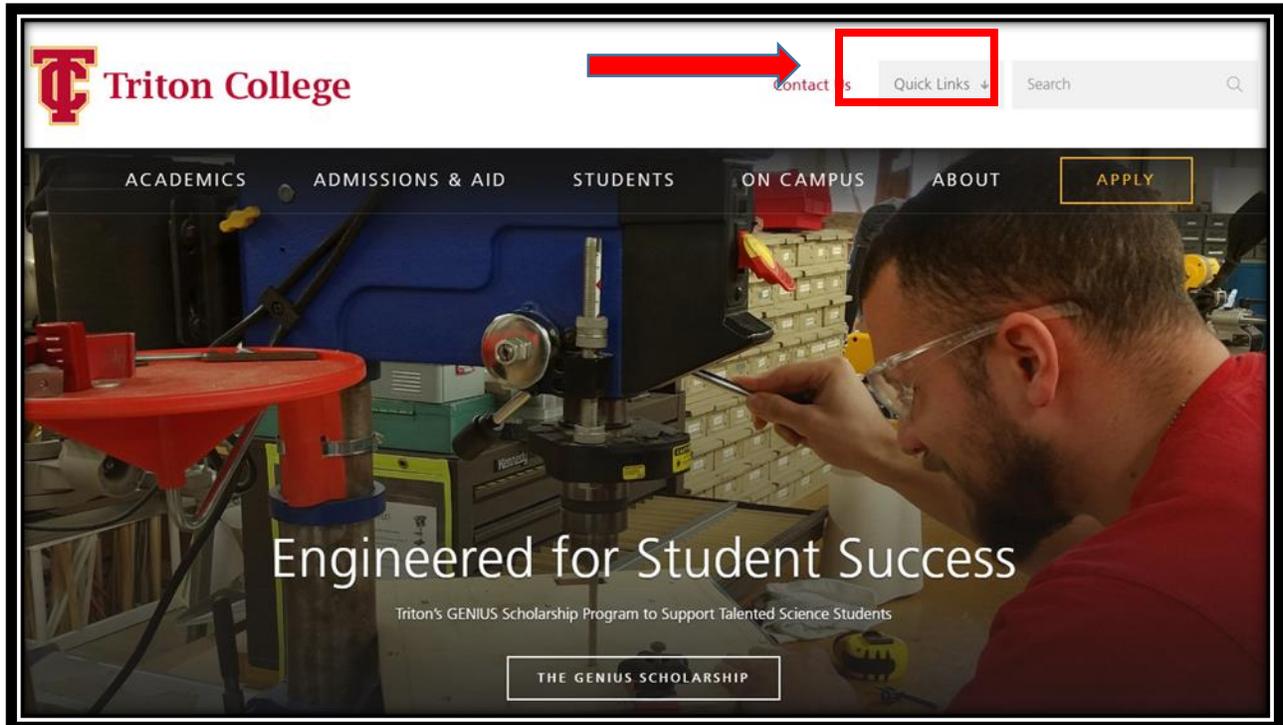**MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE**

Overview

This guide explains how to access MyTriton Portal, including login information, changing passwords and how to look up and reset your password. In addition, this guide provides a general overview of portal navigation and resources available to faculty.

