**Full-time Employees**

**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. Full time employees will be given their username and initial password at their orientation. Human Resources will notify the HelpDesk if the employee is a rehire so that the previous account can be reactivated. The employee will be able to immediately access all of the general tabs; the My WorkPlace (and Faculty tab, if applicable) will be available within three to five days. The employee’s cost center manager may request access to the Finance tab for budget and purchasing functions by emailing Mary Jordan in the Business Office.

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
  - Sign up to receive emergency alerts with CougarAlert or update emergency alert contact information
Finance tab
- Cost center managers can set e-mail alerts to notify them when a requisition is pending approval in CougarMart
- View requisition and purchase order status in CougarMart
- Shows expenditures and budget status

MyWorkPlace tab
- View check stub information, W2 forms, leave balances, and benefits information
- Check and update personal information
- Access CougarHR online employment system for performance evaluations and hiring supervisors
- Access college policies, procedures, calendars, and forms
- Subscribe to the CougarAlert Emergency Alert System to receive email, text message and voice message alerts in the event of a campus emergency, unscheduled campus closings, etc.

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