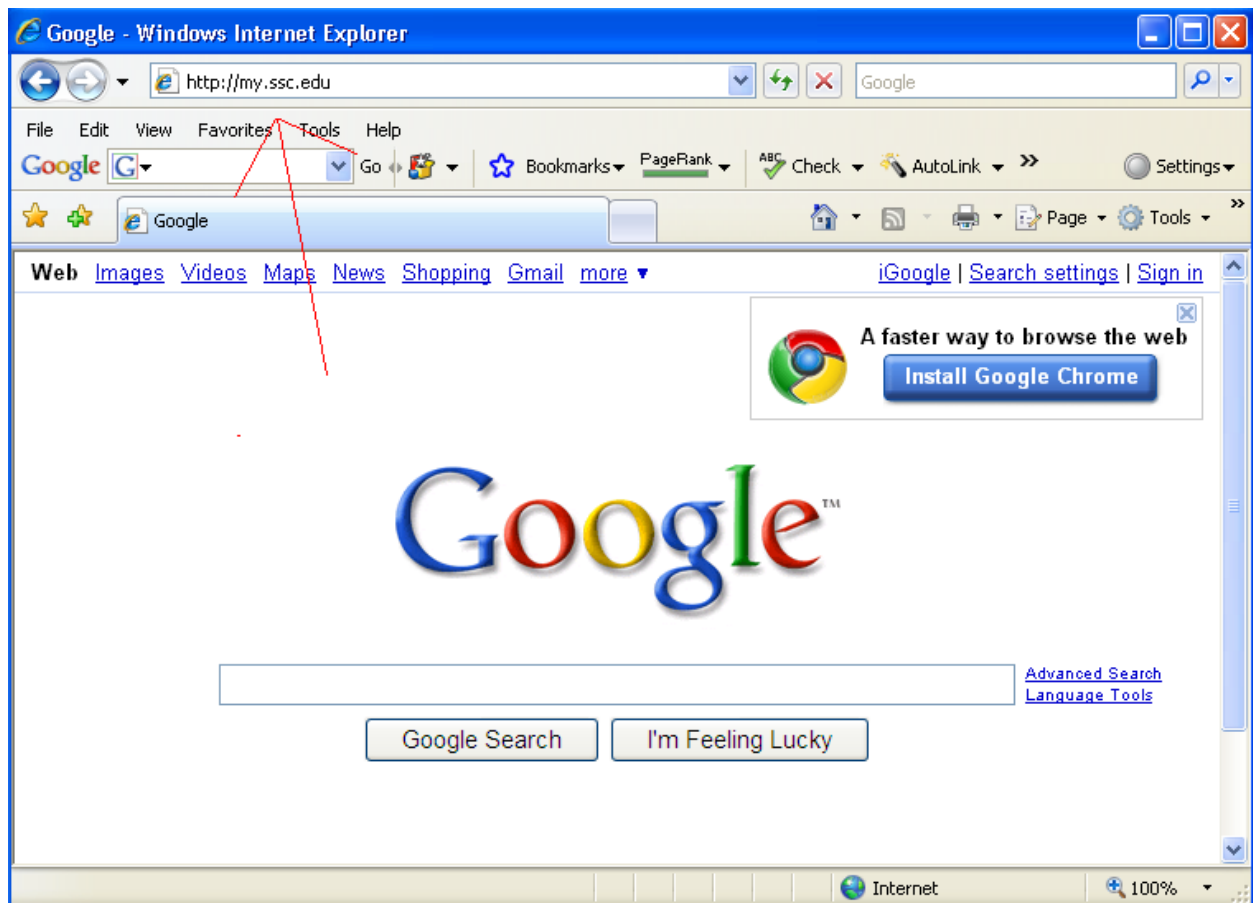


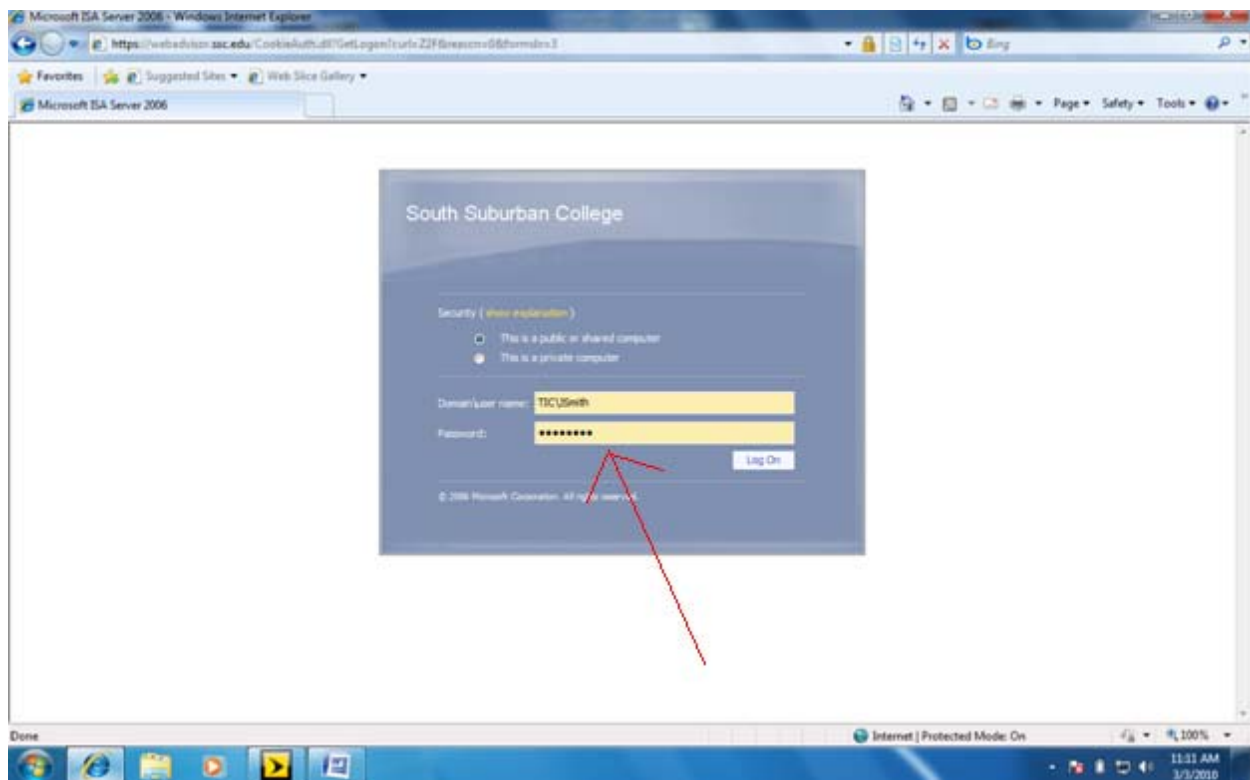
# Accessing MY SSC Portal

- ❖ If you are on campus and have logged onto the network, My SSC Portal page will launch automatically, skip to step 5.
- ❖ If you are on campus and My SSC Portal page did not launch automatically after logging on, restart your computer.
- ❖ To reopen the Portal go to <http://my.ssc.edu>

1) Type <http://my.ssc.edu> in your browser



- 2) Leave **Security** at default setting, **This is a public or shared computer**.
- 3) Type your domain name, backslash, username in the **Domain\User** name box, e.g., TIC\JSmith.
- 4) Type your network password in the **Password** box. This is the same password you use to logon onto the SSC network.



- 5) Setup your Single Signon credentials
- 6) Select Enter your credentials

Home - Staff/Faculty - Windows Internet Explorer

http://my.ssc.edu/staff/Pages/default.aspx

Secure Search McAfee

Favorites Suggested Sites Get More Add-ons WebAdvisor Main Menu Share

Home WebAdvisor for Employees Internet Explorer cannot display this page

# MySSC PORTAL

All Site

South Suburban College Portal > Staff/Faculty

Mailbox not found or password is incorrect for "TIC\RR Reynolds". (404) Not Found.  
(TIC\RR Reynolds) Enter your credentials.

My Week My To Do

Today's Date: Monday, March 29, 2010

March 2010

S M T W T F S

## Announcements

**Seeking Nursing Alumni for Banquet !NEW** 3/29/  
by Rush, Patrick  
South Suburban College is looking for Alumni of the Nur programs to participate in their 2nd Annual Alumni Asso Banquet on Tuesday, May 11, 2010, at Glenwood Oaks f  
Cocktail hour (open bar) will start at 5:30 p.m. with Dinne

**Many Ways to Support Scholarship Fundraiser !NEW** 3/29/  
by Rush, Patrick  
SSCF is now seeking your support with Showcase 2010

- 7) Enter you username, first initial uppercase, first letter of last name uppercase, e.g., TJones
- 8) Enter your network password. This is the same password when logging onto the SSC network.
- 9) Leave **Sign in automatically** checked.

Provide Exchange E-mail Account Information - Windows Internet Explorer

http://my.ssc.edu/staff\_layouts/ssologon.aspx?App=Exchange%20Email

Staff/Faculty

South Suburban College Portal Staff/Faculty Student

Provide Exchange E-mail Account Information

**Warning:** This page is not encrypted for secure communication. User names, passwords and any other information will be sent in clear text. For more information, please contact your administrator. Use this page to provide the information specified to access the enterprise application.