Accessing MyTriton Portal

Visit the Triton College website at www.triton.edu and select Quick Links in the top right hand corner.
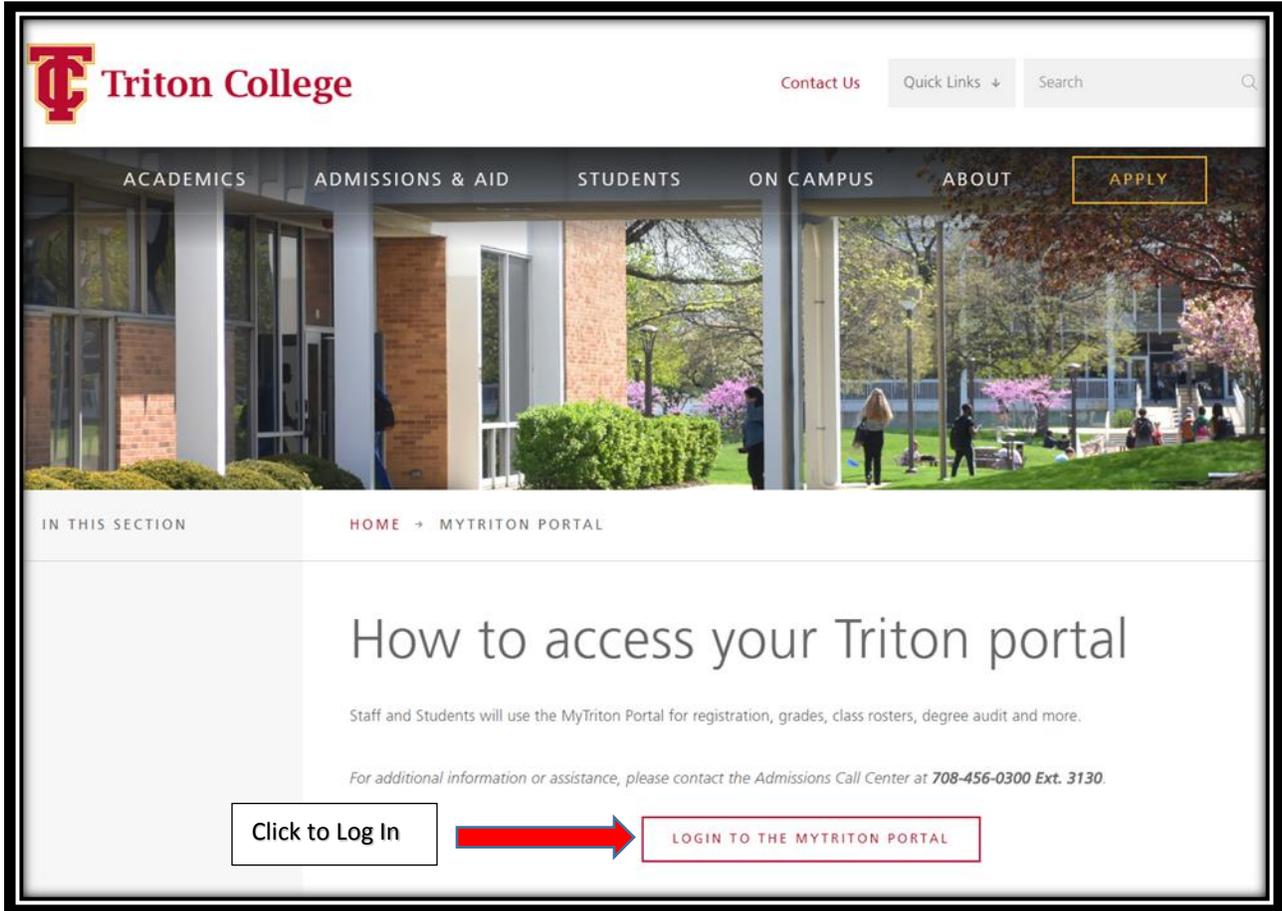

