

MODULE 7

Helpful Information & Certificate of Completion

CougarWeb



CougarWeb is the portal into important information at Collin College. CougarWeb is used by students, faculty and staff.

The CougarWeb **'My Workplace'** tab has employee information such as your check stub information, W2 forms, your leave balances, benefits information, college policies & procedures, calendars, forms and departmental intranet pages.

CougarWeb also provides employees of Collin College with access the college's library databases and resources and remote access to their college email account.

For more information, log on to [CougarWeb](#) (after you have received your CWID number) or click on the link for a brief overview of [Resources in CougarWeb](#).

A screenshot of the CougarWeb login page. The page has a blue header with the 'CougarWeb' title. Below the title, there are input fields for 'Username:' and 'Password:', followed by a 'Login' button. To the right of the login fields is the Collin College logo and the text 'Welcome to CougarWeb'. Below this, there is a paragraph of text: 'CougarWeb is a portal for many elements of your experience at Collin College. Please remember to always log-out after use.' At the bottom left, there is a link for 'Need help?' and another link for 'Registration & Payment How To'. The bottom left corner contains the copyright notice 'Copyright © Collin College 2007'. The right side of the page features a large image of a cougar's head.

Campus Security & Emergencies



The safety of our students, employees and visitors is extremely important to us. We have a number of well-trained, dedicated men and women who serve as Collin College Police Officers and Dispatchers. These individuals are all committed to making our classrooms, workplace and the community a safe place to study, work and enjoy.



Chief Michael Gromatzky
Collin College Police

The campus police are available 24/7/365.

Visit Collin College's [Police Department Website](#) to learn more about our Police Department services, campus emergency information, campus policies and contact information.

Click here to view [Collin College's Emergency Preparedness presentation](#).

Emergency Contact Numbers:

- Call 911 if necessary.
- To reach Collin College's Police Dispatch Line:
On-campus: Dial extension **5555**
Off-campus: Dial **972-578-5555**

CougarAlert

When an emergency occurs, the college's CougarAlert system can send email, text messages and voice messages to employees and students in as little as 90 seconds.

CougarAlerts will be sent in emergencies that require unscheduled closure or evacuation of a campus or the district. This includes, but is not limited to weather closures, power outages, police emergencies, catastrophes and/or hazardous exposures. CougarAlerts will not be used for promotional purposes or for scheduled closures, such as holidays.

All employees are strongly encouraged to subscribe to CougarAlert.

To subscribe, visit: <http://www.collin.edu/cougaralert.html>



Help Desk & Media Services

Help Desk

- The Help Desk is available to assist employees with technology issues. The Help Desk can be reached most conveniently by dialing x6555 from any phone on campus, or by emailing HelpDesk@collin.edu
- You can also find [Academic Technology and Network Services tutorials](#) online to assist with Blackboard, CougarWeb, CougarMail, Pharos, Accessing network drives remotely/Virtual Office, Phones and Voicemail, general technology and software tutorials and much more!
- You can also check out software from the Help Desk to install on your home computer if it is for work-related applications.



Media Services

- Media Services staff are available at each campus to assist with classroom technology issues, requests for video equipment, laptops, projectors and much more.

Helpful Information

Who's Who at Collin College

- Click the link to view Collin College's [Organization Chart](#).
- Click the link for a [Campus Directory](#) of employees by name or by department.

Get Involved and “Be in the Know”

- Check out the [Collin College Event Calendar](#) for upcoming college events.
- There is an “Announcement” folder within GroupWise where you can view or post non-college and general employee announcements. Visit Collin College Board Policy [CR \(LOCAL\)](#) for guidelines addressing appropriate use of the announcement board.
- Click here for the latest [Collin College News](#).
- Ask your supervisor, or watch for college-wide announcements about opportunities to participate in Collin College committees, task forces or activities.
- Collin College is proud of its students, faculty and staff as well as the many achievements they earn. [Points of Cougar Pride](#) highlights some recent achievements.



Helpful Information (cont.)

Collin College Has Gone Mobile

- Use your smart phone to access www.collin.edu for quick mobile access to CougarWeb, a calendar of events and much more .

Collin College Athletics

- The college nickname used by our athletic teams and other organizations throughout the college is the Collin College Cougars. For athletic event schedules, visit: <http://www.collin.edu/athletics/>.



Helpful Information (cont.)

Business Cards & Name Tags

- Employees can get their own magnetic name tag, desk plate and/or business cards if necessary. Ask your division administrative assistant for help with ordering these items.

Information Desks & Room Reservations

- The Information Desk at each campus can help with general inquiries, provide directions, and receive visitors and callers.
- If you have a meeting scheduled, notify the Information Desk so your attendees can be directed to the appropriate location.
- Click on the link for a list of [Contacts for Room Reservations](#) at each campus.



Helpful Information (cont.)

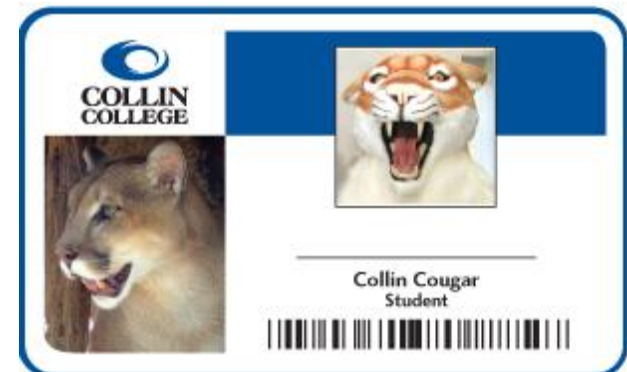
Dress Code

- While we do not have a college-wide dress code policy, employees are expected to dress appropriately for the workplace. Business casual attire is generally worn by most employees. You are encouraged to discuss appropriate attire expectations for your department with your supervisor.
- Employees are also encouraged to show their Cougar Pride by wearing their Collin College Spirit Shirts each Wednesday. Watch for announcements for the next opportunity to purchase your Spirit Shirt! Proceeds go to the Spirit Scholarship fund.



Employee ID Cards,

- All faculty and staff of Collin College are required to have an Employee ID Card in order to use certain services provided by the college including the bookstore, computer labs, fitness center, library and college-sponsored events.
- You can get your ID card in any Student Life office **AFTER** you have received your first paycheck.





Certificate of Completion

Congratulations, you have now completed all modules of the New Employee Online Orientation.

New Employee Online Orientation Certificate of Completion: * **Please print and complete this form** and bring the form with you to your scheduled benefits meeting on your first day of employment.

REMINDER:

Please ensure you have printed and completed all required forms listed on your Online Orientation Checklist. You will need to bring the following items with you to your first day HR/Benefits Meeting:

1. **Online Orientation Checklist** *(and all associated forms listed on the checklist)*
2. **I-9 Identification and Work Authorization Documentation**
3. **Social Security Card** *(for payroll purposes)*