



What is MyOttawa?

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

- **Faculty Resources**
 - Review your Class Schedule
 - Pull up Class Lists
 - Submit Grades Online
 - Check out Advising Tools
 - Look at Courses Offered

- **Employee Resources** (*fulltime faculty only*)
 - Review the Employee & Faculty Handbooks
 - Find virtually ANY Form or Document from HR
 - Check out Benefits Information
 - Download the Employee Directory, Holiday Schedule, Payroll Calendar, etc.

To make the lives of faculty 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
- Donate to OU

WHERE TO START?

To begin using MyOttawa, simply go to www.ottawa.edu/myottawa and login. Most of your resources can be found on the “**Employees**” and “**Faculty**” tabs.

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 for more information on how to do this.