Select the **'MyTriton Portal'** button.
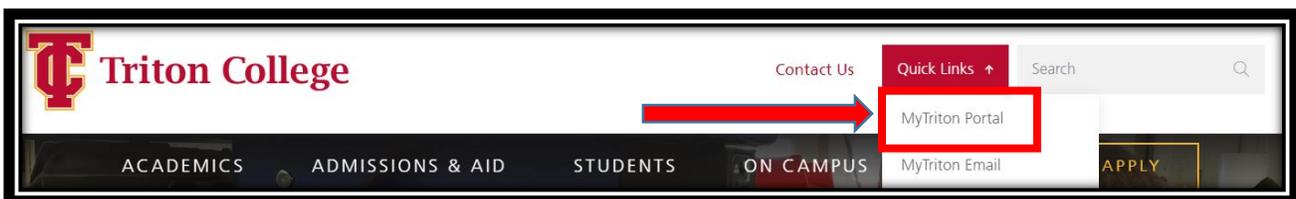
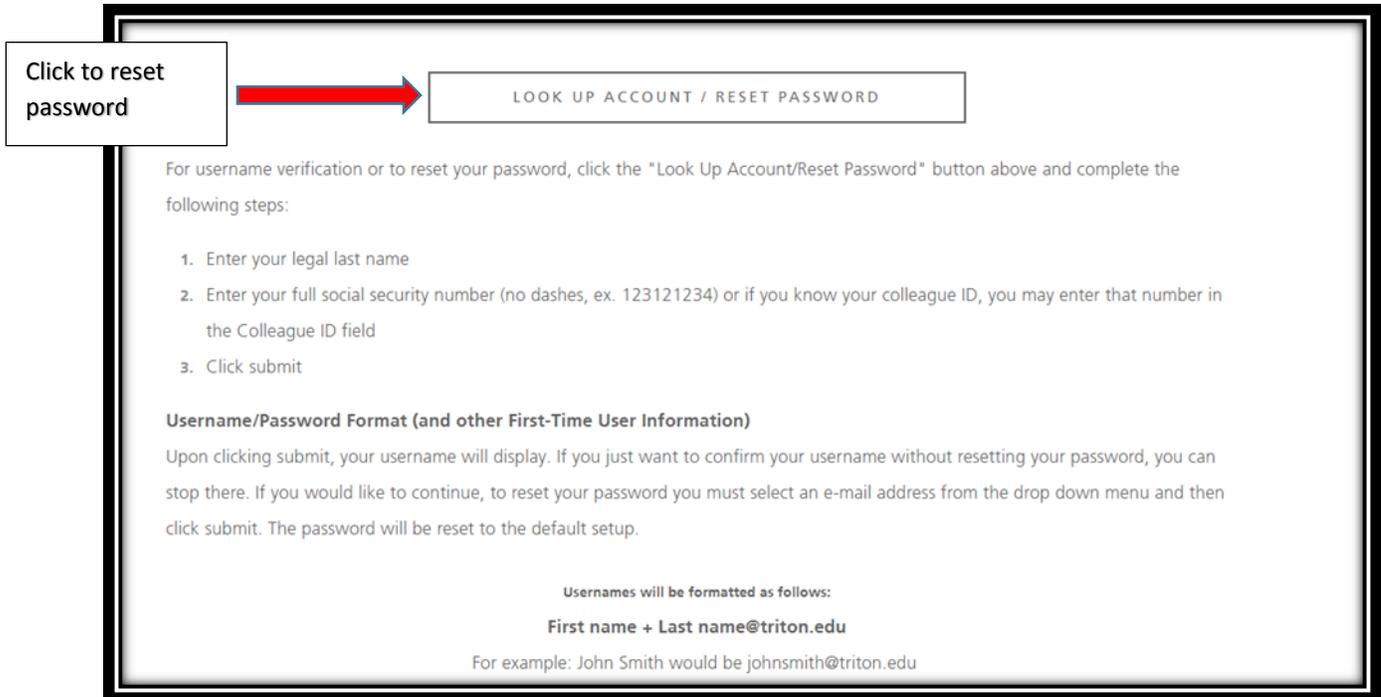The 'How to access your Triton portal" webpage displays.

Students and staff use this webpage for login information and to look up and reset portal passwords.

Select the 'Login to the MyTriton Portal' button.

MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Login Information

MyTRITON EMPLOYEE ACCOUNTS
Employees will have their account created and verified through HR upon entry into the system. After your account is created, employees will be notified of their username through their supervisor or HR department.

