

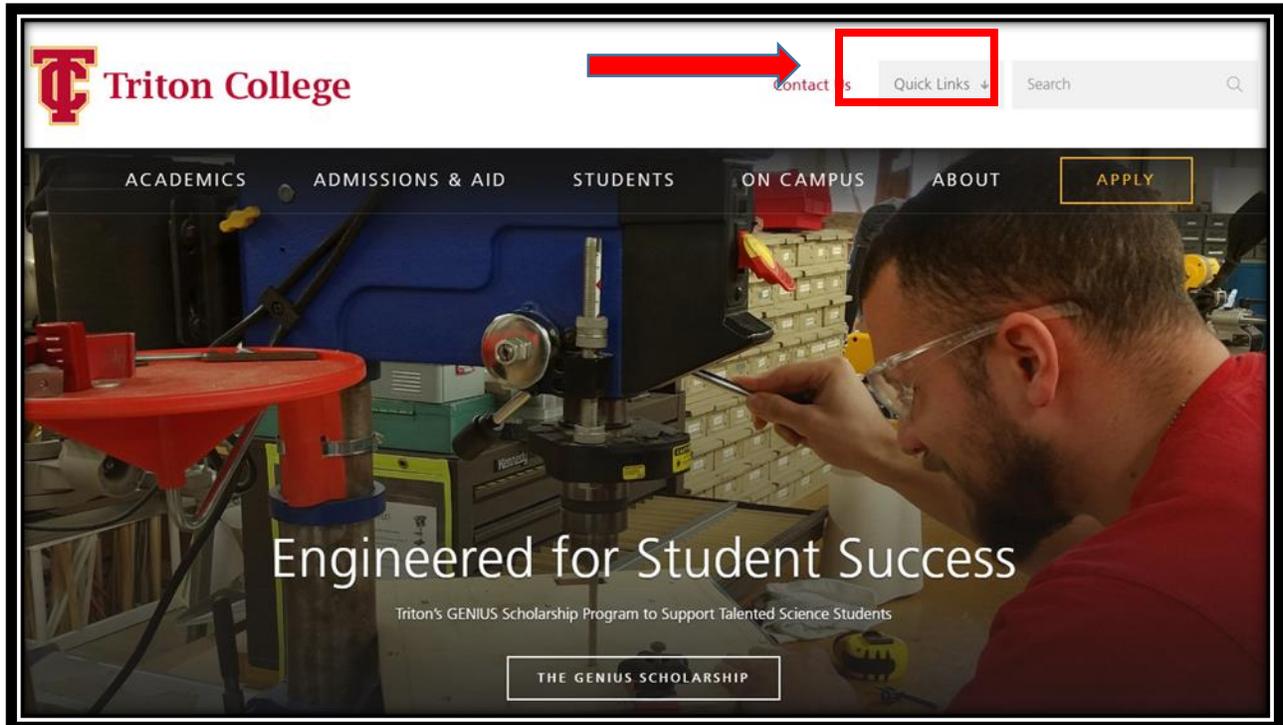
MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Overview

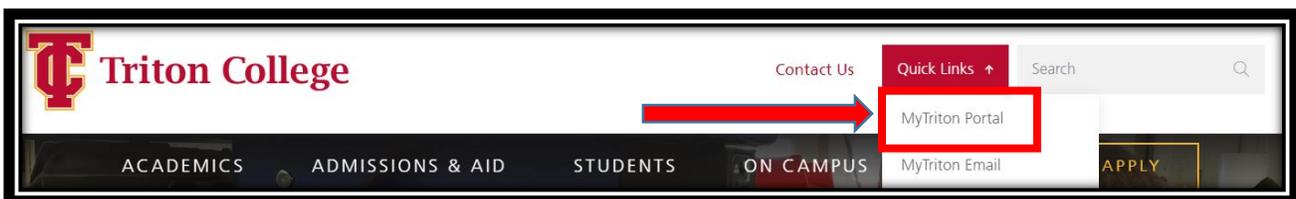
This guide explains how to access MyTriton Portal, including login information, changing passwords and how to look up and reset your password. In addition, this guide provides a general overview of portal navigation and resources available to faculty.

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.

