Clarifying the Confusion: email, eCollege, ePortal, eGo, eEmployee

Introduction
Acclimating to the different technologies at The Chicago School can be challenging. The purpose of this document is to clear up some of the confusion and to also provide some basic job aids to access these different systems.

One suggestion I want to make is to keep your user names and passwords stored somewhere you can easily access them. The same user name and password may not apply to different systems, so please try your best to keep track of these.

Accessing TCS email account:

1. Go to [www.thechicagoschool.edu](http://www.thechicagoschool.edu) and click on the “eGo (Global Login Portal)” option at the top right.

2. Scroll down and look for “Outlook Web Access” on the left hand side.

3. Your log-in information should have been emailed to you already. If you cannot locate it or have trouble logging in, contact the Help Desk at [helpdesk@thechicagoschool.edu](mailto:helpdesk@thechicagoschool.edu) or 312.467.8600 or Won Kim, Adjunct Faculty Coordinator at [wkim@thechicagoschool.edu](mailto:wkim@thechicagoschool.edu) or 312.329.6645.
4. All Chicago School-related information will be sent to this email account and not to your other email account. You should also be contacting your students exclusively through this email account and to their TCS email accounts.

**eCollege**

eCollege is the platform that The Chicago School uses to operate online courses and online components of blended and traditional on-ground courses. If you have used Blackboard before, this is similar software. Each course will make use of varying levels of this platform, but having a basic familiarity with it will be very useful. One particular function that instructors may want to use is the Gradebook function. While it is not the official place to record grades, it is a great way of keeping students updated on their progress throughout the term.

Trainings for different users at different levels of familiarity (beginner, intermediate, advanced) are offered a week or two before each term start date. In addition, eCollege has a built-in tutorial. If you require assistance, contact Colette Landry at clandry@thechicagoschool.edu. She is the Online Services Manager on campus and can help you navigate any issues.

1. Access eCollege by going to [http://ecollege.thechicagoschool.edu](http://ecollege.thechicagoschool.edu). Click on “Login”.

Welcome to The Chicago School of Professional Psychology’s site for online and blended course offerings. If you are already a TCS student, you may access your courses by using the login button and you may test your computer to make sure it is compatible with eCollege by clicking on the technical requirements button. If you need to contact the helpdesk which is available to you 24 X 7, please phone 666-956-7242 or send an email to helpdesk@ecollege.thechicagoschool.edu.

If you are interested in attending The Chicago School, you may find out if online learning is really for you by taking the short quiz and learn more about The Chicago School by clicking the contact us button and connecting to the admissions office.

We hope you enjoy your online learning experience at The Chicago School.
2. You should have received your log-in information from Colette Landry prior to the start of the term. If you cannot remember your User ID or password, click on the link provided.

3. Once you gain access to eCollege, you can choose the course and input the changes you need to make. Students are typically provided syllabi, course schedules, discussion post topics, and other important information via eCollege. Again, each course will vary in its use of eCollege; therefore, be in contact with your Course Lead about specific requirements.

**ePortal**

ePortal is the system through which you will submit vital information – attendance and final grades. Guides on accessing this system are available on the Adjunct Faculty Portal (http://ego.thechicagoschool.edu/s/843/index.aspx?sid=843&gid=34&pgid=2288) and in the Adjunct Survival Guide.

In addition to submitting attendance and grades, you will also be able to access and print class rosters prior to the first day of class. Again, guides for doing this are in the survival guide.

If you have questions regarding ePortal, contact the Help Desk (helpdesk@thechicagoschool.edu) or Won Kim.

**eGo**

eGo is a system that runs through our main website, thechicagoschool.edu. It is a system that serves as a community builder for the Chicago School and houses websites for student organizations, academic and non-academic departments, and also for event registration. To access eGo, you will need to have an account created for you.

1. Go to www.thecicagoschool.edu and click on the “eGo (Global Login Portal)”
2. Scroll down and locate the “Login” option on the left hand side.
3. If this is your first time logging in, you can click on “First Time Login” or “complete a quick registration first”. If the system indicates that you do not have an account, contact Won Kim at wkim@thechicagoschool.edu.

4. Having access to eGo will allow you to register for events. In addition, the Adjunct Faculty Portal website can only be accessed by logging into eGo. This is a website created expressly for adjunct faculty to provide resources, forms, and support.

**eEmployee**

The eEmployee system is also accessible through eGo. It houses certain HR forms that may be useful if you lose the copies that have been sent to you. You can also access the iPay system, which contains paycheck information.

1. Go to [www.thechicagoschool.edu](http://www.thechicagoschool.edu)

2. Click “eGo (Global Login Portal)” located in the upper right of the main page.

3. Scroll down and locate “eEmployee” on the left hand side.
4. Locate the “Login” option on the left hand side
Log into your eGo account, if you do not have one, you can “complete a quick registration first” (follow arrow)

a. If you do not have an eGo account created, email Won Kim (wkim@thechicagoschool.edu)

You can also log into eGo through an existing Facebook account

Username example (aka email prefix): jdoe

Password example: Doe@325

5. Access iPayStatements on right hand side and HR forms
6. For technical assistance accessing eEmployee, please email the Helpdesk at helpdesk@thechicagoschool.edu or call 312.329.6636.

If you find a dead link or if information is incorrect, please email Deondra Bullock at dbullock@thechicagoschool.edu or call 312.410.8968.