

Portal, PAWS, Canvas



MyBarton Portal – login to access your PAWS account, Canvas Shells, other important info. Enter the full Barton email address you were assigned from IT. Ex: SmithJ@bartonccc.edu & password you created following the directions on the login screen.



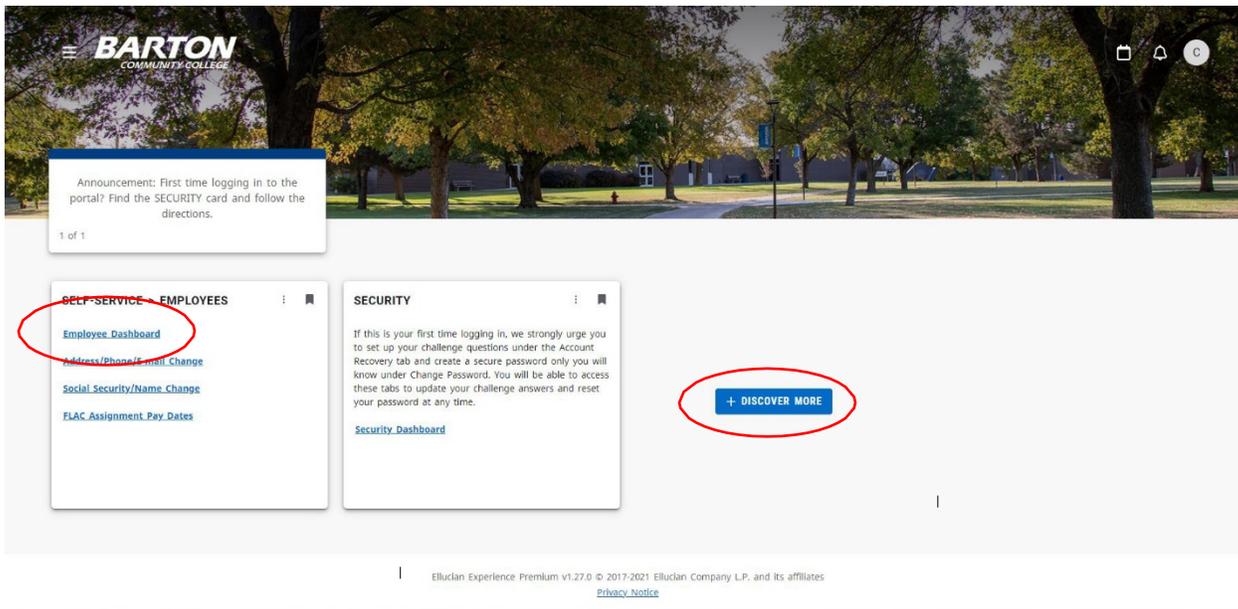
Sign in to your account

Username Password [Sign In](#)

Remember me on this computer

[Forgot Password](#)

After logging in, you will see the following screen -



Employee Dashboard on the Self-Service > Employees Card – details about our benefits and pay stubs. (Tip – If this Card does not show up click on Discover More at the Bottom of the Page).

- You will enter your leave time here (Make sure to click Preview and Submit).
- Update your personal and contact information.
- Acknowledge FLAC Records > Faculty Load & Compensation > Compensation & Acknowledgement > See instructions. Watch for an email each month or after the start of your course(s) for details and instructions.
- If you want your contact number on a text list for notifications, please email your supervisor.

To View More Information in PAWs – On the Portal Main Page click on Paws > Employees Card. Next, click on My Account. (Tip – If this Card does not show up click on Discover More at the Bottom of the Page).

- Faculty Tab -
- Canvas access – You will access your course shells here and student grade due dates.

Directories

<https://www.bartonccc.edu/>



At the top of the Barton webpage, in the grey bar, you can hover over the ABOUT section. The ABOUT fly-out contains links to the Calendars, Maps and Campus Directories.

- **Calendars** – on left hand column you will find dates for Class start/end dates, drop/refund dates, BartOnline session, registration & holidays
- **Maps** – View Barton Campus & buildings
- **Directories** – search for employee or view organizational chart

College Intranet

To get to the College Intranet - From the Main Website (www.bartonccc.edu) > scroll to the bottom of the page and select Faculty and Staff



College Intranet Main Page (www.internal.bartonccc.edu) -

- Notice the Administration, Human Resources, Tech Support, The Center and Employee Resources tabs.

MyBarton > MyBarton Portal - login to access your PAWS account, Canvas Shells, other important info.