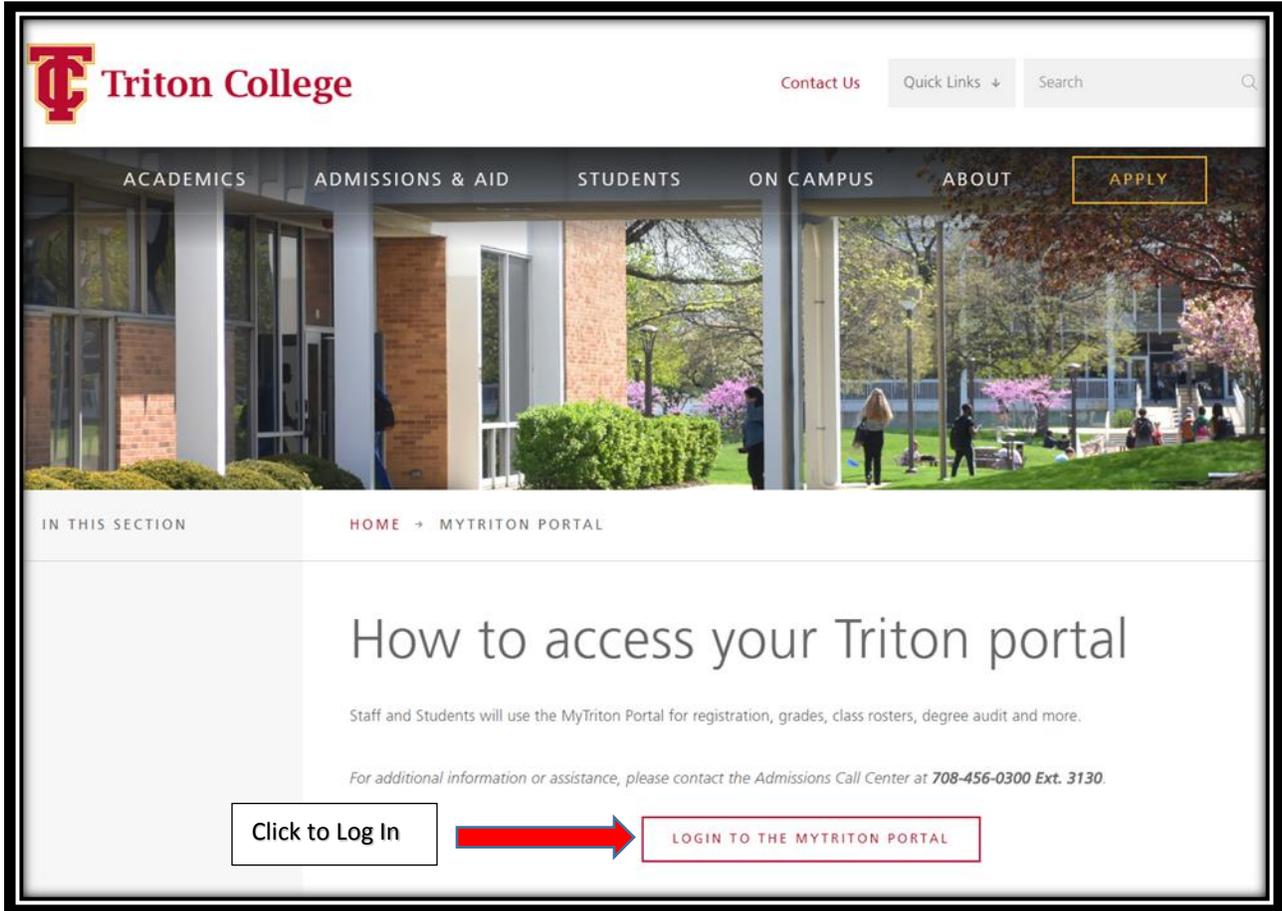


The 'How to access your Triton portal' webpage displays.

