## FAMILY EDUCATION RIGHTS AND PRIVACY ACT FERPA NOTICE TO FACULTY

The following FERPA Alert message has been approved by the SJECCD district's Datatel Implementation CORE Team for all Datatel Users preparing to access student information. Information regarding a student's record is confidential and protected by this Federal Privacy Law. Information regarding a student is between the faculty member and the student. Any violation of this confidentiality is against the law.

For additional information, training and questions regarding FERPA, please contact your appropriate College Director of Admissions and Records.
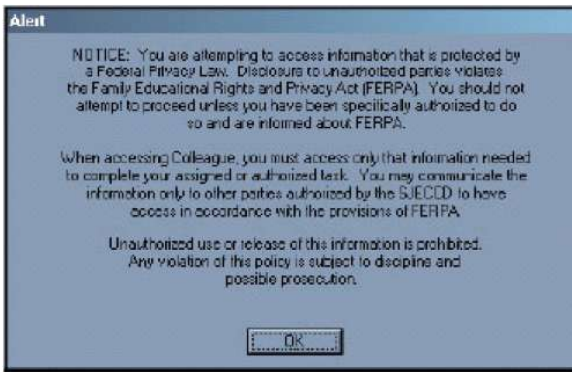
USER ACCOUNT

Please refrain from making any updates to your mailing address, phone number, or e-mail address. These changes must be processed through the Human Resources Department in the District Office. Please visit them in Building 5 of the District Offices, or call them (408)274-6700 x6406.

LOG OUT

For security reasons, it is important that you never walk away from your computer, whether you are working from a secured site at home/office, or an unsecured site of computers on campus. **Always log out** so that no one else is able to view your records! If you do not have any activity within 15 minutes, you will be automatically logged out.

To log out, click the LOG OUT links at either the top or bottom menus.

Top screen

Bottom screen

TROUBLESHOOTING SUGGESTIONS

1. The User Name and Password are case sensitive. Remember to verify the upper and lower cases when logging into MyWeb. Once in MyWeb, you do not need to worry about being case sensitive.

2. Be cautious with your time and be prepared with your tasks. Our system is set up with a short "time out" feature for security purposes. If you end gaining access to the system, you will be logged out (timed out) within 15 minutes and will have to restart your process.

3. Be sure to read the instructions that are provided on the MyWeb screens. They can be very helpful.

WHO TO CALL FOR HELP?

If you are experiencing problems with MyWeb, including your User Name and/or Employee id, contact the district's MyWeb Support Center at (408) 270-6411 or **helpdesk@sjeccd.edu**. If you are experiencing problems during the closed times, please call back. The Support Center hours of operation are shown below, it is not open on weekends:

Monday-Thursday	7:00am - 9:00pm
Friday	7:00am - 6:00pm
Saturdays/Sundays/Holidays	Closed

san josé·evergreen
COMMUNITY COLLEGE DISTRICT

**4750 San Felipe Road
San José, California 95135-1599**
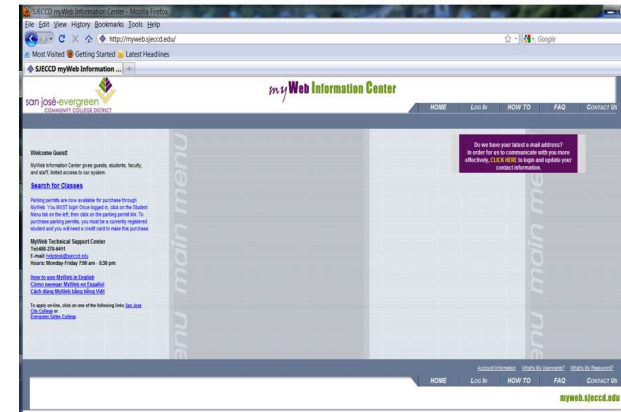
http://myweb.sjeccd.edu

www.evc.edu

www.sjcc.edu

San José/Evergreen Community College District

*my*Web
for Faculty

What is MyWeb?

MyWeb provides student and faculty with on-line, real-time, secure access to student records.

Access to records is available to anyone who has Internet access, a computer that meets the necessary specifications noted on the log-in page and access authorization through SJECCD.

Access to this database is broken up into a student, faculty, and employee component.

This brochure is designed to help Faculty navigate the MyWeb process.

Log onto any one of three Web sites:

http://myweb.sjeccd.edu

www.evc.edu
(click MyWeb on the left navigation panel)

www.sjcc.edu
(click on MyWeb)

*my*Web

Log In

1. If this is your first visit to MyWeb, under "Account Information"(USER ACCOUNT MENU) click on "What's my User ID?" Type in your last name and either your social security or Employee ID number. If this is not your first visit to MyWeb, skip to Step #3.


2. The first time you login into MyWeb, your password will be your six digit date of birth. (i.e.: If your birth date is April 8, 1979, you would type 040879). You will be prompted to change the password. The password must contain letters and numbers, no less than six characters.

