Examples of What the Help Desk Can assist with

SCC Hub/Canvas Login Help (*w/ Live links! To Help Desk Site*)
 a) Retrieve ID# and username
 b) Reset password
 c) Multi Factor Authentication and Password Recovery Update
 d) Call us at 402-437-2447 for help!

Employee Resources
 a) Crestron Media Cart Training
 b) Mitel Phone Login
 c) Microsoft 365 Suite of Apps Free Subscription
 d) OneDrive Basics
 e) SCC Open and Eduroam Wireless
 f) What is Microsoft (Office) 365?
 g) Zoom SSO setup for employees
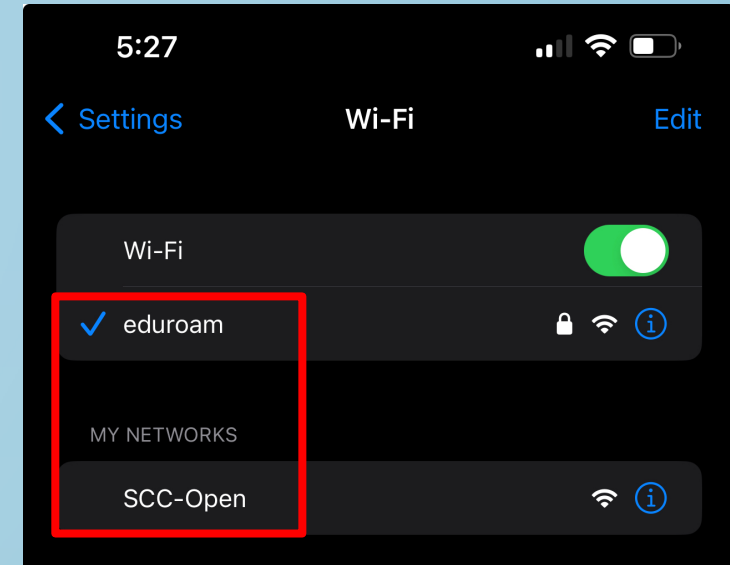 h) Self Service Leave and Time Entry reporting for Employees

Canvas - *Direct Canvas LINK*   Canvas Resources on Help Desk Site
 a) SCC Canvas Instructor Orientation Course
 b) Canvas Master Course Request/Change Form
 c) Adding Panopto Media to Course Activities
 d) Panopto- Uploading Existing Videos into Panopto
 e) Contacting Canvas Support (Faculty)
 f) Customizing the Canvas Course list on the Dashboard
 g) Instructor Getting Started Resources

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Connecting to SCC Wifi

HelpDesk Website Link:
Connecting to Wi-Fi at SCC

Click **SCC-Open** or **eduroam** in your Network & Internet Settings view and log in with your SCC Hub username and password (Note that Apple MacOS view will be on the top right)
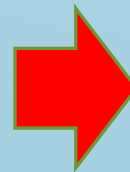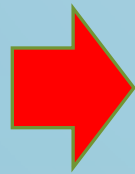
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Canvas- please click on link to see more!

Canvas Inbox

Canvas Instructor Orientation Course

ALL SCC Employees are automatically enrolled in the SCC Instructor Orientation Course. It is an excellent resource produced and maintained by our Virtual Learning Department (vl@southeast.edu). Each Module contains a wealth of instructional and operational information about using Canvas at SCC!

The Instructor Orientation Course will be available on your Canvas Dashboard shortly after hire:

➡️

canvas

Instructor orientation course
Orientation: Canvas Instructor...
Orientation
2
📢

➡️

Course Planning, Design, Media, Content Sharing & Management and more can be found in the expanded modules!

- SCC Canvas Course Requirements

- Course Design & Management | Best Practices and Beginning & End of Term Reminders

- Blank Canvas | Introduction to Canvas

- Adding Color | Course Design and Development

- Mixed Media | Additional Products and Third-Party Plugins

- Viewing Masterpieces | Get Inspired by Masterpiece Course Elements

- Exhibition | Student Progress

- Replica | Reusing Content

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SCC MS Office Apps account- please click on the link to see more!