**Logon Information**  
Type the account information for the enterprise application.

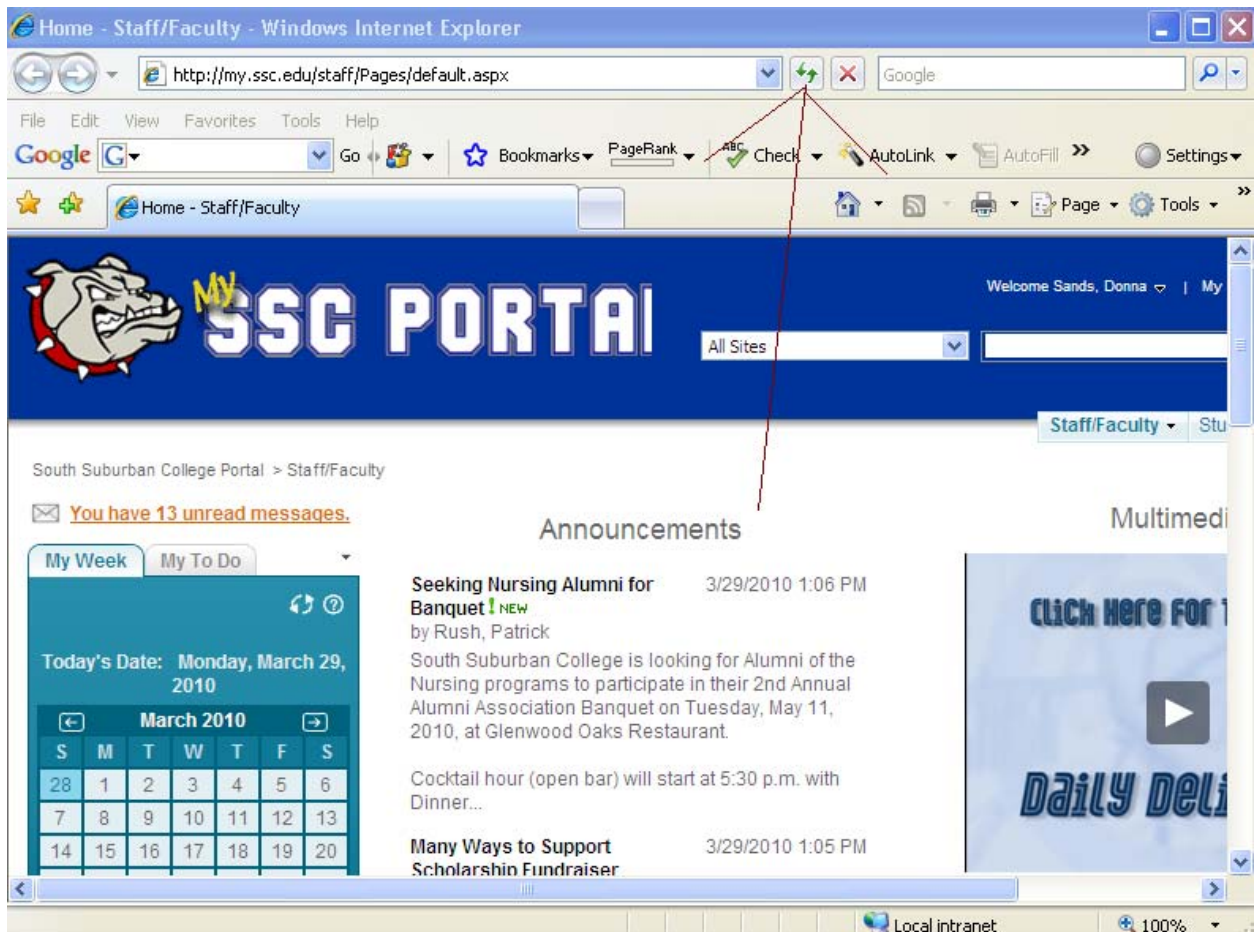
Username: TJones

Password: .....

Sign in automatically.

OK Cancel

- 10) Press F5 or click the refresh arrows next to URL window.  
The initial synchronization of your Outlook calendar, tasks and email will take some time to appear.



❖ To re-launch the Portal go to <http://my.ssc.edu>

11) To sign out of the Portal, at the top of the screen next your name, click the drop down and select sign out.

Due to the availability of personal information, please remember to either sign out of the Portal or lock your computer when you leave your workstation.

lorer

aspx

Bookmarks PageRank Check Look for Map AutoFill Send to Settings

PORTAL

All Sites

Welcome Sands, Donna | My Site My Links | ?

**My Settings**  
Update your user information, regional settings, and alerts.

**Sign in as Different User**  
Login with a different account.

**Sign Out**  
Logout of this site.

**Personalize this Page**  
Add, remove, or update Web Parts on this page.

Announcements

**Nursing Alumni for Banquet** NEW 3/29/2010 1:06 PM  
Patrick  
Suburban College is looking for Alumni of the Nursing  
Programs to participate in their 2nd Annual Alumni Association  
Meeting on Tuesday, May 11, 2010, at Glenwood Oaks Restaurant.  
A complimentary dinner (open bar) will start at 5:30 p.m. with Dinner...

**Days to Support Scholarship** NEW 3/29/2010 1:05 PM  
Patrick  
We are now seeking your support with Showcase 2010-Mardi Gras  
celebrating the 50th Anniversary of Odyssey Country Club on Friday, April 23, 2010.

Click Here for Today's  
**Daily Delivery**

00:00 00:00