

Datatel/Colleague HR and Payroll Portal Web Access

Access On the Web

- From Office or using VPN at Home
- Using Internet Explorer go to St. Lawrence University home page - www.stlawu.edu
- Click on Faculty and Staff tab

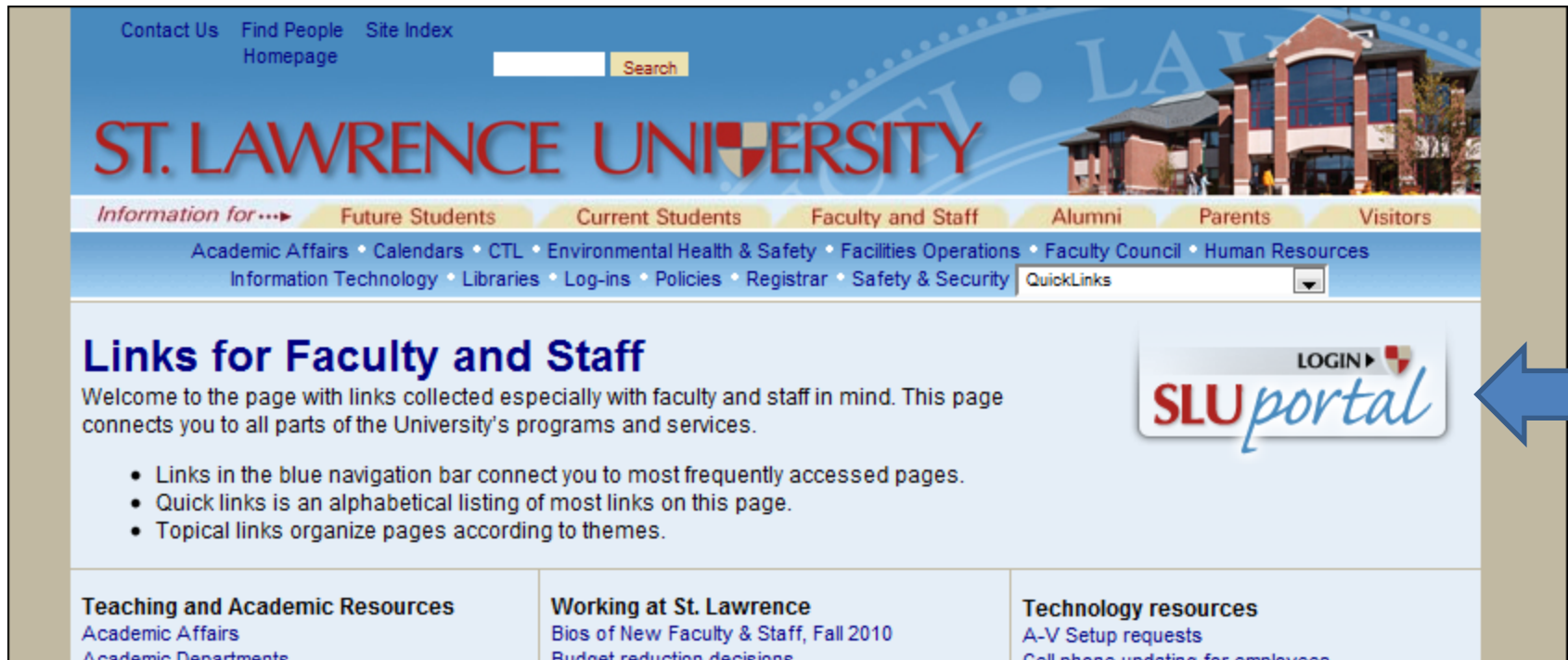


The image shows a screenshot of the St. Lawrence University website homepage. At the top, there is a search bar and navigation links for 'Homepage', 'Contact Us', 'Find People', and 'Site Index'. The main header features the university's name 'ST. LAWRENCE UNIVERSITY' in large red letters. Below this is a horizontal navigation menu with tabs for 'Future Students', 'Current Students', 'Faculty and Staff', 'Alumni', 'Parents', and 'Visitors'. A large red arrow points directly to the 'Faculty and Staff' tab. Underneath the navigation menu, there is a row of links including 'About St. Lawrence', 'Acclaim', 'Admissions/Financial Aid', 'Art Gallery', 'Athletics', 'Bookstore', 'Calendars', 'Business Office', 'Libraries', 'Technology', 'Giving to St. Lawrence', 'Majors and Programs', 'President', 'Research Opportunities', 'Student Life', and 'Study Abroad'. A 'QuickLinks' dropdown menu is also visible. The main content area features a blue background with a photograph of a building and a weather vane. The text reads: 'In an ideal location, St. Lawrence is a diverse liberal arts learning community of inspiring faculty, serious students'. On the right side, there are four vertical boxes with red icons: 'VISITING ST. LAWRENCE Come Meet Us!', 'SLU LIVE Photos, Audio and Video', 'SUSTAINABILITY St. Lawrence is Green!', and 'SLU SOCIAL MEDIA Facebook, YouTube, Blogs'.

Portal Web Address

Click on St. Lawrence Portal

Alternatively, go to <https://saints.stlawu.edu>



The screenshot shows the St. Lawrence University website. At the top, there are navigation links: Contact Us, Find People, Site Index, and Homepage. A search bar is also present. The main header features the university's name in large red letters and a photograph of a building. Below the header is a navigation bar with categories: Information for..., Future Students, Current Students, Faculty and Staff, Alumni, Parents, and Visitors. A secondary navigation bar lists various university services. The main content area is titled 'Links for Faculty and Staff' and includes a 'LOGIN' button with the 'SLU portal' logo. A blue arrow points to this button. At the bottom, there are three columns of links: Teaching and Academic Resources, Working at St. Lawrence, and Technology resources.

Enter Network User Name and Password (if accessed using Firefox)

Links for Faculty and Staff

Welcome to the page with links collected especially with faculty and staff in mind. This page connects you to all parts of the University's programs and services.

