**Part-time Faculty**

**CougarWeb** is a web-based portal system connecting students and employees with vital college information in a single, safe environment. It works a little like My Yahoo! in that CougarWeb recognizes viewers based on their roles as students, faculty, employees or guests, and it delivers personalized content. It also reduces the need for multiple passwords for registration, financial aid, human resources, finance and more.

A Novell network account is required in order to be able to access CougarWeb. Part time faculty may request a Novell and GroupWise email account by contacting the HelpDesk at Helpdesk@collin.edu. The employee or supervisor must notify the HelpDesk if this is a rehired employee so the former account can be updated and reactivated. The HelpDesk will send a reply email with the username and password, and a security agreement and Acceptable Use policy acknowledgement which must be returned within 14 days or the account will be disabled.

Part time employees will be able to access the general, Faculty (if applicable) and MyWorkPlace tabs when the notice of account set up is received and processed by Human Resources. Faculty tabs will be available within three to five days.

**TO LOG ON:** Go to [http://cougarweb.collin.edu](http://cougarweb.collin.edu), enter your Novell Network username and password (the same as your Novell/GroupWise sign on).

**All Users: students, faculty, employees, guests**

- Sign on with one user name and password. No more forgotten passwords or multiple sign-ons!
• View information organized by “tabs.” Users can customize selected information by moving, adding or deleting as permitted. Features of CougarWeb include:
  • 24/7 access
  • Accessibility from anywhere
  • Personalization
  • Tabs for employees, faculty, finance users and more

Finance tab
  • Cost center managers can set e-mail alerts to notify then when a requisition is pending approval in CougarMart
  • View requisition and purchase order status in CougarMart
  • Shows expenditures and budget status

Employees: MyWorkPlace Tab
  • View check stub information, W2 forms, leave balances, and benefits information
  • Check and update personal information
  • Access CougarHR online employment system, policies, procedures, college calendars, and forms

Faculty tab
  • Access class rosters
  • Submit grades
  • Email students, using automatic lists
  • Access “Course Studio,” a collection of collaboration tools assembled into an easy to manage course homepage with pre-populated email lists, chat, message boards, and ability to post files, photos, links and class announcements. Professors teaching on-site classes will be able to select whether to use Course Studio or Blackboard if necessary Distance education classes will use Blackboard exclusively