Usernames will be formatted as follows:
First name + last name@triton.edu
For example: John Smith would be johnsmith@triton.edu

Note that if the username is already in use, a number may be added or a shortened version may be provided; use the username exactly as it appears in the e-mail.

Passwords will be formatted as follows:
First letter of your first name + first three letters of your last name + birth date in a six digit month, day, year format
For example: John Smith's birthday is on July 1, 1990, so his password would appear as jsmi070190

The login screen displays. Enter you User name and Password and select 'OK'. You are directed to your MyTriton Portal.

User name Format
First name + last name@triton.edu
Example:
John Smith would be johnsmith@triton.edu

Password Format

First letter of your first name + first three letters of your last name + birth date in a six digit month, day, year format
Example:
John Smith's birthday is on July 1, 1990, his password is jsmi070190.

Example:
Faculty without a date of birth in the system will use the default password date of 010199.

For this example his password is jsmi**010199.**

MyTriton Portal Information

President's Corner

The President's Corner is updated daily and provides links to resources, event information and registration reminders.

MyTriton Portal Page Resources
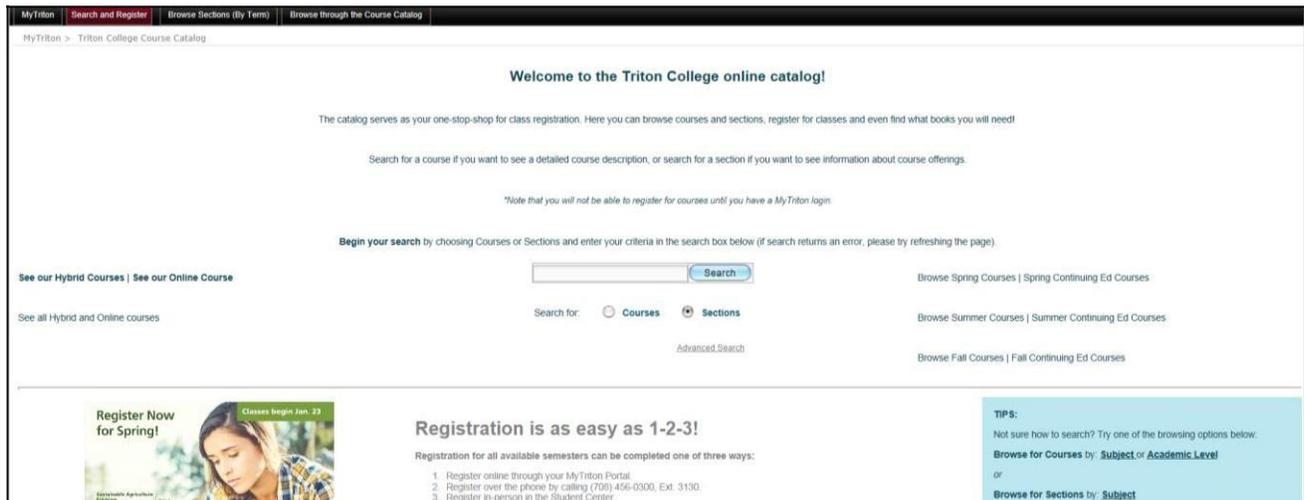
Academic Resources

Course Catalog
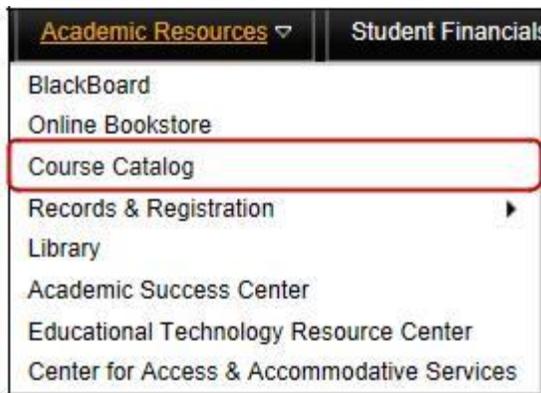
The catalog serves as a one-stop-shop for class registration. Here you can browse courses and sections, register for classes and even find what books you will need!

