



## What is MyOttawa?

MyOttawa is a place online where instructors can gain privileged access to Ottawa University resources. Below are just a few things you can do at MyOttawa...

### Adjunct Faculty Resources

- Accept/Decline your Adjunct Contract
- Review your Class Schedule
- Pull up Class Lists
- Submit Grades Online
- Review the Employee & Adjunct Handbooks
- Download HR Forms and Documents
- Look at Courses Offered

To make the lives of instructors easier, MyOttawa offers links to do these things too ...

- Login to Employee Email
- Login to Blackboard
- Access Online Library Databases
- Access Online Career Planning & Placement Resources
- View your Paychecks Online
- Donate to OU

### WHERE TO START?

To begin using MyOttawa, simply go to [www.ottawa.edu/myottawa](http://www.ottawa.edu/myottawa) and login. Most of your resources can be found on the “**Faculty**” tab.

### HOW TO LOGIN?

If you don't know (or can't remember) your MyOttawa username and password, you can request your credentials at MyOttawa using the “**Request Login Information**” box.

### NEED MORE HELP?

If you have any questions regarding MyOttawa, Blackboard, Email, or any other technology related service, you can always contact our support technicians by phone, email or chat. Visit [www.ottawa.edu/OUHelp](http://www.ottawa.edu/OUHelp) for more information on how to do this.