

MySLC and LMS Quick Guide

How to get into MySLC

- Open your web browser and go to “my.slc.edu”.
- To log on, enter your ID number located on the bottom of your faculty ID card (minus the zeroes at the beginning) into the “User ID” field.
- Type your password into the “Password” field. If you do not know your password, you can reset it through the following process:
 1. Enter your ID number in the “User ID” field but leave the “Password” field blank.
 2. Click “Login”.
 3. Click “I forgot my password”; a new password will be sent to your SLC email.

Where to find information in MySLC

- When you log in, you will see a box in the center of the page full of links to common pages.
- **Faculty tab** contains information on:
 - Donnees
 - Priorities
 - Evaluations
 - Faculty list
- **Academics tab** contains information on:
 - Learning Management System (see more information below)
 - Course schedule
- **Registration tab** contains general registration information
- **Campus Life tab** contains information on:
 - Campus groups
 - Community pages, including announcements and classifieds
- **Employee tab** contains information on:
 - Benefits and deductions information
 - Employee search

Learning Management System

- To access the LMS, click on your course title in the sidebar on the left.
- The LMS is a private area within MySLC for document and handout distribution and communication between you and your students.
- If only the Course Information page is visible, call Academic Computing (x2460) for a one-time consultation.
- For further information, the how-to page can be found at: <http://pages.slc.edu/~support/tag/lms>
- If you'd prefer visual instruction, please attend one of our intro to LMS workshops:
 - Thursday, February 14, 3:00-4:00 in Heimbold 209A
 - Friday, February 22, 1:30-2:30 in Library E2
- Contact Emily Sharp (esharp@slc.edu, x2464) for help and more information.

Academic Computing Workshops

- Offered on art and design software and new technologies
- Open to current SLC faculty, students, and staff with **no prerequisites** unless otherwise noted
- An up-to-date schedule can be found at: <http://pages.slc.edu/~support/category/workshops/>
- RSVP to Brenda Grell at bgrell@slc.edu