

CLC INTRANET

Logging-In To The CLC Intranet on and off Campus

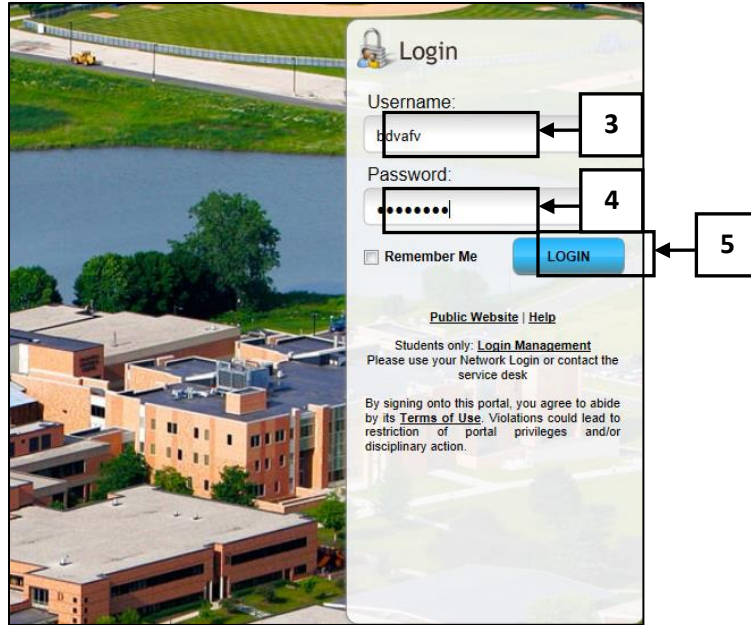
1. **Launch** a browser.

This will automatically load the College of Lake County public website home page on campus. Otherwise you may enter <http://www.clcillinois.edu>

2. Click the **LOGIN** button.

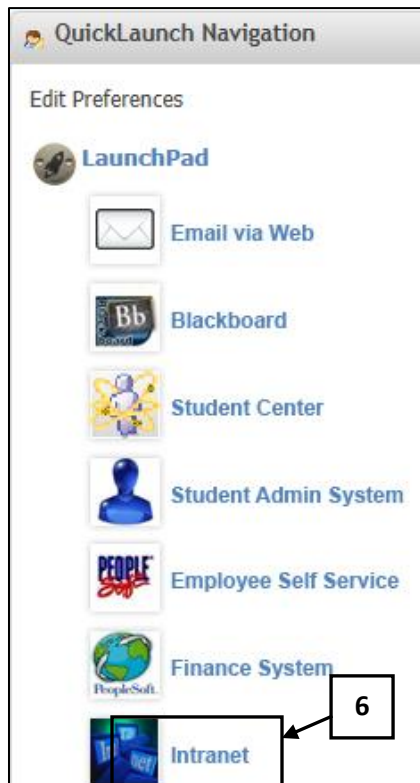


3. Enter your **User Name**.
4. Enter your **Password**.
5. Press Enter or click **LOGIN**.



This is the same username and password used to logon to the CLC network.

6. Click Intranet.



Note: If unable to access the Intranet, please contact the help desk at extension 4357.

The CLC Intranet Home Page will be displayed as seen below.

Once the Intranet window is displayed, there are six main categories of information including:

- 1) Faculty and Staff Resources
- 2) Technology Assistance
- 3) Human Resources
- 4) Board Reports
- 5) Other Resources

Each category is displayed in bold. The blue hyperlinks listed under each category provide access to specific web pages pertaining to the topic listed. We will be exploring some of these areas.

There are also six links at the top of the page as follows:

- 1) Departments
- 2) Divisions & Disciplines
- 3) Directory
- 4) Governance
- 5) CLC Public Web Site

We will be exploring all of these areas.

Faculty & Staff Resources

Once a category is accessed, a brief description of the category along with how and

when to contact each is given. There are also other useful links on each category home page.