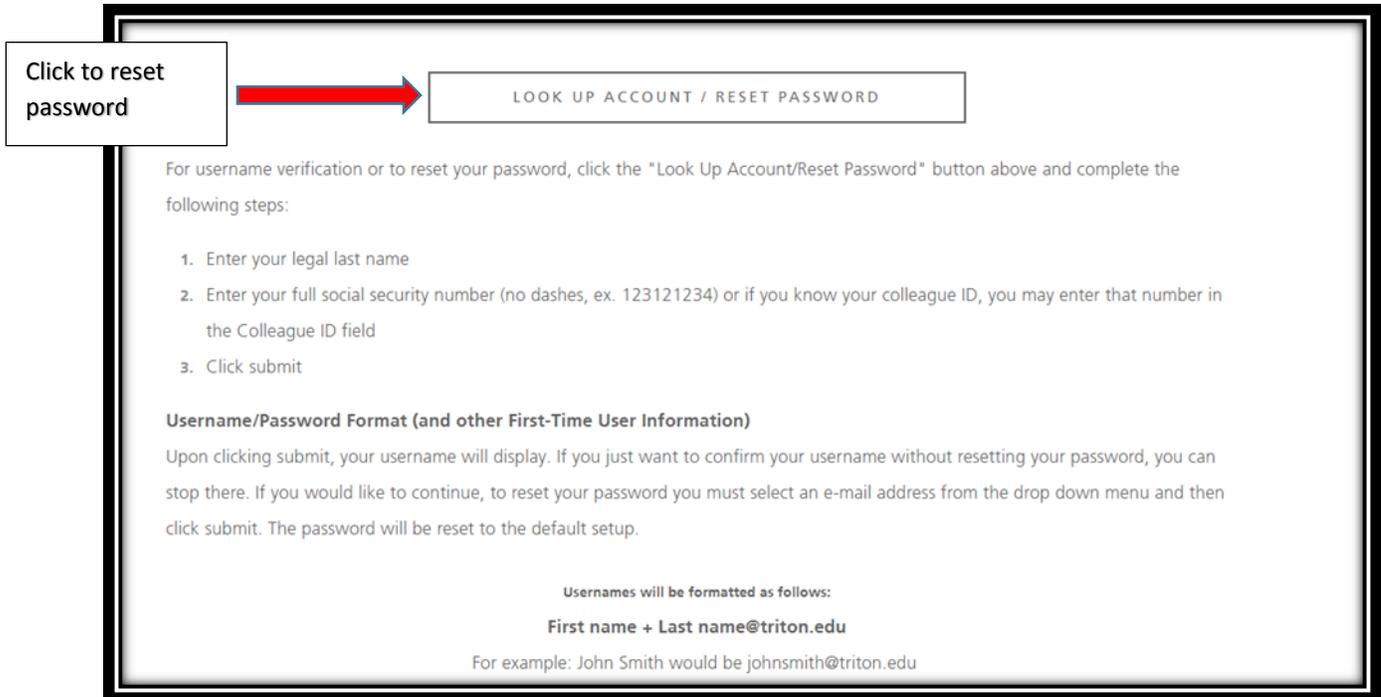
Students and staff use this webpage for login information and to look up and reset portal passwords.

MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Select the 'Login to the MyTriton Portal' button.



The screenshot shows the Triton College website header with the logo and navigation menu. The main content area features a large banner image of a campus scene. Below the banner, there is a section titled "How to access your Triton portal" with a sub-header "HOME → MYTRITON PORTAL". The text explains that staff and students use the MyTriton Portal for registration, grades, class rosters, and degree audit. A red arrow points from a callout box labeled "Click to Log In" to a button labeled "LOGIN TO THE MYTRITON PORTAL".



The screenshot shows a callout box labeled "Click to reset password" with a red arrow pointing to a button labeled "LOOK UP ACCOUNT / RESET PASSWORD". Below the button, there is a section titled "For username verification or to reset your password, click the 'Look Up Account/Reset Password' button above and complete the following steps:" followed by a list of three steps: 1. Enter your legal last name, 2. Enter your full social security number (no dashes, ex. 123121234) or if you know your colleague ID, you may enter that number in the Colleague ID field, 3. Click submit. Below the list, there is a section titled "Username/Password Format (and other First-Time User Information)" with text explaining that upon clicking submit, the username will display and that users can stop there or continue to reset their password by selecting an e-mail address from a drop down menu and clicking submit. The password will be reset to the default setup. At the bottom, there is a section titled "Usernames will be formatted as follows:" with the format "First name + Last name@triton.edu" and an example: "For example: John Smith would be johnsmith@triton.edu".

