

## Frequently Asked Questions for MyDTCC

### **Can I access Blackboard, Webmail and Banner Web directly?**

Users will access Blackboard, Webmail and BannerWeb after signing on to MyDTCC. Access to all applications is located under the Welcome tab in the DTCC Single Sign-On module.

### **How do I access the new portal, MyDTCC?**

You access MyDTCC by entering my.dtcc.edu. Also, if you go to any of the URLs for EDGE, Blackboard, Webmail or BannerWeb, you will be sent to my.dtcc.edu.

### **How do I find out what is happening on my campus?**

Announcements for your particular campus are now located under the tab that says either My Terry, My Owens or My Stanton/Wilmington. The tab you see depends on where you work.

**Can I still use the tool that easily converts documents to PDF format?** If you want to convert any document to a PDF, you can do so by going to the My Courses tab and locating the link in the Tools area.

**How do I find out what the College is doing regarding Assessment and Planning?** A link to information regarding ESOA, SLOA and planning is available under the Campus tab in the Campus Resources area.

**Where can I find the College Calendar?** A link to the College Calendar is located in the Collegewide Links tool box under all the tabs.

### **How do I know what is going on in Human Resources?**

The Employee Services tab has announcements from Human Resources and a link to the HR home page.

### **Where can I find what job opportunities are available at Delaware Tech?**

Job announcements are located on the pre-login screen listed in a module called Careers at Delaware Tech or on the My'campus' tab after sign in.

### **How do I access updates to College policies?**

A link to policy updates is located under all the tabs in the Collegewide Links area. You have to click on College Catalog; scroll to the bottom of the page and click on the specific item.

**I want some information on Distance Education. Where do I go?** A link to the distance education web site is located under the My Campus tab in the Campus Resources area.

**How do I access the library website?** A link to the web page of DTCC library system is located under all the tabs in the Collegewide Links area. A link to a specific campus library can be found in the Campus Resources area of the Campus tab.

**I need help with Banner. Where do I go?**

A module is located on the Help Center tab that links to announcements, news and tips about Banner.

**How can I schedule a meeting or class in the DS3 rooms?** Delaware Tech's DS3 schedule and a form to request use of the room is located via link from the Campus Resources tool box under the Campus tab.

**How do I access the DTCC Personnel Policy Manual?**

Employees can access the personnel manual by going to the Employee Services tab and clicking on the link located in the Employee Resources area.