

Overview

Version 17

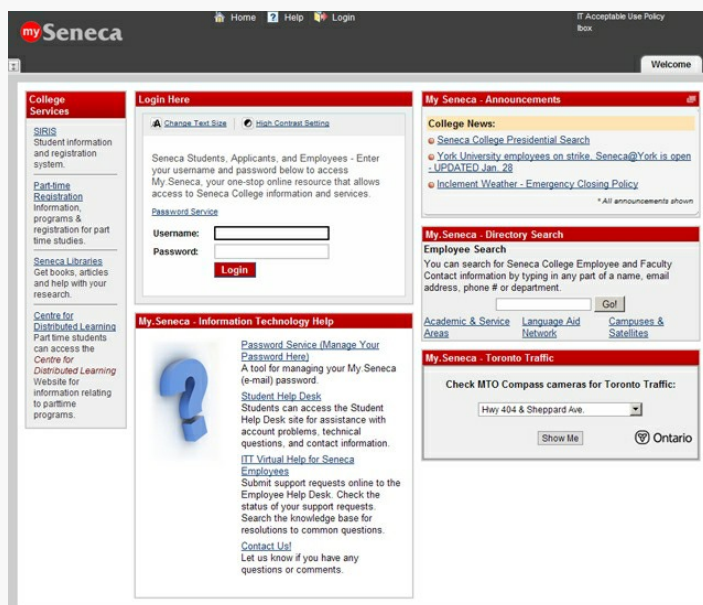
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Coming Soon

Winter 2022, you will require **Microsoft Multi-Factor Authentication** to access the Student Virtual Private Network (VPN).

Accessing Learn@Seneca

To login to Learn@Seneca go to <https://my.senecacollege.ca>.



The screenshot shows the My.Seneca website interface. At the top, there is a navigation bar with links for Home, Help, and Login, along with an IT Acceptable Use Policy link. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'College Services' sidebar with links for SIRIS, Part-time Registration, Seneca Libraries, and Centre for Distributed Learning. The central area features a 'Login Here' section with a 'Change Test Size' link, a 'High Contrast Settings' link, and a login form with fields for Username and Password, and a 'Login' button. To the right of the login form is a 'My.Seneca - Announcements' section with a 'College News' sub-section containing links for 'Seneca College Presidential Search', 'York University employees on strike', and 'Inclement Weather - Emergency Closing Policy'. Below the announcements is a 'My.Seneca - Directory Search' section with an 'Employee Search' form. At the bottom, there is a 'My.Seneca - Information Technology Help' section with links for 'Password Service (Manage Your Password Here)', 'Student Help Desk', 'IT Virtual Help for Seneca Employees', and 'Contact Us!'. On the far right, there is a 'My.Seneca - Toronto Traffic' section with a 'Check MTO Compass cameras for Toronto Traffic' form.

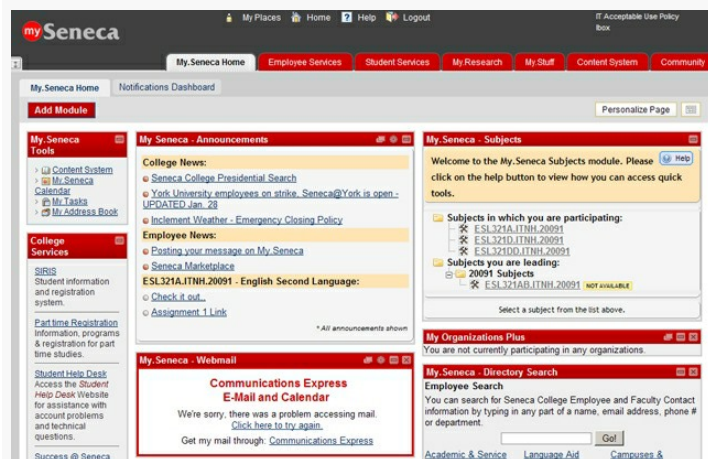
Login using your My.Seneca (E-mail) Username and password.