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 & WEB ADVISOR ADJUNCT FACULTY GUIDE

MyTriton Portal Information

The screenshot displays the MyTriton Portal interface. On the left, a red box highlights the 'President's Corner' section, which includes a photo of the president, the title 'President's Corner', and a message dated Tuesday, March 7, 2017, at 9:55 AM. The message discusses resources offered through the Center for Teaching Excellence and mentions the Triton College Student Association (TCSA) meetings. Below the message is a link to a PDF document titled 'CTE CatalogSpring2017.pdf'. The main content area shows a notification for 21 unread messages, a weather widget for Westchester, IL (52°F, 4:40 pm CST, Partly sunny), and a calendar for March 2017. The right sidebar contains navigation menus for WebAdvisor (Students, Faculty, Employees, Advisors), Quick Links (Colleague UI, Ektron Login, Research Requests, etc.), and My Team Sites (Expand All, Collapse All, Other).

President's Corner

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

This block provides a detailed view of the President's Corner content. It features a photo of the president and the title 'President's Corner'. The message is dated Tuesday, March 7, 2017, at 9:55 AM. The text reads: 'We have resources offered through the Center for Teaching Excellence that I encourage you to engage in. Several workshops are scheduled & coming up soon that support teaching & learning in the classroom. Please click below to see the CTE catalog detailing all the opportunities currently available.' Below this is a link to 'CTE CatalogSpring2017.pdf'. The message continues: 'Our Triton College Student Association (TCSA) meets weekly, 2:15 pm every Tuesday, in the Senate Chambers, Room G-218 throughout the semester. The Association seeks to engage students in discussion regarding topics of importance to them and the college community. Please encourage students to attend and provide their input! Here is a link to the Student Life webpage for your convenience.'

MyTriton Portal Page Resources

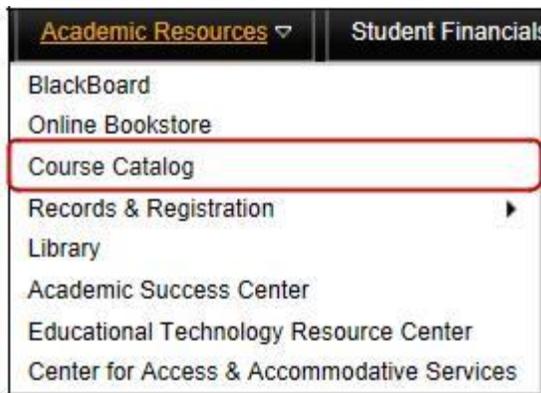
The screenshot shows the navigation bar of the MyTriton Portal. It features the MyTriton logo and the Triton College seal. Below the logo, the text reads 'Triton College Portal'. The navigation bar includes several menu items: Home, Academic Resources, Student Financials, Student Services, Campus Resources, Faculty Resources, and Employee Resources.

MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Academic Resources



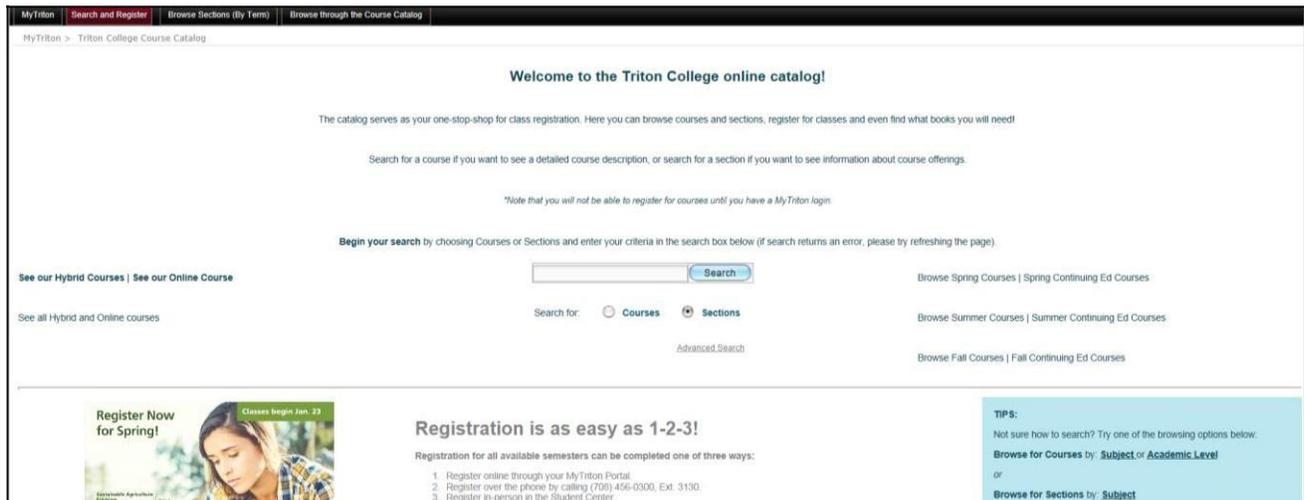
Course Catalog



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



MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Welcome to the Triton College online catalog!

The catalog serves as your 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.

**Note that you will not be able to register for courses until you have a MyTriton login.*

Begin your search by choosing Courses or Sections and enter your criteria in the search box below (if search returns an error, please try refreshing the page).

Search for: Courses Sections

[Advanced Search](#)

[Browse Spring Courses | S](#)
[Browse Summer Courses |](#)
[Browse Fall Courses | Fall](#)

Records & Registration

Academic Resources ▾ Student Financials

- BlackBoard
- Online Bookstore
- Course Catalog
- Records & Registration ▶
- Library
- Academic Success Center
- Educational Technology Resource Center
- Center for Access & Accommodative Services

Records & Registration

<p>Records & Registration</p> <p>Tasha Coleman Coordinator, Call Center tashacoleman@triton.edu (708) 456-0300, Ext. 3724</p> <p>LaTrina Garner Coordinator, Records latrinagarner@triton.edu (708) 456-0300, Ext. 3239</p> <p>Toni Neals Coordinator, Welcome Center tonineals@triton.edu (708) 456-0300, Ext. 3731</p> <p>Welcome Center, Call Center and Records</p> <p>Fall/Spring Hours: Monday–Thursday: 9 a.m.–7:30 p.m. Friday: 9 a.m.–4 p.m. Saturday: 9 a.m.–1 p.m. Sunday: Closed</p> <p><small>*Records is closed on Saturday and all offices are closed on Sunday</small></p>	<p>Search and Register for Classes</p> <p>The Welcome Center, located in the Student Center, B-100, is available to provide information and resources to students, faculty, staff, and community members. We are committed to providing accurate information regarding the programs, processes, and policies of Triton College. At the Welcome Center, we provide a vast array of information and services.</p> <p>Our services include:</p> <ul style="list-style-type: none"> • Student Record Changes and Updates • Transcript and Verification Pick-Up • Registration • Photo IDs • Walk-in Counseling • Schedule, Bill, Unofficial Transcript and Degree Audit Printouts • Forms and General Information <p>The Records Office provides a variety of student services request, incoming student transcripts, handles outgoing transcript requests, verification of enrollment, transcript evaluation, graduation and, final grade.</p> <div style="background-color: #333; color: white; padding: 2px;">Documents</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td>Name</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input checked="" type="checkbox"/></td> <td>Document Type : Documentation or Reference Material (2)</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input checked="" type="checkbox"/></td> <td>Document Type : Forms or Requests (3)</td> </tr> </table> <div style="background-color: #333; color: white; padding: 2px;">Additional Info</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td>Title</td> </tr> </table> <p style="font-size: small;">There are no items to show in this view of the "Additional Info" list.</p>	<input type="checkbox"/>	Name	<input checked="" type="checkbox"/>	Document Type : Documentation or Reference Material (2)	<input checked="" type="checkbox"/>	Document Type : Forms or Requests (3)	<input type="checkbox"/>	Title	 <div style="background-color: #333; color: white; padding: 2px;">Announcements</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td>Title</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input type="checkbox"/></td> <td>Spring 2017 Registration</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input type="checkbox"/></td> <td>May 2017 Graduation Deadline</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input type="checkbox"/></td> <td>Chargeback/Company Contract Deadline</td> </tr> </table> <div style="background-color: #333; color: white; padding: 2px;">FAQ</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td>Question</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input type="checkbox"/></td> <td>FAQ Chargeback/Joint Agreement</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input type="checkbox"/></td> <td>FAQ Graduation</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input type="checkbox"/></td> <td>FAQ Transcript Request/Enrollment Verification</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input type="checkbox"/></td> <td>FAQ Transfer Credit Evaluation</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input type="checkbox"/></td> <td>FAQ Welcome Center</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input type="checkbox"/></td> <td>How can I change my academic program?</td> </tr> <tr style="background-color: #e0f0ff;"> <td><input type="checkbox"/></td> <td>Triton College Tuition Payment Schedule</td> </tr> </table> <div style="background-color: #333; color: white; padding: 2px;">Resources/Links</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td>Academic Program Change</td> </tr> <tr> <td><input type="checkbox"/></td> <td>WebAdvisor</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Update Contact Information</td> </tr> </table>	<input type="checkbox"/>	Title	<input type="checkbox"/>	Spring 2017 Registration	<input type="checkbox"/>	May 2017 Graduation Deadline	<input type="checkbox"/>	Chargeback/Company Contract Deadline	<input type="checkbox"/>	Question	<input type="checkbox"/>	FAQ Chargeback/Joint Agreement	<input type="checkbox"/>	FAQ Graduation	<input type="checkbox"/>	FAQ Transcript Request/Enrollment Verification	<input type="checkbox"/>	FAQ Transfer Credit Evaluation	<input type="checkbox"/>	FAQ Welcome Center	<input type="checkbox"/>	How can I change my academic program?	<input type="checkbox"/>	Triton College Tuition Payment Schedule	<input type="checkbox"/>	Academic Program Change	<input type="checkbox"/>	WebAdvisor	<input type="checkbox"/>	Update Contact Information
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The 'Records & Registration' option is also available under the Faculty Resources option.

MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

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.



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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'.

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Note

All 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.

MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Change your password

Current Password:

New Password:

Retype New Password:

Password Policy
Your password must be at least 8 characters long and contain the following:

- 1 (or more) Letters
- 1 (or more) Numbers
- 1 (or more) Special characters

Password must not contain the user's account name or parts of the user's full name.

Employees may not use their most recent two (2) passwords.

[Go back to site](#)

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.

Change your password

Current Password:

New Password:

Retype New Password:

Password Policy
Your password must be at least 8 characters long and contain the following:

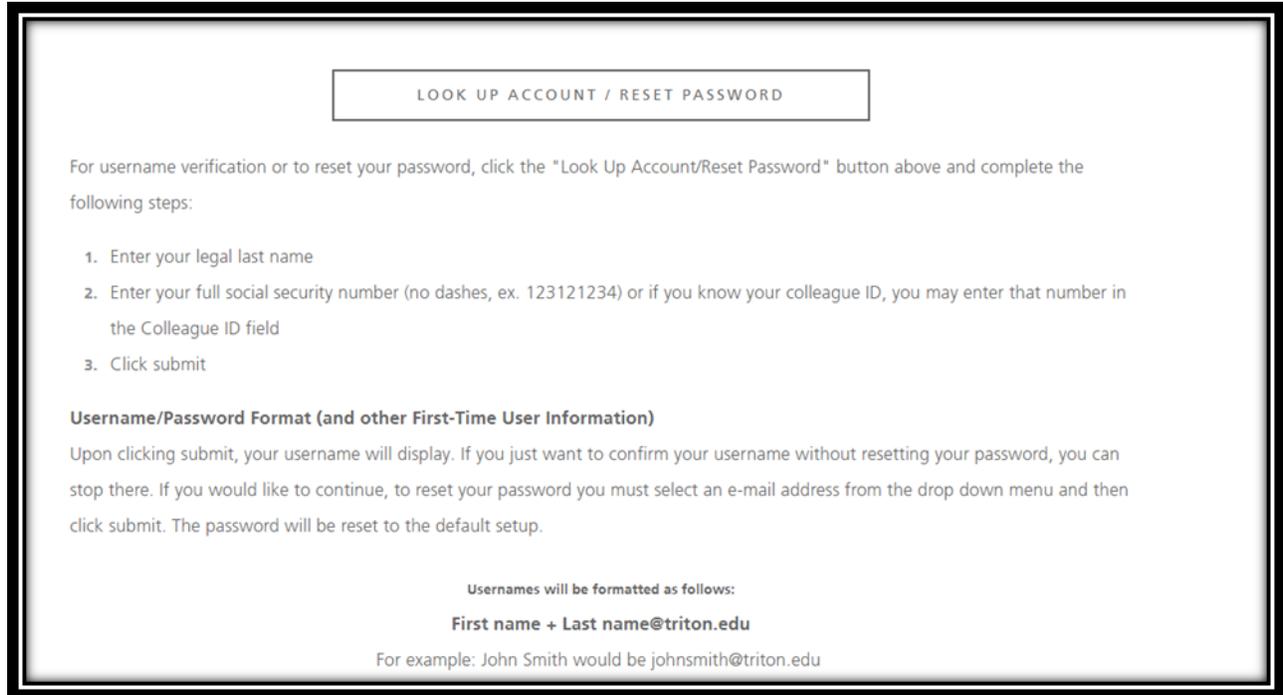
- 1 (or more) Letters
- 1 (or more) Numbers
- 1 (or more) Special characters