There are three main headings within the Faculty & Staff Resources area: **CLC Administrative Systems, Time and Labor/Absence Management and Emergency Preparedness.**

Faculty & Staff Resources

CLC Administrative Systems

[Student Administration System \(Campus Solutions\) -- PRODUCTION](#)

[Finance System -- PRODUCTION](#)

[Employee Self Service \(Human Resources\) -- PRODUCTION](#)

[myStudentCenter -- PRODUCTION](#)

Time and Labor / Absence Management

[Frequently Asked Questions \(PDF\)](#)

Emergency Preparedness

[CLC Emergency Alert: Sign Up \(PDF\)](#)

[Emergency Operations Plan \(PDF\)](#)

[Grayslake Campus Guide \(PDF\)](#)

[Lakeshore Campus Guide \(PDF\)](#)

[Southlake Campus Guide \(PDF\)](#)

[Academic Quality Improvement Program \(AQIP\)](#)

[Strategic Planning Project](#)

[View the Strategic Plan \(PDF\)](#)

[Document Imaging](#)

[Campus Events](#)

[Human Resources](#)

[Online Reservation Request Form](#)

[Outlook Email Web Access](#)

[Barracuda Spam Quarantine Inbox](#)

Professional Development

[Online Newsletters for Higher Education](#)

[Professional Development Center](#)

[Faculty Resources—Full Time and Adjunct](#)

There are several links listed below this heading.

Hyperlink	Description
Student Administration System (Campus Solution) - PRODUCTION	This is where all the current PeopleSoft information is stored that pertains to academic information. This includes student records, course catalog information, etc.
Finance System - PRODUCTION	This is where all the current PeopleSoft information is stored that pertains to CLC finances. This includes budgets, requisitions, tuition paid, etc.
Employee Self-Service (Human Resources) -- PRODUCTION	This is where all of the CLC staff information is stored.
MyStudentCenter - PRODUCTION	This link is the same as the myCLCcenter-Student Admin & Human Resources - PRODUCTION link.
Time and Labor/Absence Management	This is where you will find FAQs related to new modules of PeopleSoft that will be implemented in the future.
Emergency Preparedness	This contains links for the emergency preparedness guides for the three primary CLC campuses. The links are Grayslake Campus (PDF), Lakeshore Campus (PDF) and Southlake Campus (PDF). Clicking on these links provides access to specific procedures and contact information in the event of an emergency situation such as a natural disaster, fire, criminal event, etc. "The College of Lake County Emergency Preparedness Guide has been developed to provide you with practical guidelines to follow before, during, and after an emergency. While the guide does not cover every conceivable situation, it does supply basic guidelines, and direction necessary to cope with most campus emergency and safety situations."
Faculty Resources-Full Time and Adjunct	This contains links to many of the documents used by faculty as well as frequently used faculty links to intranet areas.

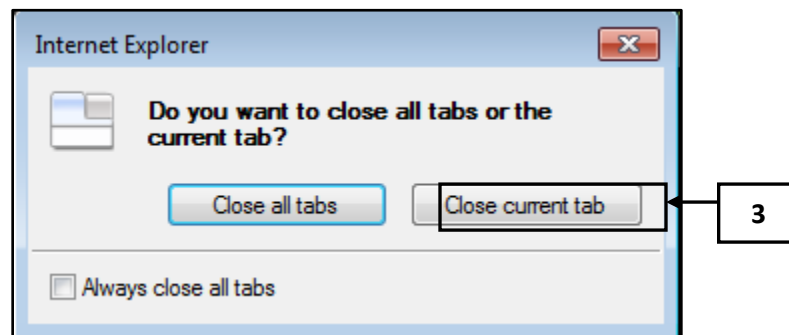
Using the Emergency Preparedness Guides

1. Click on the **Grayslake Campus Guide (PDF)** link.

This link provides information about how to respond in the event of an emergency at the Grayslake campus.

Note: In every classroom and throughout the various campuses you will see emergency preparedness postings. These postings are taped to the walls and are neon pink and white. Please make sure there is one in each of the classrooms you are using and that you are aware of the location.

2. **Close** the PDF file.
3. Click **Close current tab**.



Faculty Resources

In addition to the resources available to both Staff and Faculty, there is a special section dedicated to Faculty only.