- Enter your full Barton email address and password you were assigned from IT.
- Once logged into the Portal > Locate your Security Card > Click on Security Dashboard
- Update Your Password > Click on View Details Button > Change Password and click on Update.
- Update Your Security Questions > Click on Account Recovery > Update your Challenge Questions and Click on Update.

Employee E-mail - Locate the O365 and Email Card > Click on Dashboard Link and this will take you to O365.

- Information about Using E-mail –
- When E-mailing Other Employees Please note – **Occasionally a staff will have the first two letters of their first name. Please use the Global address to be sure you are using the correct email. (Ex. doej@bartonccc.edu or doejo@bartonccc.edu)**
- Calendar and emails toggle buttons are located at the bottom left side of the screen.
- Change your profile photo from the two options below –
 - Use an approved photo from PR department (contact PR for photo) NO personal pictures.
 - Use an approved Barton icon. Personal icons or logos are not permissible.
- To E-mail Students – Students e-mail addresses are studentname@cougar.bartonccc.edu

Faculty and Staff – Get access to printable Phone list, Faculty Resources, Faculty Handbook, Faculty Forms such as Instruction forms, AC Violation Report Form, Student Alert Form, etc.

Storage, Calendar, Phone

Drives/User Storage - G: Drive – Faculty are assigned a user drive to store all your documents.

- Locate your file > by last name > Right click – pin to quick access
- Do not store personal pictures or documents on your computer.
- Save documents to your drive to ensure they're backed-up (not your desktop).
- T: Drive – Shared drives/folders on campus

Terminal server Access -

- MAC User > download the Remote Desktop Connection Appor
- Windows User > Go to Start > Search > Type in Remote Desktop Connection
- In Your Remote Desktop Connection Box
- Computer: TSAdminXX@bartonccc.edu (Actual Terminal Server will be assigned to you by IT) > CONNECT > enter Credentials – your Barton Username and password > OK > Yes to the Certificate
- **VPN required!** Contact Cougartechsupport@bartonccc.edu for additional support

Outlook Calendars -

- Input your class schedules > set as “busy”. Use recurrence for long periods.
- Keep office hours set as “Free”.
- Keep your personal appointments set as “private”.
- Share and/or accept sharing your calendar with Administrative Assistants.
- Keep your calendar up-to-date.

Phone Support - Go to the College Intranet Site (www.internal.bartonccc.edu) > Tech Support Tab > Phone Help (www.internal.bartonccc.edu/it/phone)

- Here you will find guides for phones and accessing voicemail.
- You will receive an email from IT with initial instructions on setting up yourvoicemail.
- Change your greeting when you receive the email from IT!
- If the envelope is lit up > push the button > enter your Passcode you set-up > followprompts.
- How to make off campus calls.
- All calls will roll over to the Administrative Assistant, if you do not answer or selectignore. Twin feature can be requested from IT.

Scheduling, Budget & Contacts

Absence or Cancelled classes - Email supervisor and the appropriate administrative assistant for documentation purposes. For student purposes, request signage be posted outside classroom and post an announcement in the course shell.

Department Chairs/Coordinators - contact your assigned department chair or Coordinator regarding:

- Course questions, scheduling, changes & additions.
 - Check your Canvas and Bulletin for accuracy each semester, including fee's.
- Canvas, webpage edits or additions.
 - Budget requests/questions, purchases-see supervisor
- Schedule rooms/activities – Use Live25 scheduler (ask for training/assistance)
- Active Learning Classrooms – F111 & C150 smart classrooms – requires training before use.
- PowerBI – reports/scheduling matrix resource. Request access by e-mailing cougartechsupport@bartonccc.edu.
- Cert Rosters are required each semester. Watch for email and deadlines!
- End of Semester - Grade/Attendance/Syllabus submissions. Watch for email and deadlines!
- Textbook requisitions – due each semester for the following semester by deadlines, watch for email/information. You need to return the form either way – sign and date.
- Required Trainings – Title IV – Cheryl Brown, Cyber training – Michelle Kaiser. Check your junk mail and adhere to the deadlines!
- Student Worker – requires training for daily and monthly time approval and submissions.
- CSA – training required, if taking students out of town or overnights.
- Facility Management Secretary – email work orders or with Live25 scheduling questions.
- Custodial Supervisor– email or call for custodian requests.
- Mail/Shipping Clerk – Mail pick up and drop off daily. All Barton related mail can be placed in mail tray and proper postage will be added and disbursed.
 - Inter-campus envelopes are available, please reuse.