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.



LOOK UP ACCOUNT / RESET PASSWORD

For username verification or to reset your password, click the "Look Up Account/Reset Password" button above and complete the following steps:

1. Enter your legal last name
2. Enter your full social security number (no dashes, ex. 123121234) or if you know your colleague ID, you may enter that number in the Colleague ID field
3. Click submit

Username/Password Format (and other First-Time User Information)

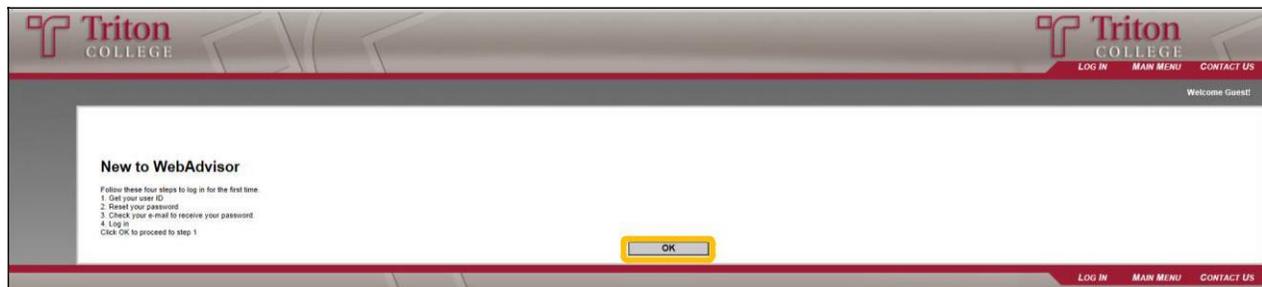
Upon clicking submit, your username will display. If you just want to confirm your username without resetting your password, you can stop there. If you would like to continue, to reset your password you must select an e-mail address from the drop down menu and then click submit. The password will be reset to the default setup.

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

Select the 'Look Up Account/Reset Password' button.

You are directed to this Triton website.

Select 'OK'.



Triton COLLEGE

LOG IN MAIN MENU CONTACT US

Welcome Guest!

New to WebAdvisor

Follow these four steps to log in for the first time:

1. Get your user ID
2. Reset your password
3. Check your e-mail to receive your password
4. Log in

Click OK to proceed to step 1

OK

LOG IN MAIN MENU CONTACT US

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To request a temporary password please complete the following information.

What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

OR

Colleague ID

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

Your User ID displays.

Select an e-mail address

* = Required

Here's your User ID jeandugo

Send my temporary password to this email address*

* = Required

Here's your User ID jeandugo

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

MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Select an e-mail address

* = Required

Here's your User ID jeandugo

Send my temporary password to this email address*

Select an e-mail address

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

MyTriton > Employee



President's Corner

Tuesday, March 7, 2017 3/7/2017 9:55 AM

We have resources offered through the *Center for Teaching Excellence* that I encourage you to engage in. Several workshops are scheduled & coming up soon that support teaching & learning in the classroom. Please click below to see the CTE catalog detailing all the opportunities currently available.