Search for a course if you want to see a detailed course description, or search for a section if you want to see information about course offerings.

Course Catalog

Records & Registration

Records & Registration

The 'Records & Registration' option is also available under the Faculty Resources option.

Faculty Resources

Portal Sign Out

Navigate to the upper right-hand corner of the portal and click the arrow displayed next to your name.

Click the drop-down arrow.

This menu will display. Select the 'Sign Out' option.

The next screen you will see asks you if you are trying to close the tab. Once you click 'Sign Out' in the menu, a new page will load, indicating that the user must close the browser to complete the sign out.

Select 'Yes'.

Be sure to exit the browser to ensure that you are logged out of the portal.

If you select 'No' to the question, this window will display.

Select 'Go back to site'.

Repeat the logout steps above selecting 'Yes'.

Note

<u>All</u> browser windows must be closed to completely logout of your portal.

Change Password

Navigate to the upper right-hand corner of the portal and click the arrow displayed next to your name.
You may change your password by selecting the 'Change Password' option.

You will be directed to this screen.

Type your current password and your new password.
Your new password must meet the following criteria:

- Must contain one (1) or more letters
- Must contain one (1) or more numbers
- Must be 6 or more characters in length
- For increased security, a special character is recommended (Example :!,#,$,*)

Example
Emma100112!

Select the 'Change Password' button.

MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Look Up Account / Reset Password

If you forget your password visit the MyTriton website at http://www.triton.edu/mytriton/.

Scroll to the lower portion of the screen.
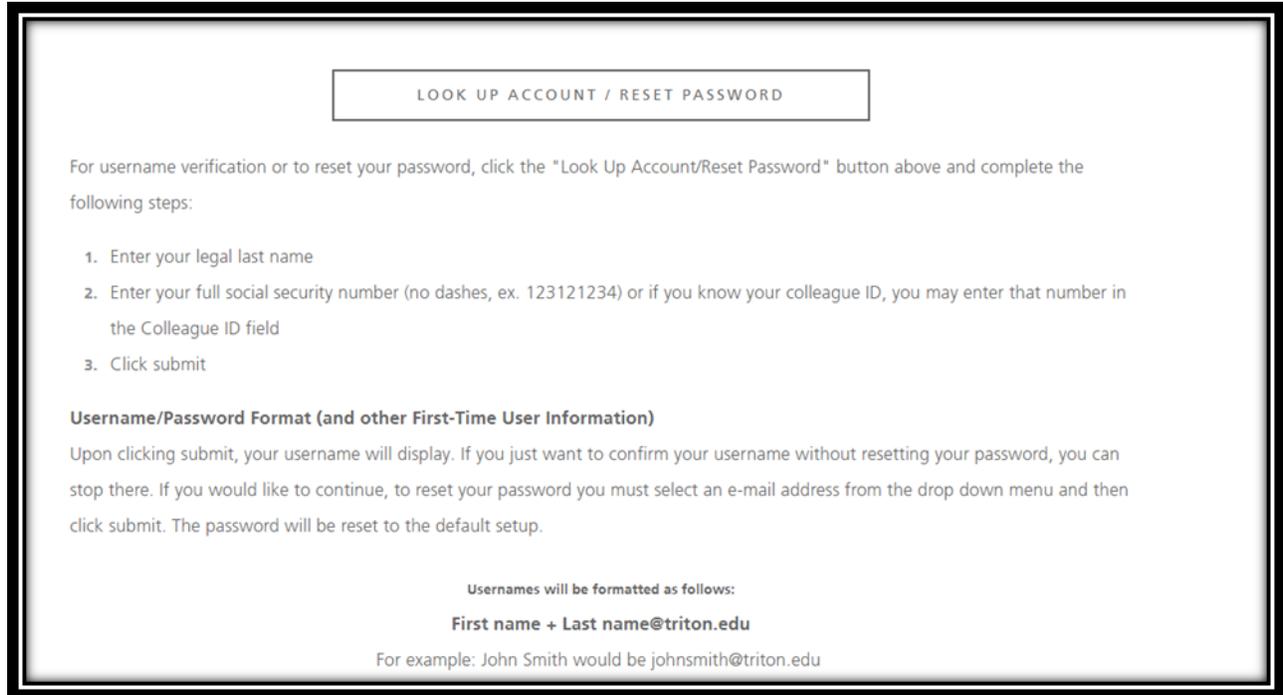
Select the 'Look Up Account/Reset Password' button.

