

slc.me



**St. Lawrence
College**

This manual contains pertinent information about your slc.me portal.

June, 2017

About

Slc.me is your SLC Student Portal. Here you will gain access to your email, blackboard, timetables, booklists, grades, college services, library services, and more!

Your SLC username and password will allow you to log in to any college-owned computers, your slc.me student portal, and other resources like WIFI.

Accessing SLC.ME

How to Login

As a new student, your **username and temporary password** are initially sent to your *personal* email account.

Your **default username and password** will be in the following format:

Username: There are two formats for usernames, either it will be a five digit alphanumeric code (example: 25gh8) or will be your first initial, last name, and day of your birthday (example: John Doe, birthday June 07: Jdoe07). If you are unsure of your username, please contact the IT Student Help Desk at slc.me@sl.on.ca or ext. 1000.

Password: Your default password will be 0+your student number i.e. *01234567*

New password

The first time you login with this password, you will be prompted to change it to something new. Please **enter a new password** that is complex and safeguard it in order to protect your personal information. This new password must be at least 8 characters long, something you have never used at the college before, and should not contain any special characters, such as @\$%!))

Lockout

An **incorrect username or password** entered 5 times results in an account being locked out. Usually this happens when a student has forgotten their password, either because they don't use their slc.me account often, or they've just changed their password and then forgot what they changed it to. Users logging into a campus computer will see the error message *"The referenced account has been locked out"*. Users logging into slc.me will see the error message *"Authentication Failed"*.

If you have any problems logging in to your SLC account, please contact the IT Student Service Desk for assistance.

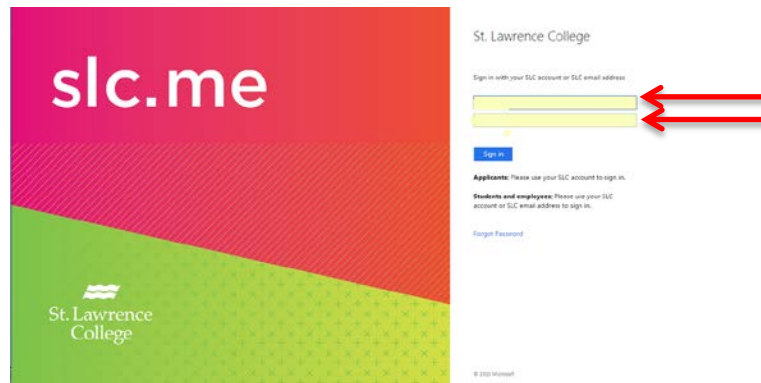
Navigating slc.me

Login

Go to <http://slc.me>

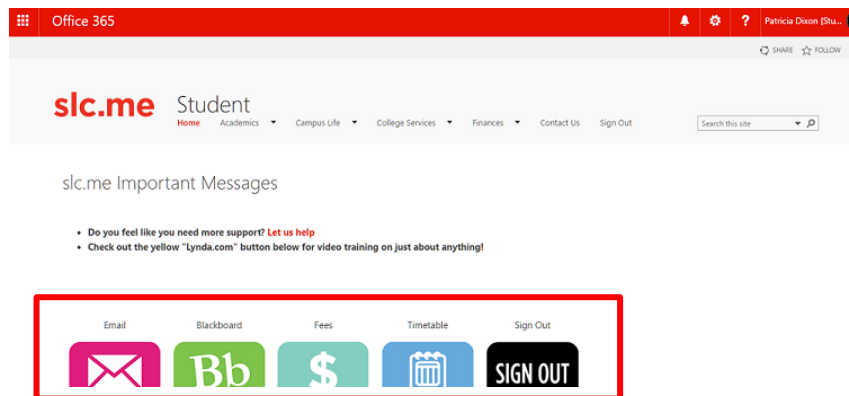
If you enter the above address, and load to a white screen, please delete your browsing data as far back in time as possible. You will then need to close and reopen the browser before going to the slc.me log in screen.

You will be presented with the login screen. In the center is where students can login with their **username** and **password**. Enter the information and click the **login** button.



Homepage

Once logged in, you will see a screen similar to the following (your homepage). **Remember:** You can always get to the main screen by clicking the big **slc.me** logo in the top left.



QUICK ACCESS MENU

The quick access menu items for your slc.me portal are located in the menu buttons shown above. Here you will find icons and links to *your **Student Email, Blackboard, Fees, Timetable, Log out, Transcript, Grades, Lynda.com, Enrolment, Staff Directory, File Shares, My Hub, LibGuides- resources, Applicant Hub, Browse Ext Resources, College Website, Set up PW hints, and Need Help.*** These are the most commonly used features for students.

