

Accessing the Online Orientation through Google Chrome

Step 1: Log in to your MyECC Portal and click on the *Online Student Orientation* link

The screenshot shows the MyECC Staff Home page. The browser address bar displays <https://myecc.elcamino.edu/staff/Pages/default.aspx>. The page has a navigation bar with 'Areas', 'Compton Center', 'Help', 'Staff Home', and 'Search Center'. Below the navigation bar, there is a 'Return Home > Staff Home' link. The main content area is divided into several sections:

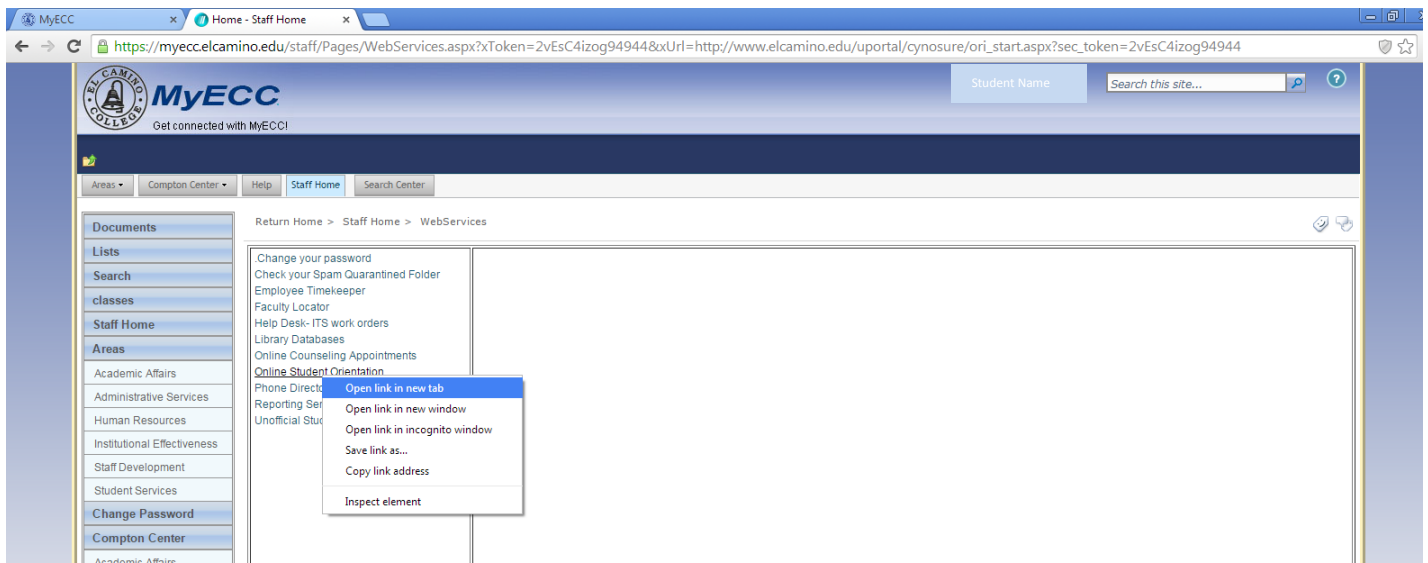
- Calendar:** A calendar for November 2014. The date 'Monday, November 24' is highlighted. Below the calendar, there are sections for 'Monday, November 24', 'Tuesday, November 25', 'Wednesday, November 26', 'Thursday, November 27', and 'Friday, November 28', each with a 'No events' message.
- Web Part Error:** A message stating 'The web part is unavailable (parsererror)'.
- Safari Users:** A message stating 'If the web page is not displaying or functioning properly, please try using Internet Explorer.'
- Email - Outlook:** A message stating 'The new email server moves away from the 180 day auto delete policy to a size/space policy. Each person is allocated a finite amount of space and it is up to you, the email account owner to maintain and control the available space. Once you've reached your allotted amount of space you won't be able to send or receive emails. The system will send notices indicating that you are approaching your space limitation.'
- Additional Divisions and Documents:** A list of links including 'Additional Divisions and Committees', 'Academic Affairs', 'Campus Committee Minutes', 'Facilities and Planning', 'Human Resources', 'Purchasing', 'Research', 'SLOs', and 'ITS Division'.
- ECC Announcements:** A section with a link to 'Click here to see messages. Point on an item to stop.'
- ECC Links:** A section with links to 'ECC Online Bookstore', 'ECC Email', 'ECC Copy Center Direct', and 'ECC Board Policies'.
- Web Services Const:** A section with links to 'Change your password', 'Check your Spam Quarantined Folder', 'Employee Timekeeper', 'Faculty Locator', 'Help Desk- ITS work orders', 'Library Databases', 'Online Counseling Appointments', 'Online Student Orientation' (highlighted with a red circle), 'Phone Directory', 'Reporting Services', and 'Unofficial Student Transcript - Personal'.
- WebAdvisor:** A section with links to 'WebAdvisor for Prospective Students', 'WebAdvisor for Students', and 'WebAdvisor for Employees'.

Step 2: After you log in you will be directed, in a new tab, to a page that looks like this:

The screenshot shows the MyECC WebServices page. The browser address bar displays https://myecc.elcamino.edu/staff/Pages/WebServices.aspx?xToken=2vEsC4izog94944&Url=http://www.elcamino.edu/uportal/cynosure/ori_start.aspx?sec_token=2vEsC4izog94944. The page has a navigation bar with 'Areas', 'Compton Center', 'Help', 'Staff Home', and 'Search Center'. Below the navigation bar, there is a 'Return Home > Staff Home > WebServices' link. The main content area is divided into several sections:

- Documents:** A section with links to 'Change your password', 'Check your Spam Quarantined Folder', 'Employee Timekeeper', 'Faculty Locator', 'Help Desk- ITS work orders', 'Library Databases', 'Online Counseling Appointments', 'Online Student Orientation', 'Phone Directory', 'Reporting Services', and 'Unofficial Student Transcript - Personal'.
- Lists:** A section with links to 'Academic Affairs', 'Administrative Services', 'Human Resources', and 'Institutional Effectiveness'.
- Search:** A section with a search bar and a 'Search' button.
- Classes:** A section with a link to 'Classes'.
- Staff Home:** A section with a link to 'Staff Home'.
- Areas:** A section with a link to 'Areas'.

Step 3: Right-click the *Online Student Orientation* link and select “Open in a new tab”



Step 4: The *Online Student Orientation* should open in a new tab. Follow instructions on the page to begin the orientation.

