



Miami Dade
College

ODYSSEY

On the Web

Security Logon & Main Screen
Overview
Presented by Business Affairs

How do we access Odyssey On the Web?

- Please make sure you are using **Internet Explorer** as your internet browser.
- The link can be found on the **MDC Employee website**.
- Logon using your **Network ID/Name** and **Password**.
- Once you logon your security credentials will be verified against **Odyssey** security. You will have the same access as in Odyssey.

MDC Employee Website

Miami Dade College myMDC.org

MDC Home ▾ Students ▾ Programs ▾ Alumni Foundation ▾ Employees ▾ Retirees ▾ Campuses ▾ About MDC ▾ Help/Ask MDC ▾ Public Safety ▾ Text-Only Site

MDC Search GO

My MDC Account
SharePoint
Password Maintenance
College Phonebook
My Personal Records
Departments & Organizations
Forms
Policies and Procedures
Planning and Effectiveness
EIS
Faculty Resources
Employment
Administrative Resources

Welcome !

Miami Dade College Alerts

MDC provides wireless emergency notification capability to students, family, faculty and staff.

Visit <http://www.mdc.edu/alerts> for more details and to confirm your contact information for hurricane season and to ensure you will receive alerts during other spontaneous emergencies that impact MDC.

MDC Odyssey Web

Human Resources

Upcoming FRS Workshop
Please see the flyer below regarding an FRS Cash & Debt Management workshop.

[FRS Cash and Debt Management Workshop](#)

MDC Trivia Question

MDC earns State Performance Based Funding for students who complete required college prep coursework within two years. Which subject is the most difficult to complete?

Reading
 Writing
 Math

Quick Clicks

- FEED BACK Student Feedback Administration
- Faculty Schedule Faculty Schedule
- Change My Info
- Degree Audit
- @ Employee Web-Mail
- Employee Computer Purchase
- Employee Phonebook
- Final Exam Schedule



odysseyweb

Employee Logon

Please Logon:

ID:

zcamps

Log on with your network ID.

Password:

.....

Logon

WARNING: These secure screens use special security functions. For this reason, please have a pencil handy to write down your information as you may not be able to print them.

You will find that many of the same screens also have the browser **back button disabled**. On these screens you will need to navigate by using our menu bar.

 odysseyweb@mdc.edu

Miami Dade College | 300 N.E. 2nd Avenue | Miami, FL 33132-2204 | Campuses

Please make sure to use your Network ID and Password.

Click on Logon.

Home



odysseyweb

[Home](#) [Staff](#) [Miscellaneous](#) [Logoff](#)

Quick Links

- [Paystub Info](#)
- [Leave Balances](#)
- [Request Leave](#)
- [Change Contact Info](#)

Important Dates

NEWS

- 04/30/2010**
▶ Paycheck Date
- 05/14/2010**
▶ Paycheck Date
- 05/28/2010**
▶ Paycheck Date

Employee Details

Employee Name: Ms. Zeraida Camps
Person ID: [REDACTED]
Current Title: Manager
Campus: Kendall Campus
Department:

[Calendar](#) [Approval Queue](#)

Information is automatically populated, and cannot be entered manually.

April 2010						
<-- March						May -->
Sun	Mon	Tue	Wed	Thu	Fri	Sat

Staff



odysseyweb

Home **Staff** Miscellaneous Logoff

- Campus
- Room Search
- Student Finances

Quick Links

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Important Dates

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- 05/28/2010
Paycheck Date

Employee Details

Employee Name: Ms. Zeraida Camps
Person ID: [REDACTED]
Current Title: Manager
Campus: Kendall Campus
Department:

Calendar

Approval Queue

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April 2010						
<-- March						May -->
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3

Miscellaneous



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Home Staff **Miscellaneous** Logoff

IT Administration

- Quick Links
- Paystub Info
- Leave Balances
- Request Leave
- Change Contact Info

Important Dates

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- 04/30/2010
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- 05/14/2010
Paycheck Date
- 05/28/2010
Paycheck Date

Employee Details

Employee Name: Ms. Zeraida Camps
Person ID: [REDACTED]
Current Title: Manager
Campus: Kendall Campus
Department:

Calendar Approval Queue

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April 2010						
<-- March	Sun	Mon	Tue	Wed	Thu	Fri
					1	2
						3

Logoff



odysseyweb

Home Staff ▼ Miscellaneous ▼ **Logoff**

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Employee Details

Employee Name: Ms. Zeraida Camps
Person ID: ██████████
Current Title: Manager
Campus: Kendall Campus
Department:

Calendar **Approval Queue**

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Month	Year
April	2010

Main Screen Contains:

Home – main screen that appears when you sign in.

