

## Steps to get Colleague Access

1. Complete Colleague Basic Navigation training and FERPA training by contacting Employee Training.
  - For in-class training phone: 254-526-1333, 254-526-1381, or email: [employee.training@ctcd.edu](mailto:employee.training@ctcd.edu)
  - For online training, complete an [Employee Online Training Request](#) and submit it to Employee Training. You will receive an email from the Employee Training Department informing you of your logon ID and password.
2. After you have completed both the Colleague Basic Navigation and FERPA training, complete the [Colleague Logon ID Request Form](#).
3. Once your request has been approved, the IT Infrastructure Support Specialist will contact you with your login information.

### Colleague Contacts:

Student Developmental Services Application Information Specialist, [Antoinette Brooks](#)

(Phone: 254-526-1643, Fax: 254-526-1480)

Alternative contact person is the System Analyst, [Stephanie Ledlow](#) at ext. 1664 for technical questions and/or problems.

IT Infrastructure Support Specialist, [Terri O'Connor](#)

(Phone: 254-501-3103, Fax: 254-526-1950)

[International Campuses Support Services Coordinator](#)

(Phone: 254-526-1764, Fax: 254-526-1750)

Employee Training Coordinator, [David Scott Wyman](#)

(Phone: 254-526-1381, Fax: 254-526-1170)

# Colleague FAQs

## Do all employees need a Colleague Logon ID?

All new staff members who will be accessing employee or student records using the Colleague system are required to complete the Basic Navigation Training course.

Supervisors of employees transferring and/or leaving one job/department must complete a *Colleague Logon ID Request Form* to remove the employee from the current security classification(s) and/or office code(s) prior to leaving a department. This will ensure no conflict with security access when the employee gets to their new department/position and will maintain data integrity in Colleague.

## What are security classifications and why do I need to know them?

Security classifications are created by the module custodian (monitoring department/contact person) for the employee's position (e.g., Clerk, Office Assistant, or Coordinator of Evaluations). When a login is created for an employee (user), security classifications are assigned to give the employee access to specific screens in Colleague required to complete his/her job duties.

Requests for additional or fewer mnemonics within a certain security classification may be submitted to the Application Information Specialist. When a mnemonic is removed or added to a certain security classification, this change will affect every user in that security classification.

## How do I know which security classifications to request?

Each security classification has a set of various mnemonics assigned to it, which can be listed as *update* or *view only*. If the mnemonics are listed as *update*, the user can enter and change information on that screen. If the mnemonics are listed as *view*, the user can only view the information on that screen.

Before adding security classifications for an employee, be sure to check for any security classifications that have conflicting mnemonics. If for some reason an employee has security classifications that include conflicting mnemonics, such as *view only* vs. *update*, the more secure setting of *view only* will always override *update*.

If an employee is unsure of which security classifications to request, the Application Information Specialist will be able to assist in the determination.