

# COLLEAGUE SELF-SERVICE READ ME FIRST



Colleague Self-Service is an interactive robust web application that enables users to interact with their individual information in the Colleague databases. Within the next couple years, WebAdvisor will be replaced by Colleague SelfService.

Ellucian is in the process of releasing more features quarterly. Eventually, all features available in WebAdvisor will also be available in Colleague Self-Service. Currently, some of the features that work in Self Service are listed below.

### STUDENT:

- View My Profile
- Student Planning
- Financial aid Info
- Grades
- Registration
- Online Payment
- Graduation Overview
- Course Catalog
- Unofficial Transcript

### FACULTY:

- Advising
- Course Catalog
- View Class Roster,
- Grades
- and more...

### EMPLOYEE:

- Tax Information
- Position History
- Total Compensation Statement
- Banking Information
- Earning Statement
- Current Benefits
- and more...



### UNOFFICIAL TRANSCRIPT

Students can print unofficial transcripts when ever they want using Colleague Self Service.

1. Login to Self Service
2. Click Academics
3. Click Student Planning
4. Click Unofficial Transcript
5. Download your Unofficial Transcript in PDF format

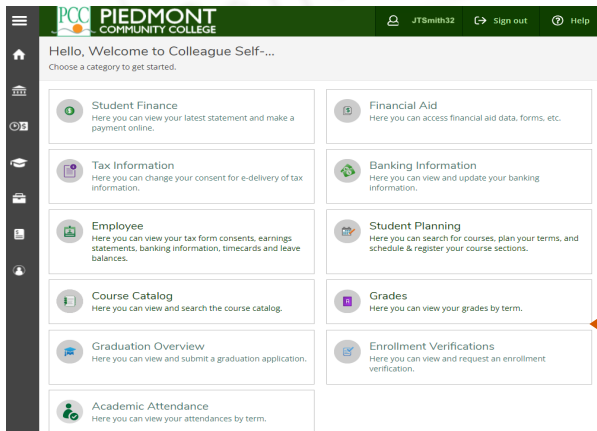


**WEB**  
www.piedmontcc.edu/it

**PHONE**  
(336) 322-2300 - Give our Helpdesk a call.

**EMAIL**  
support@piedmontcc.edu - Email the Helpdesk.

**IN PERSON**  
Building G Room 204 - Visit the help desk.



When you first login to Colleague Self-Service, you most likely to see a screen similar to the one on the left. This is the "HOME" screen.

This screen will look different based on your role:

- Student
- Faculty
- Employee

Click on this to display the sidebar menu	
Click on this to display the Home menu	
Click on this to display the Finance menu	
Click on this to display the Employment menu	
Click on this to display the Academic menu	
Click on this to display the Daily Work menu	
Click on this to display the Vendor menu	
Click on this to display the User Options menu	