eServices (sometimes referenced as People Soft Campus Solutions) is the program that maintains student, employee, and course data. The system is used to enroll or withdraw students, report attendance as mandated, report grades, maintain academic records, and store personal data for both students and employees.

This skill sheet is designed to help you access eServices and personalize the screens to meet your needs.

**Sign in to eServices**

- Use your browser to access the Internet.
- Browse to ICC’s website: [http://icc.edu](http://icc.edu) (this is normally the default home page for all ICC computers).
- Click on the ICC eServices Login link.
- The eServices Login screen will be displayed.
- Fill in your **User ID** and **Password**, and click **Login**.
- The eServices Home page will be displayed.

If this is the first time you are logging in to eServices, your password is the default (ICC + last 5 digits of your Social Security Number - SSN).

Remember, the password for each system you log in to is independent of the others. Resetting one password does not reset them all.

**Personalizing your display**

You have the option to personalize both the content and the layout of the Home Page.

To change the content displayed on the screen, click on the **Content** link just below the **Main Menu**.

The default setup for eServices provides three columns of information. The first column shows an explanation of the menus and a “What’s New” outline, the second column contains the Faculty Center and the Report Console, and the third column displays the Student Center.

Because the Student Center is displayed in the third column, a warning pops up each time you enter eServices asking you to confirm that your student information is correct. If you do not wish to see that warning each time you enter eServices, you can remove the Student Center from your display by personalizing it.

The items checked on the list are the ones that are displayed in eServices. You can check or uncheck any of the choices listed. PeopleSoft Applications provide quick access to features and shortcuts. ICC Pagelets can also be selected as needed. Faculty are likely to access the Faculty Center and the Student Services Center the most. The Faculty Center provides information about rosters and courses, while the Student Services Center is the most direct method for looking up information about specific students.

If you want to display a menu similar to the one in older versions of PeopleSoft, you can check the box next to **Menu - Classic**. The Main Menu option provides all the same functions with a more graphic, detailed layout.
NOTE: The message to verify student information will be displayed each time you log in to eServices if you have the Student Center checked to display on your Home Page. Uncheck the box if you don’t want to see the verification message each time you log in and you don’t have a need to check your own student information regularly.

When you have completed your changes, click Save and return to the Home Page.

Click on Layout on the Home Page to change the way your options are displayed.

The Home Page can display information in two or three columns. Select the number of columns you want to display. You can move information from one column to another by highlighting the column you want to move and using the arrow keys to select the direction. You can move items from right to left and up or down within the column. Once you have completed the changes to the layout, click on Save.

Adding Favorites

If there are tasks in eServices that you perform frequently, you might want to set them up as favorites so you can find them quickly.

Navigate to the page you want to make a Favorite, and click on the Favorites menu; then click on Add to Favorites from the drop-down menu.

When prompted, change the name to something you recognize, or leave it as is, and click OK.

The new option will now appear in your list of favorites. Also, notice the list of Recently Used links. You can select and click on one of the links in the recently used

Questions?

Contact the Teaching & Learning Center

(309)694-8908
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Contact the Help Desk for assistance with clearing the browser cache and resetting passwords.

helpdesk@icc.edu

Check the Teaching & Learning Center website for additional eServices Quick Guides.

icc.edu > Faculty & Staff > Teaching & Learning Center > Instructional Technology