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.
Welcome!

Miami Dade College Alerts

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

Visit [http://www.mdc.edu/alerts](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 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

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
Please make sure to use your Network ID and Password.

Click on Logon.
Miscellaneous
Logoff
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

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

Important Dates

- 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:

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

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

Important Dates
- 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.
Calendar - just viewing, no updating, nor tied to Outlook.

Information is automatically populated, and cannot be entered manually.

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April 2010

Employee Details

- **Employee Name:** Ms. Zeraida Camps
- **Person ID:** [Redacted]
- **Current Title:** Manager
- **Campus:** Kendal Campus
- **Department:**
Approval Queue- Just for users with Approver Access.

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.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Current Count</th>
<th>Future Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Transaction Approval Path Through Campus Menu</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Department Requisition</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Disbursement Request</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Your Aliases are</th>
</tr>
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<tbody>
<tr>
<td>03/07/2004</td>
<td>03/07/2098</td>
<td>Gregory Knott</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>You are an Alias for</th>
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<tbody>
<tr>
<td>04/01/2010</td>
<td>05/01/2010</td>
<td>Eugene H Levering</td>
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<tr>
<td>04/14/2010</td>
<td>05/14/2010</td>
<td>Gloria Baez</td>
</tr>
<tr>
<td>04/01/2010</td>
<td>05/01/2010</td>
<td>Karl Hammen</td>
</tr>
</tbody>
</table>

05/28/2010
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.