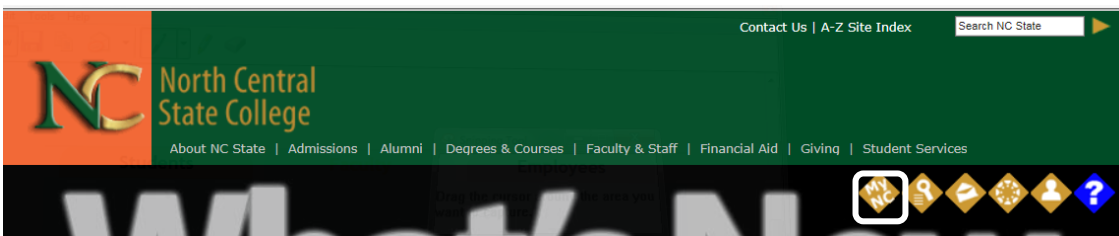# Employee Access to MyNC

MyNC is an integrated administrative system that enables students, faculty and staff to access their information all through one online source, **MyNC**. The following is a summary of the Main Menu in **MyNC**.

- **Student Menu** – enables student online access to their financial and academic information in addition to online registration.
- **Faculty Menu** – enables faculty online access to class rosters, grading, advising, class schedule and student profiles.
- **Employee Menu** – enables employees to access their direct deposit information, budgeting information (if applicable), leave plan summary and time entry.
- **NC Staff Intranet** – enables all employees to view college information including HR policies, committees, and college initiatives.

How to Access MyNC

When you click on the **MyNC** icon from our website home page you will be directed to a window where you can login. You can also access **MyNC** from our website's home page by rolling over **Faculty/Staff** with your mouse to get a drop down box, then clicking on **MyNC**.

> **A.** Click the **Login** tab if you know your Username and password and are ready to login. *(Please note this is the same login you have been using for the previous WebAdvisor,)*

MyNC Synchronized Username and Password for all Employees (including Adjunct)

Your Desktop, Outlook Email, MyServices, Colleague, MyNC, Canvas and My Password will use the same username and password.

Username - First initial of your first name and entire last name (lower case). For example: Jessica Monroe's user name would be jmonroe.*
* Some may have a slightly different username due to duplicate usernames in the system. The second username will be signified with a 2 at the end. For example if there are two Jessica Monroe's in the system, the second one will be jmonroe2. Contact the IT Service Desk if your username is not working.

Synchronized Password
For all new employees, including adjunct your initial password will be set to:

NCSC + First two letters of your first name (capitalized)
Followed by the last four of your social security number

Followed by the first two letters of your last name (lower case).

For example: The password for Jessica Ann Monroe would be: NCSCJE1234mo. We strongly suggest you change your password as soon as possible through the My Password program for your security.

Enroll in My Password Today!
NC State has a new web based password self-service management tool for staff, faculty and adjuncts. You can access this tool by rolling over Faculty & Staff from our home page and choose My Password Services from the pop up menu.

My Password login will be the same as your email username and password. Choose **NC STATE COLLEGE** from the Select Domain drop down menu. Every employee is required to login and enroll in My Password Services.

All NC State employees will be required to change their passwords every 365 days. You will receive notification in your email when your password is ready to expire if you have enrolled in the My Password program.

Note: This password service maintains the password you use for E-mail, Colleague, My Services, MyNC, Canvas and Desktop login for Windows users on Active Directory.

Employee Menu

The Employee Menu enables employees to access their direct deposit information, leave plan summary, time entry, budgeting and requisition information (if applicable).

User Account	Budgeting
My profile	Budget selection
Change Password	Budget summary

Employee Profile	Requisitions
Position Summary	Requisitions for Goods and Services
Leave Plan Summary	Requisition status
My Stipends	
Pay Advices	Purchase Orders
Available W-2 Statements	
	Purchase order status

Time Entry and Approval
Time entry
Time History
Time approval (for supervisors)
Employee History (for supervisors)

Additional Information

Please report trouble with computers, smart classrooms, printers, e-mail and phone system to the IT Service Desk 419-755-4734, M-F, 8am-5pm., or by email: helpdesk@ncstatecollege.edu.

NC
North Central State College
www.ncstatecollege.edu/help
419-755-4734 M-F, 8-5