

MySeneca Employee Intranet- FCET Tip sheet (<https://employees.senecacollege.ca/>)



Login

Intranet has public and private spaces for your viewing. If prompted to log in, you must use your Seneca login info. Click [here](#) to take you to the homepage.

Tip: Add this to your browser favourites for easy access and log in to Intranet daily.

Note: If you are still logging in via *my.senecacollege.ca*, start logging in via the above link OR make sure to click on the Employees tab on the top right to take you to the Intranet page.

Seneca Employee Intranet Homepage: You are now on the college's Intranet homepage, where you can access your Email, the i3 portal, Learn@Seneca, COVID-19 updates, and more.



Spaces

Spaces are virtual workspaces that you can interact in within the Seneca community. Spaces are organized into teams, groups of people, and content.

FCET has a space containing specific information relevant to our department.

Tip: Search Faculty of Continuing Education and Training in the search bar or click on Spaces next to your profile picture at the top right and then:

- **Academic:** to find our space and other academic Faculties and resources
- **MyInstitution:** for institutional overview and governance resources
- **MyLearning:** for professional developments resources
- **MyNews:** for news and updates from the college
- **MyServices:** for support services and employee resources such as HR, Payroll, Finance, etc.
- **MyTools:** for day-to-day tools at your fingertips (i.e., Adobe Sign, Budget Display, etc.)

FCET Space: Find the FCET space via the instructions above and make it a habit to use this space as your daily access to the tools you need.

Tip: You can add this direct link (<https://employees.senecacollege.ca/spaces/47/faculty-of-continuing-education-and-training/Home>) to your favourites/bookmark this link to go directly to our page from your browser. You can then LOGIN on the top right-hand side for access to all the spaces listed above.



Faculty Resource Page

[FCET Faculty Resources](#)

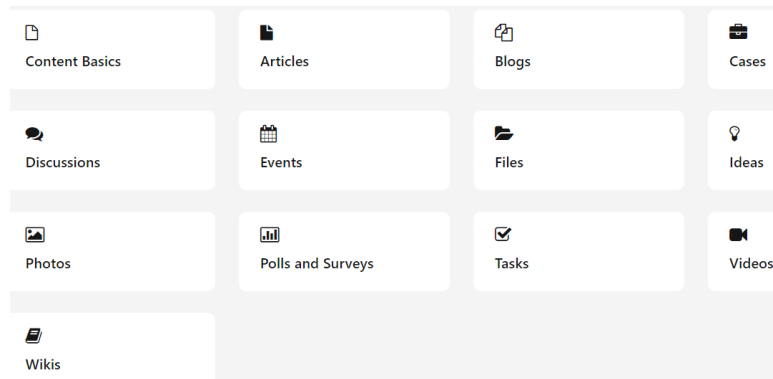
You can access this sub space directly from our FCET Space or search for it. This is an important space for all FCET faculty (new and returning) to access for important information on how to get started (account, login, contract info) to classroom resources (addendum template, guidelines) to policies.



Create

You can create and engage with the content on the Intranet and specifically on our FCET Space. Create articles, blog posts, discussions, wikis, etc. and upload them to a space to share with your colleagues and start a discussion.

Content Types:



Browse

Using the Browse menu (top right), you can quickly navigate to content in the top-level community as well as view people, recognition, and spaces.



Search

MySeneca intranet's search engine returns results based on relevance. It searches among: People, Spaces, Content (including text-based files), etc.

Tip: Search for specific topics (i.e., "how to use breakout rooms in Zoom") and the search will return all the resources posted by different areas such as [The Teaching and Learning Centre](#) and [LED](#).