

Seward County Community College

DIRECT DEPOSIT STATEMENT & NETWORK LOGIN INSTRUCTIONS

Your SCCC ID: _____

Your SCCC *email: _____

**Your email may be different if your name is longer than 18 characters or if you share the same first and last names with someone else who is already registered in our system. If it changes, notification of such will be mailed to you.*

DIRECT DEPOSIT STATEMENT

You'll receive your SCCC direct deposit statement as an attachment to your sccc.edu email address by the 22nd of each month in which you should be paid. The password to open the file is the first character of your first name, followed by the first 3 characters of your last name, followed by the last 4 numbers of your college ID (all in lowercase).

For example: Jane Doe, whose ID ends in 6789, would enter: jdoe6789

NETWORK LOGIN

First Time Login

- Launch a Web browser and navigate to the myCampus portal (<https://mycampus.sccc.edu/>) or to the SCCC Web site (<http://www.sccc.edu/>), where you can simply click on the myCampus link in the upper-right corner of the page.
- Log into myCampus with your username and password.
 - You will find your username in the lower-right corner of your ID card. It will typically be in the form of *firstname.lastname*; however, it may be different if your name is longer than 18 characters or if you share the same first and last names with someone else who is already registered in our system. In this latter case, your username will be in the form of *firstname.lastname##*, where *##* is a random two-digit number.
 - Your initial password will typically be in the form of *SCCC@#####*, where *#####* is your SCCC/ATS ID Number, listed above. (Note that "SCCC" is in all capital letters and must be entered this way as the first part of your initial password.)
- After login, you will be prompted to give answers to three security questions as well as create two of your own security questions with corresponding answers. These will be used in the future to verify your identity if you ever forget your password and need to reset it. (Be sure to click the **Save** button when finished with the Update Password Reset Questions step.)
- You will then need to choose a new password, which must follow these rules:
 - It must be at least seven (7) characters long.
 - It must contain numbers and letters (uppercase and lowercase).
 - It must contain a special character from the following list:
! % ^ * . + -
 - It must **not** contain any part of your name or username.
- Enter and confirm your New Password and click the **OK** button (*your password expires every 180 days*).
- After completing the password reset questions and changing your password you may proceed to the myCampus landing page by clicking on the "Take me to SCCC" graphic. At this point you will be taken back to the Portal Login page where you will log in using your new password.

Returning Login

- Launch a Web browser and navigate to the myCampus portal (<https://mycampus.sccc.edu/>) or to the SCCC/ATS Web site (<http://www.sccc.edu/>), where you can simply click on the myCampus link in the upper-right corner of the page.
- Log into myCampus with your username and password.

Once you're logged into myCampus, you'll have single-click access to a wide range of services, including e-mail, mySaints Records (including Employee Information, Faculty Services, etc - Self-Service Banner), eCollege, and more. If you ever forget your password and need to reset it, you will be able to do that on the Password Management page of the portal.

If you have any questions regarding your direct deposit, please contact Human Resources at 620-417-1120. Or, if you have any questions regarding your email &/or network access, please contact Information Technology at 620-417-1200.