You can view College News or use the Employee Search Module to search for information regarding Seneca Employees or Faculty, without having to log in to My.Seneca.

Once you have logged in to My.Seneca, you must click on the Logout icon to end your session successfully. If you just close your session by closing the Browser, your session will not end correctly.

My Places Button	Home Button	Help Button	Logout Button
 My Places	 Home	 Help	 Logout
	Access the My.Seneca Home Page	Access The My.Seneca Help	Log Off from My.Seneca

Once you have successfully logged in to My.Seneca, you may access the courses that you are teaching by clicking on the link which appears in the **My.Seneca – Subjects** Module.



The screenshot shows the My.Seneca dashboard. At the top, there's a navigation bar with tabs: My.Seneca Home, Employee Services, Student Services, My Research, My Stuff, Content System, and Community. Below this, the dashboard is divided into several sections. On the left, there's a sidebar with 'My Seneca Tools' (Content System, My Seneca Calendar, My Tasks, My Address Book), 'College Services' (SISIS, Past time Registration, Student Help Desk), and 'Success @ Seneca'. The main area has 'My Seneca - Announcements' with college and employee news, 'My Seneca - Subjects' with a list of subjects and a search bar, 'My Organizations Plus', and 'My Seneca - Webmail' with a 'Communications Express' message.

My.Seneca Tabs



The tabs in My.Seneca allow navigation among the different areas. You can customize the content of each of the tabs and the layout of the Modules in My.Seneca. Please check the Help Tip Sheets for instructions on how to do this. The Modules, Layout and Colour Scheme can be customized on most of the tabs within My.Seneca. The number of modules on each tab can affect the time it takes to download the page and access the system.

When you are customizing your My.Seneca site, we recommend that you add personal modules to the **My.Stuff** tab and reserve the **My.Seneca Home** tab for college information.

The **Employee Services** tab enables access to your Attendance, Timetable and Employee Settings, as well as PD Workshops, Seneca job postings and the Employee Relations Web Site with Forms, Seneca job postings and a host of other information. Check out the information available by clicking on each of the tabs.







My.Seneca Tools

The My.Seneca Tools allow you to access different utilities that have been made available to you



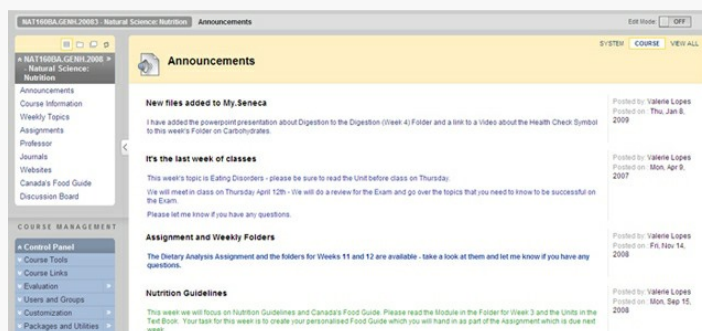
Modules

Modules are packets of content that appear on the My.Seneca Home or My.Stuff tabs. They are made available by the My.Seneca Administrator. Modules allow you to view information from within My.Seneca.

My.Seneca - Webmail   	Allow you to access Learn E-mail
My Seneca - Announcements  	Display important messages from College & Instructors
My.Seneca - Subjects 	Display your Subjects

Course/Organization Site

A Course or Organization site consist of a bread Crumb, a course menu, and a content area.



Bread Crumb

The breadcrumb allows users to return to any page access between the main course/organization page and the current page. In My.Seneca it is generally **not advisable** to click the "back button". Instead, use the breadcrumb to navigate to subfolders you are in.

Course Menu

The course menu is position on the left side of the page. The Professor controls the links listed under this area. Any empty content area will be automatically hidden unless new content is made available.



[Course Info](#)
[Chapter Material](#)
[Additional Content](#)
[Assignments](#)
[Communication](#)
[Portfolios](#)
[Resources](#)
[Course Tools](#)

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