- Links in the blue navigation bar connect you to most frequently accessed pages.
- Quick links is an alphabetical listing of most links on this page.
- Topical links organize pages by topic.

Teaching and Academic Resources

Academic Affairs
Academic Departments
APR
Assessment
Brush Art Gallery
Catalog
Center for Civic Engagement and Leadership
Center for Teaching and Learning
Community-Based Learning
Course registration

Authentication Required

Enter username and password for https://saints.stlawu.edu

User Name:

Password:

Cost reduction decisions
Dining Services
Emergency Preparedness &

TV setup

What's Happening on Campus

Resources

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St. Lawrence University - Portal

Access to Datatel/Colleague functions for which you are authorized will show in the *Colleague Web Access* tab

The screenshot displays the St. Lawrence University Portal interface. At the top left is the university logo with the word "portal" in a script font. The top right shows a user welcome message: "Welcome Kathryn L. Mullaney" with a dropdown arrow, "My Links" with a dropdown arrow, and a help icon. Below this is a search bar with "All Sites" selected in a dropdown menu and an "Advanced Search" button. A navigation bar at the top right contains "Faculty and Staff" and "Site Actions" with a dropdown arrow.

The main content area is titled "St. Lawrence University Test Portal > Faculty and Staff". A message on the left states: "SSO credentials for user 'STLAWU\kmul' could not be found in application 'Exchange Email' Enter your credentials." Below this is a "My Week" section with a calendar for December 2010. The calendar shows the current date as Wednesday, December 01, 2010, with the 1st highlighted in orange. Below the calendar, it says "Wednesday, December 01" and "No events".

The central part of the page features several sections:

- Announcements:** A section with the text "No announcements found."
- My Feeds:** A section with tabs for "Campus News" and "Campus Events".
- My Team Sites / My Document Library:** A section with "Expand All" and "Collapse All" buttons. It lists "Rhett Test Site" and "Search Center".

The right side of the page contains:

- Colleague Web Access:** A section with a refresh icon and two items: "Employee Profile" and "Time Entry and Approval", both with expand/collapse icons.
- My Bookmarks:** A section with an "Add to my links" button.
- My To Do:** A section with "Expand All" and "Collapse All" buttons, a refresh icon, and a message: "SSO credentials for user 'STLAWU\kmul' could not be found in application 'Exchange Email' Enter your credentials. No tasks found."
- Pictures of the Week:** A section with a refresh icon.