1. Click on the **Faculty Resources-Full Time and Adjunct** link.

Faculty Resources—Full Time and Adjunct

BASIC COLLEGE INFO AND DEPARTMENT LINKS

- [Academic Calendar](#)
- [Academic Divisions](#)
- [Administrative Departments](#)
- [College Maps and Directions](#)
- [Emergency Drills Schedule](#)
- [Events Calendar](#)
- [Final Exams](#)
- [Full-Time Faculty Commuter Guidelines](#)
- [Full-Time Faculty Evaluation and Development Procedure](#)
- [Full-Time Probationary Faculty Evaluation Timelines](#)
- [FY2011 Seniority List for Reduction in Staff](#)
- [Graduation Attendance List](#)
- [Human Resources](#)
- [Lakeshore Faculty Handbook](#)



CURRICULUM, ASSESSMENT AND ACADEMIC DEPARTMENT REVIEW

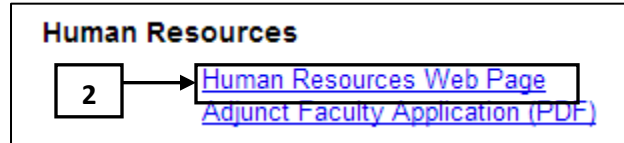
- [Assessment and Academic Department Review](#)
- [Assessment and Program Evaluation Committee](#)
- [Curriculum Commission](#)

2. Click the **Back** button.


Human Resources

All links and documentation pertaining to benefits and policies for CLC employees can be found through this web page.

1. Scroll down until the **Human Resources** heading is in view.
2. Click on the **Human Resources Web Page** hyperlink.



Information about the Human Resources department and other links will be displayed. To access any of the links, just move the mouse to the link and click.

3. Scroll down to view the bottom of the Human Resources Home Page.
4. Click on the **CLC Intranet Home** link ,  , at the bottom of the screen.

Human Resources

The Human Resources department of the College of Lake County works to ensure equal opportunity employment practices for all college employees and those who seek to gain access to employment opportunities at the college. All employees can be assured of participation in the many benefit programs and services offered by the college, as related to their respective employee group. Areas of responsibility in the Human Resources department include, but are not limited to: Benefits Enrollment & Coordination; Employee Records Management; New Employee Orientations; Employee Training & Staff Development; Recruitment; Resolution of EEO, Sexual Harassment, and related issues, etc. Postings of job vacancies are made available on the CLC website, under "Employment Opportunities" as well as in person at the Grayslake campus and on bulletin boards at other campus locations, social service agencies, and various career placement offices throughout Lake County and the greater Chicagoland area.



Related Links

[Career and Placement](#)
[Employment Opportunities](#)
[Retiree Information](#)

Related Links (Staff Only)

[Human Resources Benefit Information](#)
[Human Resources Employee Information](#)

Contact Information

Grayslake, B145
Phone:  (847) 543-2065 
Fax: (847) 543-3065
jobs@clcillinois.edu

Staff Directory

Hours of Operation

Mon	7:00 AM to 8:00 PM
Tue	7:00 AM to 8:00 PM
Wed	7:00 AM to 8:00 PM
Thu	7:00 AM to 8:00 PM
Fri	7:00 AM to 5:00 PM
Sat	Closed
Sun	Closed

Board Reports

The Board Reports area of the Intranet provides both screen and print access to CLC board reports.

Board Reports

[Instructions for Printing Board Reports](#)

[View Board Reports](#)

[Upload Board Reports](#) (Restricted Access)

Other Resources

Other Resources contains three very useful areas. Directions & Maps contains directions to CLC's three campuses, along with maps of the interior of each building. The Library section has a wealth of information regarding CLC library resources. Menus provides daily updates regarding food offerings at both Lancers and the Willow Room.