3. Click on LOG IN Navagation bar at the top of the page.

4. Enter the User ID and Password, click on the Submit button to LOG IN

5. Click on FACULTY on the right-hand side of the screen.*
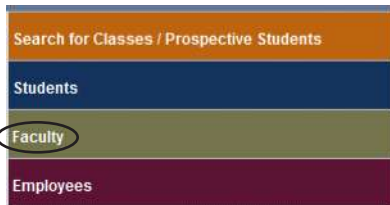
You may have to change your monitor resolution to at least 800 x 600 or higher to view this menu properly.

Forget Your Password?

1. Under the User Account Menu click "What's my password." This will begin the process to reset your password.


2. On the next screen, click "I don't remember, reset my password."

3. The next screen will require that you type in your last name and either your Social Security Number or your 7 digit Faculty ID number; click on SUBMIT.

4. The process of automatically resetting your password requires that you have an email address on file with Human Resources. Select the email address to which you want your temporary password sent. The process will take less than 5 minutes.
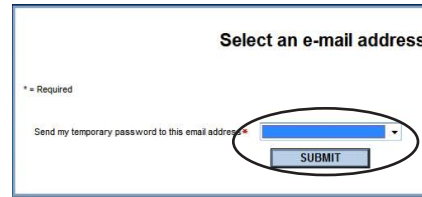
5. If the email address box is blank, you have not provided the college with your address. To update this information, contact Human Resources or the MyWeb Technical Support Center at: **helpdesk@sjeccd.edu.**

6. After you have received your temporary password via email, go to MyWeb Log In, and enter your User Name and Temporary Password.
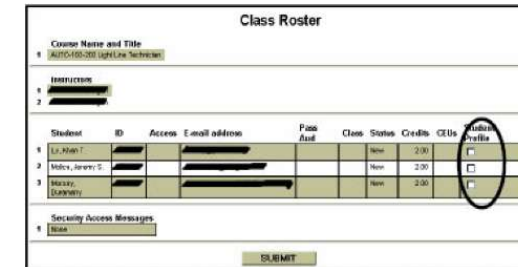
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1. Under the Faculty Information Menu click "Class Roster".

2. Select a Term using the drop down box and click on SUBMIT.
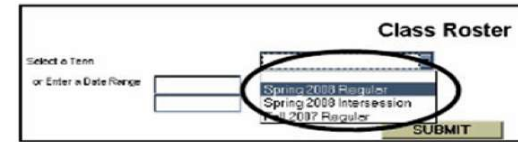
3. The system will display a list of your course offerings. Select one and click SUBMIT.

4. Here is your class roster. You may view individual profiles of your students, one at a time, by checking the box next to their line and clicking SUBMIT.


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1. Under the Faculty Information Menu click "My Class Schedule".

2. Select a Term using the drop down box and click on SUBMIT.

3. The system will display a list of your course offerings for the selected semester. You may view more information on each class by clicking on the course name.

1. Under the **Faculty Information** Menu click "Grading".

2. Select a Term using the drop down box and click on SUBMIT.

3. The system will display a list of your course offerings for the selected semester.

4. Select **Final** for the Grading Option on the box at top.
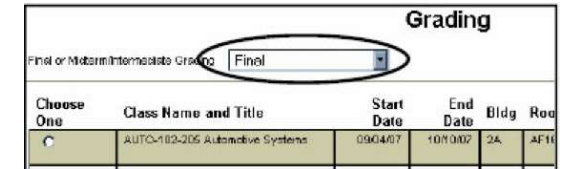
5. Select one of the classes and click SUBMIT.

6. Enter your grades in the "Grade" Column.
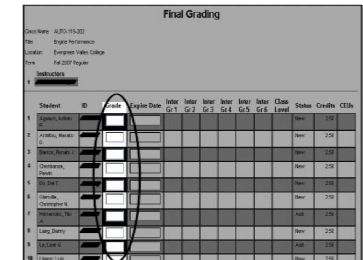
7. If you have any "Incomplete Grades"*, mark them appropriately in the "Grades" column. You **must** also enter an expiration date in the "Expire Date" column. The date must be one year from the end of the semester.
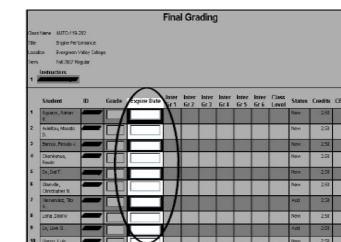
*Appropriate Incomplete grades are IA, IB, IC, ID, and IF; for mandatory credit/no credit classes, please use INC and ICR. You must submit an Incomplete Contract form for each incomplete grade issued to the Admissions & Records Office.

8. Verify you have entered all your grades correctly and click SUBMIT one time only.

9. You may go through the steps again to review the grades that you have submitted.

10. Please note that you cannot change your grades once you have submitted them. If you do make a mistake and need to change a grade, you must contact the Admissions & Records Office.

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*my*Web
for Faculty