

FREQUENTLY ASKED QUESTIONS ABOUT ACCESSSHERIDAN (2010-2011)

FOR FURTHER EXPLANATION, ADVICE OR FOR ANSWERS TO ANY OTHER QUESTIONS PLEASE VISIT THE STUDENT ADVISEMENT CENTRE

? I Forgot My Password, What Do I Do?

Please go to the ITSC

(Trafalgar – Rm C131 and Davis – Rm B195). You may also call:

From the Brampton calling area:
905-459-7533

From the Hamilton calling area:
905-681-4611

All other calling areas:
905-845-9430

Please select option 4, then option 1.

? How Do I Change My Password?

To change your password log into *AccessSheridan* with your Username and current Password. Once at the *AccessSheridan* Homepage, at the bottom of the page listed under the heading **Account Utilities**, click on **Change Password**. A new window will open, in this window type your current password and your new password; then click **SUBMIT**. (You should change your password periodically).

? How Do I View My SLATE Account?

Log on to

<http://www1.sheridaninstitute.ca>

At the top of the page listed above **ASK SHERIDAN**, click on **Slate** and this will bring you to the general *Slate* homepage. Once you enter your username and password, this will bring you to *Your Slate* homepage. This page will have links to each of your classes that will connect you with course notes, grades, assignments, outlines etc.

? How Do I Access My Sheridan E-mail Account?

To access your Sheridan e-mail account log into *AccessSheridan* with your user name and password, once on the *AccessSheridan* homepage scroll down to **Sheridan Resources** heading and click on **WebMail**.

? How Do I Check My Grades?

To access your grades log into *AccessSheridan* with your username and password and follow the steps below

1. Click on **myStudent Centre**
2. Listed under Academics, Click the drop down menu and select **Grades** and click the double arrow
3. Click the appropriate term

? How Do I View My Academic Requirements?

Log into *AccessSheridan* with your username and password and then follow the steps below:

1. Click on **myStudent Centre**
2. Listed under **Academics**, click the drop down menu and select **Academic Requirements**
3. Click **Expand All** to see a full list of the academic requirements for your current program

? How Do I Check My Application Status?

To check your Application Status, log into *AccessSheridan* with your user name and password and then follow the steps below:

1. Click on **myStudent Centre**
2. Listed under **Admissions**, click on **Application status**

? How Do I Access My Timetable?

To access your timetable log into *AccessSheridan* with your username and password and then follow the steps below:

1. Click **myStudent Centre** "This week's schedule" will appear under **Academics**
2. If your schedule is blank, click on **Weekly Schedule**

(Please note: Your timetable is date sensitive; please make sure you fill in a date that falls after the start of term)

? How Do I View My Advanced Standing Approval?

To check if you have been approved for Advance Standing, log into *AccessSheridan* with your username and password and then follow the steps below:

1. Click **myStudent Centre**
2. Listed under **Academics**, click the drop down menu and select **Transfer Credit: Report** and click the double arrow

? How Do I Select My General Education/ Program Elective?

To enroll in a general education/ program elective course log into *AccessSheridan* with your user name and password and then follow the steps below:

1. Click on **AccessSheridan**
2. Click on **myStudent Centre**
3. Click **Enrol (top left)**
4. Scroll to bottom and click **Swap**
5. From drop-down menu, Select Elective or Program Elective and click **Search**
6. Click on the **GREEN Search** again
7. Click the **Select Class** button next to the class you want
8. Click **Next**
9. Click **Finish Swapping**

*Click the "View My Schedule" link at the bottom of the page to view your updated timetable.



Contact Information:
Oakville: 905-845-9430 ext.2557
Room B104
Brampton: 905-459-7533 ext.5400
Room B231
Hours: 8am-5pm
Email:
askanadvisor@sheridaninstitute.ca



? How Do I Check My T2202A Tax Receipt?

1. Click on **myStudent Centre**
2. Listed under **Finances**, click the drop down menu and select **View My T2202A** and click the double arrow
3. Select T2202A Form for applicable year

? How Do I Change My Phone Number In AccessSheridan?

To change your phone number, log into *AccessSheridan* with your user name and password and then follow the steps below:

1. Click on **myStudent Centre**
2. Listed under **Personal Information**, click on-**Home Phone**
3. Click on **Add A Phone Number**
4. Click the **Save** button

Your home number should be your preferred number.

? How Do I Book My Language Assessment?

Log into *AccessSheridan* with your user name and password and then follow the steps below:

1. Click on **myStudent Centre**
2. Click on **Admissions** button
3. Click on **Event Registration**
4. Click on the Registrar Button beside language assessment
5. Select a date and review the information
6. Click on **Confirm** to finalize your choice OR **Return** to make another selection

? How Do I Change My Address in AccessSheridan?

To change your home address, log into *AccessSheridan* with your user name and password and then follow the steps below:

1. Click on **myStudent Centre**
2. Listed under **Personal Information**, click on- **Home Address**
3. Click on **Add a new HOME Address** (this link is located under the existing address).

? How Do I "Apply to Graduate"?

1. Click on **myStudent Centre**
1. Click on **Apply to Graduate** (located on the right hand side of the page)
3. Complete and submit the online order form.

** Ensure that graduation information and personal information are correct*



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Room B231
Hours: 8am-5pm
Email: askanadvisor@sheridaninstitute.ca

? How Do I See My Fee Invoice?

Fee invoices are now available online via *AccessSheridan*. Payment of your fees by the date noted on your invoice will reserve your place in the program. A receipt will be issued to all students whose payment has been received at Sheridan. You can view your fee invoice online by following the instructions below:

1. Click on **myStudent Centre**
2. Listed under **Finances**, click the drop down menu select and select **View My Fee Invoice** and click the double arrow

If you are a new student, an invoice has been mailed to you; however, fee invoices for subsequent terms will only be available online. No hard copy will be mailed to you. You will receive email notification, via your Sheridan email account, when future invoices are available.

? How Do I See My Fee Receipt?

Fee receipts are now available online via *AccessSheridan*. A receipt will be issued to all students whose payment has been received at Sheridan. You can view your fee receipt online by following the instructions below:

1. Click on **myStudent Centre**
2. Listed under **Finances**, click the drop down menu and select **View My Receipt** and click the double arrow