Staff - link which has a drop down list with:

- Campus (Odyssey Finance Transactions)
- Room Search (Academic Deans will discuss)
- Student Finance (Internal for BA 1098's)

Miscellaneous -link which has a drop down list with:

- IT Administration (IT Controls)

Logoff- link to sign off/logoff.

Quick Links



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[Home](#) [Staff](#) ▾ [Miscellaneous](#) ▾ [Logoff](#)

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Employee Details

Employee Name: Ms. Zeraida Camps
Person ID: ██████████
Current Title: Manager
Campus: Kendall Campus
Department:

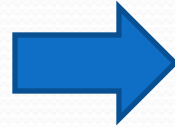
- [Calendar](#)
- [Approval Queue](#)

Information is automatically populated, and cannot be entered manually.

Quick Links



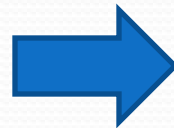
Paystub Info



Can click and view your paystubs.



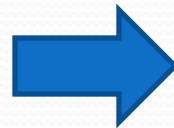
Leave Balances



Can view leave balances.



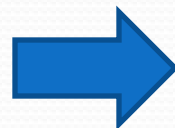
Request Leave



Can request leave time.



Change Contact Info



Can update your contact info.

Important Dates- News



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Quick Links

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- 05/28/2010**
▶ Paycheck Date

Employee Details

Employee Name: Ms. Zeraida Camps

Person ID: ██████████

Current Title: Manager

Campus: Kendall Campus

Department:

[Calendar](#)

[Approval Queue](#)

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Employee Details



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Home Staff ▾ Miscellaneous ▾ Logoff

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Employee Details

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Person ID: ██████████

Current Title: Manager

Campus: Kendall Campus

Department:

- Calendar** **Approval Queue**

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	April 2010	
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Calendar- just viewing, no updating, nor tied to Outlook.

Quick Links

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Important Dates

NEWS

- 04/30/2010
Paycheck Date
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Paycheck Date
- 05/28/2010
Paycheck Date

Employee Details

Employee Name: Ms. Zeraida Camps
Person ID: 61500
Current Title: Manager
Campus: Kendall Campus
Department:



- Calendar
- Approval Queue

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<-- March		April 2010					May -->
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

Approval Queue- Just for users with Approver Access.

W > Paycheck Date
Z 05/28/2010
> Paycheck Date

Department:

Calendar

Approval Queue

The following table shows the number of documents in your Approval Queue. Please click on the document type for which you would like to view or approve.

Document Type	Current Count	Future Count
Budget Transaction Approval Path Through Campus Menu	1	0
Department Requisition	0	2
Disbursement Request	0	1

The following shows your current Designated Aliases. Aliases are those you indicate can approve Financial documents on your behalf.

Start Date	End Date	Your Aliases are
03/07/2004	03/07/2098	Gregory Knott

The following shows people that have designated you as their current alias. You can approve Financial documents on their behalf.

Start Date	End Date	You are an Alias for
04/01/2010	05/01/2010	Eugene H Levering
04/14/2010	05/14/2010	Gloria Baez
04/01/2010	05/01/2010	Karl Hedeman

Overview

- Use Internet Explorer for your web browser.
- Log on via the MDC Employee website.
- Use your Network ID and Password.
- Same security access as in Odyssey.
- Odyssey on the Web is not mandatory. It is an option. Users can continue to use the mainframe screens.
- Access from home is currently limited to users with VPN access.

End of Security Presentation 😊

- Any questions...
- Accounts Payable with Disbursement Requests.
- Purchasing with Department Requisitions and Purchasing Card.
- Security with Approval and Document Inquiry.