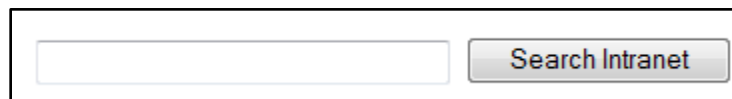
Other Resources

[Institutional Effectiveness, Planning & Research](#)
[Directions & Maps](#)
[Library](#)
[CLC Veterans Memorial Brick Campaign](#)

Searching the CLC Intranet Using the Search Function

At the top of the CLC Intranet Home Page is a link to Search the Intranet. This is a **new feature** and should be used with caution. As with other improvements to the web site, this area will continue to be updated and new information will become available.

Please check this feature on an as needed basis.



A search form consisting of a text input field on the left and a button labeled "Search Intranet" on the right.

Conducting A Search on the Intranet Web Site

1. In the box to the left of the Search Intranet button, type **math course offerings**.
2. Press **Enter** or click on the **Search Intranet** button.



A search result list will display.

3. Click the **Back** button.

Using the Intranet Links

The Links are found at the top of the Intranet Home Page. We will now explore the following links:

Departments | Divisions & Disciplines | Directory | Governance |CLC Public Website

Departments Link

1. Click on the **Departments** link on the top of the web page.

A list of Information about Non-Academic Departments will be displayed.

2. Click on any of the **department** links listed to receive more information.

There may also be other links on the web pages being accessed.

3. Click the **Back** button, until the Intranet home page is displayed.

Divisions and Disciplines

1. Click on the **Divisions & Disciplines** link on the top of the web page.

A list of Information about Academic Divisions & Programs of Study will be displayed.

2. Click on any of the **division** links listed to receive more information.

There may also be other links on the web pages being accessed.

3. Click the **Back** button.

Directory link

1. Click on the **Directory** link on the top of the web page.

A search page is then displayed. There are 3 types of searches: 1) Search by name, 2) Browse by name or 3) Browse by Department. The default is Search by Name.

2. Type in **Smith** in the Search for box.

3. Press the **Enter** key or click on the **Search** button.

The screenshot shows the 'Staff Directory' search page. At the top, there are navigation links: | Search by Name | Browse by Name | Browse by Department | Home Directory (PDF) | Retiree List (PDF). Below the links is a search form with the text 'Search for S Mouse' in a text box. To the right of the text box are two radio buttons: 'Last Name' (selected) and 'First Name'. Below the text box is a 'Search' button. Three numbered callouts are present: '1' points to the 'Search by Name' link, '2' points to the search text box, and '3' points to the 'Search' button.

Note: Make sure the radio dial next to Last Name is selected.

A list of all employees with a last name of Smith will be displayed along with any other pertinent information, including a photo if available.

4. Click on the **Back to CLC Intranet Home** link at the bottom of the window.

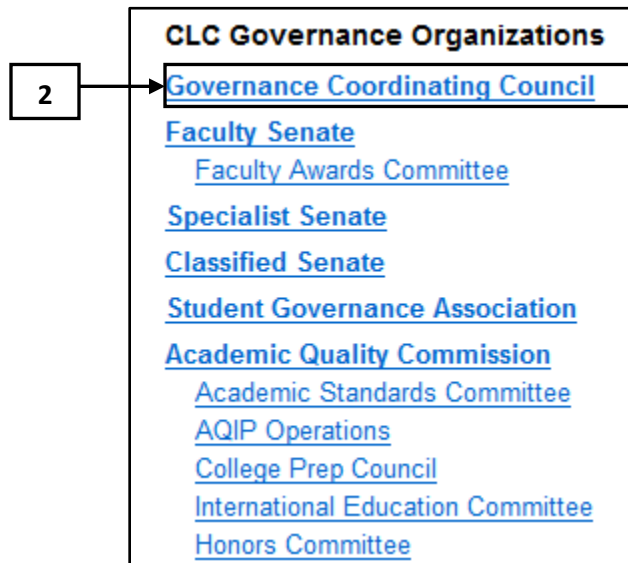


Governance Link

1. Click on the **Governance** link.

A list of all governance organizations is displayed.

2. Click on the **Governance Coordinating Council** link.



The screen displayed will have a calendar of meeting times, contact and membership information.

3. Click on the **Back** button until the CLC Intranet Home page is displayed.