You are directed to this Triton website.

Select 'OK'.
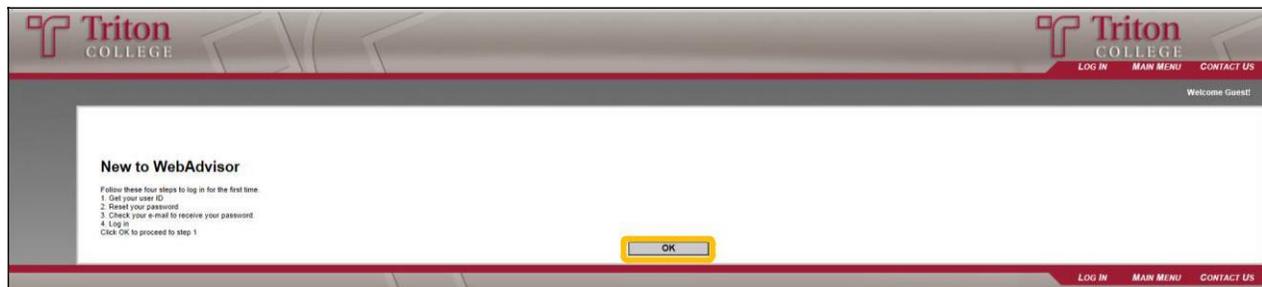
To request a temporary password please complete the following information.

Type your last name and your SSN or Colleague ID. Select 'Submit'.

Your User ID displays.

At the drop-down option select the email address at which you want to receive your temporary password.

Check your email for the temporary password. After logging in with your temporary password, it is recommended that your password is changed.

If the email address listed is incorrect or has changed please contact the Human Resources Department. Once Human Resources has updated your record you may proceed with requesting a temporary password.

WebAdvisor

From your portal select 'Web Advisor for Faculty'.
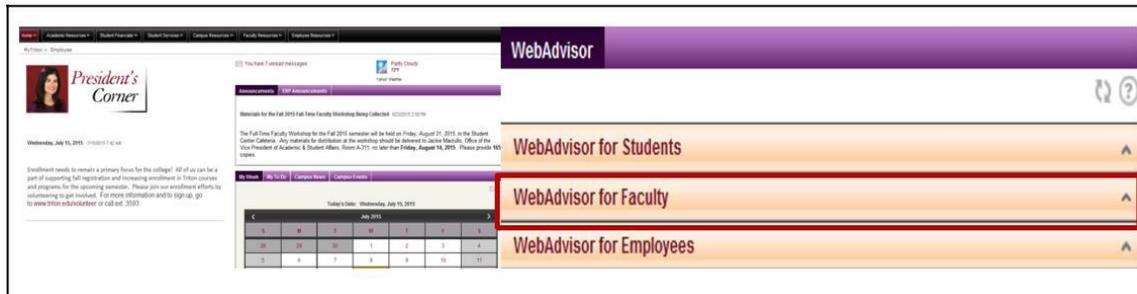
Click 'Faculty Information'

The following Faculty Information options display.

MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Next we will discuss Class Rosters and Midterm Verification/Final Grading.