New to Seneca? Start here.

The start of the semester is a busy time and it's easy to forget a step along the way. That's why we've created a list of a few items to help get you started to ensure you to have a smooth start in your upcoming term.

Seneca Email

Microsoft Office 365 provides employees with email, calendar and contacts. For full-time employees, your supervisor will contact the Help Desk to set up your account. For Part-time employees, your account will be set up automatically when your initial part-time contract is created by the department. You will have to share your personal email address with the department to ensure that you receive an email with your Seneca email address and password.

Once your profile has been created you will receive an email with your account ID, temporary password, and instructions on how to activate your account. You will be asked to update your password when you first log-in.

All Seneca employee e-mail addresses take the format of **firstname.lastname@senecapolytechnic.ca.** Correspondence with students and employees should only be from their Seneca account.

Get your Virtual OneCard

OneCard has gone virtual! You can now download Seneca's Virtual OneCard to your Apple or Android smartphone. It is an easier way to access your Seneca ID and to view your account balance. This app can be downloaded on any smartphone, works offline and does not require an internet connection.

Download the Virtual OneCard mobile app

Service Desk (IT Support)

ITS can assist with passwords issues, computer and network problems, application installs and problems, audio/visual equipment, printing problems, mobile devices and any other technical issues. A Service Desk is located at the Newnham, King, Markham and Seneca@York campuses for convenience and support to our students and employees. Contact the Service Desk (phone, email, or web) to ask questions, report problems or log service requests.

Learn@Seneca

Learn@Seneca is a learning management system that provides access to course materials, resources and tools to manage communication between teachers and students. Learn@Seneca gives faculty-centralized control over course content, and is also a grading and student assessment tool. Through Learn@Seneca, members of faculty can create content, add external links, and create assignments, tests and outlines. Learn@Seneca also features a range of tools to create announcements, discussion boards, groups and blogs. Courses will only display to students once you have made them available through Learn@Seneca, and not until the first day of class.

Please note that your Learn@Seneca account will be available the day after your email address has been activated to access the My.Seneca website. If you do not have access within 24 hours, please contact the Service Desk (ext. 416.764.0411 or servicedesk@senecapolytechnic.ca) or your Hiring Manager.

Teaching and Learning

Learn@Seneca Minimum Requirements Policy

Microsoft Teams Phone

The Microsoft Teams Phone is the digital phone solution that replaces traditional handsets, allowing employees to make and receive telephone calls anywhere they are connected to the Internet. From anywhere in the world and from any computer or mobile device, Seneca employees can use Teams to place and receive calls with their newly assigned 10-digit number, attend virtual meetings, collaborate on documents, and stay connected with each other.

Faculty Development Program

The Faculty Development Program (FDP) is a three-course program. Each course is 12 weeks long, and full attendance is mandatory for completion. The FDP is mandatory for new full-time faculty. Part-time faculty will be admitted when space is available.

The FDP consists of three courses:

1. Foundations of Teaching and Learning (FTL);

2. Inclusive Teaching and Scholarly Practice (ITSP);

3. Technology Enhanced Learning (TEL).

Each project requires approximately 36 hours of classroom and/or blended-mode participation. They include deliverables and project creation application to course design, classroom practice, and assessment of student learning. For more information on the FDP, click here.

The Teaching & Learning Centre

Teaching & Learning Days

i3 (PeopleSoft)

i3 (PeopleSoft): You will not be able to access this system until your contract starts. You will need to enter personal information, and have access to Faculty Center where you will find class information and you will need to enter your final grades. The portal access is on the right side of the Institutional page.

Faculty Centre

Accessing Faculty Center, Time Tables, and Grade Roster (class lists and final grades)

Faculty Center is where you will access information pertaining to your classes. Under this drop-down you will find:

- **Timetables**: Timetables are usually available on the i3 Faculty Centre, 2 weeks prior to the first day of class.
- **Class List**: You will be able to access your class list from Learn@Seneca and in i3-PeopleSoft via Faculty Center - Class Roster
- **Final Grades**: at the end of the semester, final letter grades for your class will need to be entered in the i3 system in Grade Roster - see tip sheet below for instructions.

Links to

- Faculty Centre user guide
- Grade roster tip sheet

tags : seneca-faculty, seneca-new-employees