Please note: Some students will have an additional **GenED** button if your program requires you to register for online courses.

QUICK ACCESS MENU BUTTONS

My Email: Access your Office 365 student email account

Blackboard: Access your Blackboard student learning portal

Fees: Access to fees outstanding on your student account

Timetable: Access to your time table.

Logout: Click this button when you want to logout of your account

Transcript: Access to your unofficial transcript

Grades: Access to your grades for each semester.

Training Videos: Navigate to Lynda.com for free online training videos

Enrolment: Access to the verification of enrolment form

Staff Directory: Look up contact information for instructors

File Shares: Access your academic shares, apple shares, and h: drive from home.

My Hub: This icon will take you to your personal **Student Center**. On this page, you will have access to your **timetable, finances, and personal information**. Through this page you will be able to pay your fees, gain access to your verification of enrolment, update your personal information (such as your address), and more.

LibGuides - Resources: Navigate to the Library Catalogue database

Applicant Hub: Highlights important links and information for new students, including next steps and FAQ's.

Browse Ext Resources: Access to external links provided by instructors.

College Website: Navigate to <http://stlawrencecollege.ca>

Set up PW Hints: Pre-register for the self-serve password reset service to have access to resetting your own password in the future

Printing Services: Access to student print account balance, and information about on campus printing.

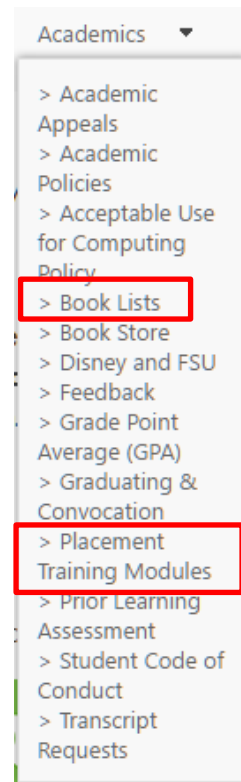
Need Help? : Access to a number of support services available on campus

DROPDOWN MENUS

The following photos show the locations for different **key items** you will find under the **dropdown menu** at the top of your student slc.me portal.

Academics

Under **Academics** you will find many useful things including program *Book Lists*, *Placement Student Legislated Training Modules* (this is where you will go to start your WHIMS, Bill 168, and AODA training modules), and more.



Campus Life

Under **Campus Life** you will find many useful things including information about *Housing, Orientation, Parking*, opportunities for *Student Employment on Campus*, and more.

Some options may be different based on the campus you are attending.

- Campus Life ▾
- > Athletics and Recreation
- > Essence Dining-Kingston
- > Food Services
- > Food Services Menus
- > Orientation
- > Our Campuses & Cities
- > Parking
- > Residences & Housing
- > Report a Security Incident
- > Report an Injury
- > Safety and Emergency Procedures
- > Sexual Assault Policy
- > Student Employment on Campus
- > Student Government
- > Sustainability
- > Toastmasters Kingston

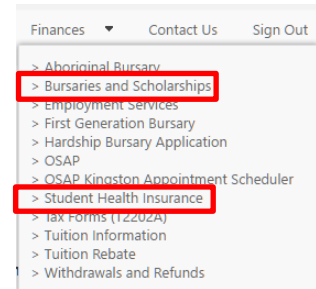
College Services

Under **College Services** you will find many useful things including information about *Counseling Services, Technology Services, Library Services, your print account*, and more.

- College Services ▾
- > Accessibility
- > Book Store
- > Counselling
- > Health Centre
- > IT Services
- > IT Services - How-To Guides
- > International Services
- > Library Services
- > MSDS Online Database
- > Parking
- > Student ID Cards
- > Support Services

Finances

Under **Finances** you will find many useful things including information on *Bursaries & Scholarships*, *Student Health Insurance*, *T2202A FAQ*, and more.



Contact Us

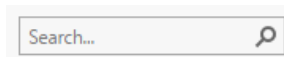
If you click on Contact Us you will find contact information for the IT Student Service Desk.

Check out the link to our [How To IT Service Guides](#) for answers to some frequently asked questions and detailed steps on how to access some of the features we provide.

Please feel free to contact us or visit us anytime if you require further assistance.

Search/Log Out

To **Search** for key words in your portal, type out what you are looking for in the **search box** in the top right corner of your page.



To **logout** of your portal, click the **LOG OUT** button and close the browser.

Log Out