As long as you are a student at SCC, you will have access to the full suite of MS Office Apps to install on up to five devices and a Terabyte (1024 GB) of OneDrive storage

[Microsoft 365 Overview](#)

[MS Office Suite Installation](#)

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OneDrive

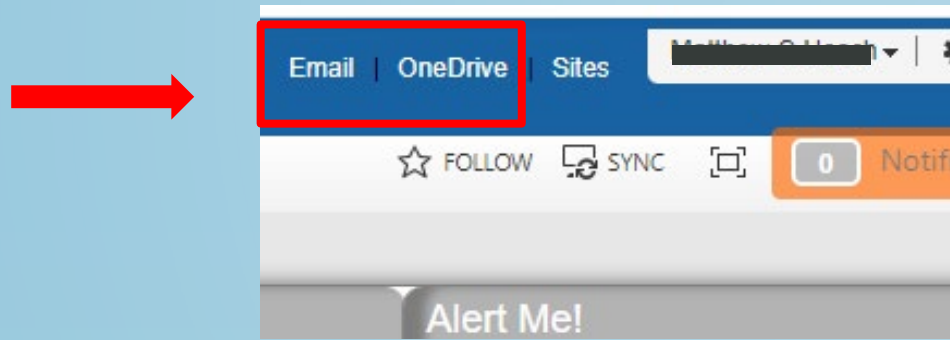## How to use your SCC OneDrive Account

What does your SCC OneDrive account do?

- OneDrive is your 1024 Gb, SCC-connected cloud storage account
- Can sync with local folders
- Can be web accessed from the Hub ANYWHERE
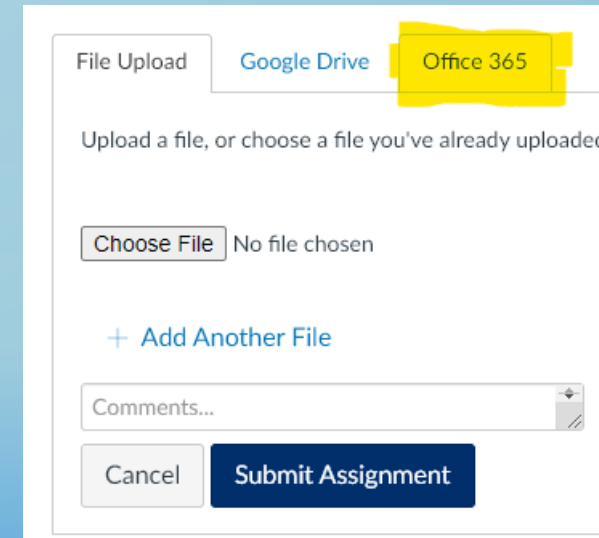
Advantages of OneDrive

- Access your files anywhere from the Web!
- Sync them to multiple PC's
- Stores files in original formats unlike Google Docs!
- Can submit directly to Canvas assignments from OneDrive

You can view your OneDrive or SCC Email Web Apps by clicking on the links on the top right of your SCC Hub main page:

Office 365 Submission Option in Canvas

- The Office 365 option (access via link shown above) gives you the ability access any file in your OneDrive folders to submit a file directly into a Canvas Assignment (**See image on right**)

- The OneDrive installed App lets you sync OneDrive to Windows folders <u>ON your PC</u>

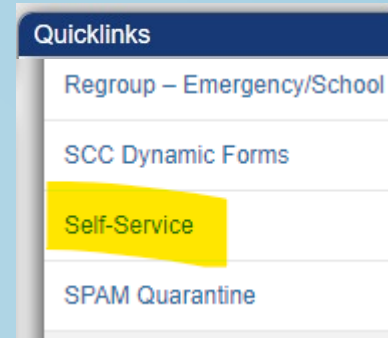- For a more detailed tutorial, click <u>How to use your SCC OneDrive Account</u>

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Self Service

There are many functions you can access from Self Service on the SCC Hub! To access Self Service, you can:
1. Click "**Self Service**" under the Quicklinks tab on the top right of the Hub main page

Quicklinks

Regroup – Emergency/School C

SCC Dynamic Forms

Self-Service

SPAM Quarantine

From Employee Self Service, you have access to important functions. Some examples:

You may begin on the "Student View" Page. To access Employee Self Service resources, click "Employee"

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Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Time Entry
Here you can fill out your timecards.

Leave
Here you can view your leave balances and leave requests.

Position History
Here you can view a list of your positions.

Earnings Statements
Here you can view your earnings statement history.

Time History
Here you can view your paid timecards.

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