[CTE CatalogSpring2017.pdf](#)

Our Triton College Student Association (TCSA) meets weekly, **2:15 pm every Tuesday**, in the Senate Chambers, Room G-218 throughout the semester. The Association seeks to engage students in discussion regarding topics of importance to them and the college community. Please encourage students to attend and provide their input! Here is a link to the Student Life webpage for your convenience.

You have 21 unread messages.

Westchester, IL

52°

4:40 pm CST
Partly sunny

WebAdvisor

- WebAdvisor for Students
- WebAdvisor for Faculty
- WebAdvisor for Employees
- WebAdvisor for Advisors

Quick Links

- Colleague UI (On Campus Only, You May Be Asked to Sign In)
- Elitron Login
- Research Requests
- Triton College
- Microsoft Discount
- VP of Academic & Student Affairs Forum
- Employee Telephone Directory

My Team Sites

- Expand All Collapse All
- Other

Announcements | ERP Announcements | WebAdvisor Resources & Documents

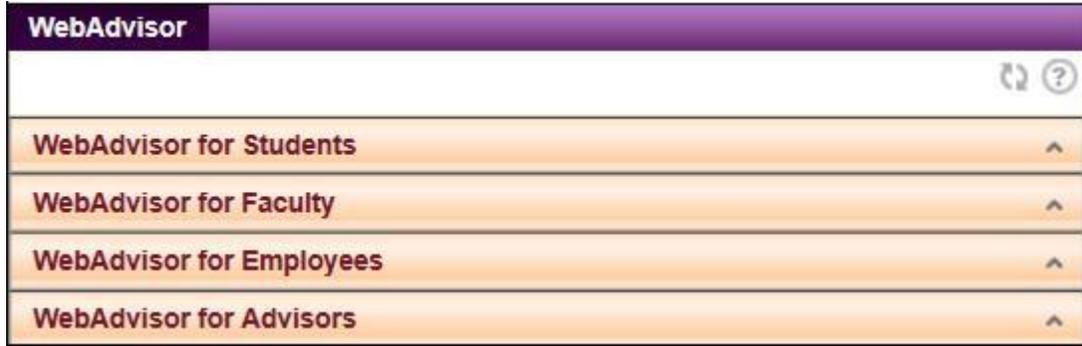
No announcements found.

My Week | My To Do | Campus Events

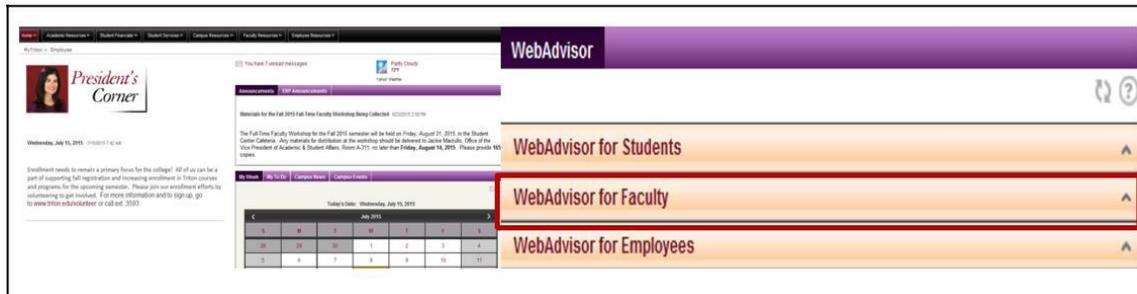
Today's Date: Tuesday, March 07, 2017

March 2017						
S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE



From your portal select 'Web Advisor for Faculty'.



Click 'Faculty Information'



The following Faculty Information options display.

MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Faculty Information
Class Rosters
Midterm Verification/Final Grading
View Course Offerings
My Class Schedule
My To Do List
Retention Case Reminder Pref
My Contributions to Cases
Count of Open Retention Cases
Closed Retention Cases
Contribute Retention Info
Academic Planning
Student educational planning

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

Faculty Information
Class Rosters
Midterm Verification/Final Grading
View Course Offerings
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