



Quick Guide for Employees

Accessing Campus Connect

1. Use a web browser to access the Internet (we recommend Internet Explorer 6+, Netscape 7+, Mozilla 1.6+ or Safari 1.2)
2. Type <https://cc.ivytech.edu> in the address line and hit ENTER
3. Enter your ivytech.edu Username and Password in the Secure Access Login box on the Campus Connect home page. If you do not have an email account or if you are a new employee, click the **First Time Users** link on the Campus Connect home page link to set up your account and establish your password
4. Click the button

Update your Profile

1. Your personal profile will be displayed through the new and improved Ivy Tech Whitepages.
2. To update your profile, click on the **Employee Services** tab
3. Click the "Update Your Profile" link located in the **Quick Links for Employees** channel

Quick Links for Employees

[Update your profile](#)
[White Pages Directory](#)

4. In the Profile Manager you can update anything that has [\[edit\]](#) beside it, including:
 - Display Name
 - Phone number
 - Photo
 - Biography
5. You can view personal profiles for students, faculty and staff by performing a search in Whitepages and then clicking on that person's name.

Navigating Campus Connect

Listed below is a brief description of what you will find on each tab after you have successfully logged in to Campus Connect.

1. The **Home** tab contains personal and College announcements, campus information, weather, news.

[Home](#) [Employee Services](#) [Courses](#) [Campus Life](#) [Library](#) [WED](#)

2. The **Employee Services** tab contains news, job postings, benefits and forms.

[Home](#) [Employee Services](#) [Courses](#) [Campus Life](#) [Library](#) [WED](#)

3. The **Courses** tab contains a link to eLearning powered by Blackboard.

[Home](#) [Employee Services](#) [Courses](#) [Campus Life](#) [Library](#) [WED](#)

4. The **Campus Life** tab contains campus events and activities.

[Home](#) [Employee Services](#) [Courses](#) [Campus Life](#) [Library](#) [WED](#)

5. The **Library** tab contains online resources through the Virtual Library.

[Home](#) [Employee Services](#) [Courses](#) [Campus Life](#) [Library](#) [WED](#)

6. The **WED** tab contains continuing education and workforce certification.

[Home](#) [Employee Services](#) [Courses](#) [Campus Life](#) [Library](#) [WED](#)

7. Click the icons in the upper right to access your email, calendar & groups.



8. Click the Content/Layout link in the upper left to customize your content.

[Content/Layout](#)

9. Always click the Logout button in the upper right when you are finished.





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Email

1. Employees can access their Ivy Tech email through Campus Connect from any computer with an Internet connection.
2. Log into Campus Connect and click the Email icon in the upper right of your screen. A new browser window will open with the email client used at your campus.
3. Campus Connect offers employees a way to access web email either through Squirrel Mail or Outlook Web Access (OWA). For additional information contact your regional technical support.

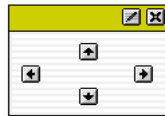
Quick Links for Employees

1. The **Quick Links for Employees** channel has links to the most commonly used online services.
2. Click on the **Employee Services** tab and you will find this channel in the bottom left of your screen.



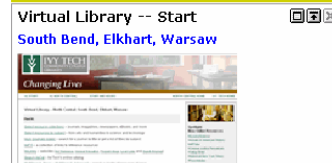
Personalize your content

1. Click the **Content/Layout** link in the upper left of your screen.
2. Click the arrow buttons to move a channel.
3. Click the X button to remove a channel.
4. Click **Add Channel** to add additional content to your personal Campus Connect account.
5. Choose channels from the **News** and **Fun Stuff** categories to further personalize your content.



Virtual Library

1. Click the **Library** tab to gain access to online library services. Click on the name of your campus or click the image to access the Virtual Library.



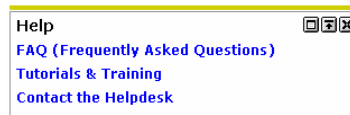
2. For help using the Virtual Library, please speak with a librarian at your Ivy Tech campus library.

Employee Services

1. The **Employee Services** tab contains the following statewide and campus-specific information:
 - Employee News
 - Job Opportunities
 - Quick Links for Employees
 - Employee Service Awards
 - Employee Forms
 - Security Forms
 - Employee Handbooks
 - Benefits
 - Retirement Planning
2. Please note that some employee information on the **Employee Services** tab is only available on-campus. This will be noted next to the applicable links.

Helpdesk

1. The Helpdesk provides online and telephone assistance to all students, faculty and staff.
2. Go the **Help** channel on the Home tab.



3. Click the "FAQ" link to see answers to frequently asked questions about Campus Connect.
4. Click the "Tutorials and Training" link to learn more about using Campus Connect.
5. If you need personal technical assistance, click the "Contact the Helpdesk" link to create a ticket.