

How to Logon to eLumen



June 2015: You can now access eLumen by logging on to MyGateway on the Faculty page!



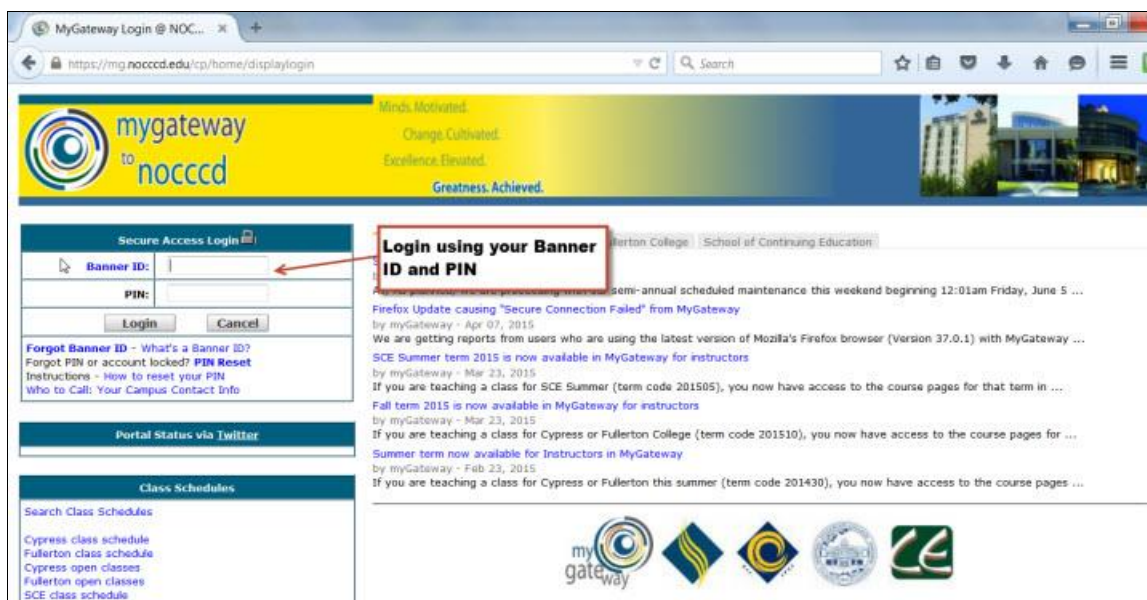
eLumen now uses Single Sign On (SSO) at MyGateway! Point your browser to MyGateway at mg.nocccd.edu

How to logon:

1. Logon at the Fullerton College homepage or enter mg.nocccd.edu



2. Login to MyGateway using your Banner or MyGateway ID and password



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3. Click on the Employee tab or the Faculty tab.

On the Employee tab, the link to eLumen is listed under Employee Links.

The screenshot shows the mygateway to fullerton college website. The top navigation bar includes tabs for Employee, Faculty, Fullerton, District Forms, Registration, Student, Early Alert, and Tutorials. The Employee tab is selected and circled in red. Below the navigation bar, there are several content areas:

- Personal Announcements:** Payment Processing is currently unavailable!!!
- Group Studio Activity Channel:** A table with columns for Group, Applications (none selected), Chat, and Last Visit. It lists groups like FC Accred Standard I, CMS, and Comprehensive Master Plan.
- Employee Links:** A list of links under the heading "Fullerton College". The "eLumen Links" section is circled in red and includes:
 - Centennial
 - CollegeBuys - Discount Software for California Community Colleges
 - FC CurricUNET
 - FC Staff Development
 - Exchange mail
 - Fullerton Virtual EMS
 - Elumen SSO (TEST) ← Test = Practice site
 - Elumen SSO (PROD) ← Prod = Live site
- Employment Details:** Links for Benefits, Leave Details, and Benefits web page.
- Personal Information:** Links for Update E-mail Addresses, Change PIN, Update My Address and Phone, Update Emergency Contacts, Update Ethnicity, Set Text Message Alert Preferences, and What is my ID?
- OC Dept of Education EIS:** Links for EIS Login and EIS Quick Start Guide.
- Employee Assistance:** www.guidanceresources.com, NOCCCD employer ID - COM589, and (800) 272-7255.
- Workers Comp:** Workers Comp Packet for Injured Employees. Workers Comp packet is located on the "District Forms" tab, under the "Risk Management" folder.

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On the Faculty tab, the link to eLumen is listed under Faculty Links (below the WebStar link).

4. Scroll down to the Elumen links.

The screenshot shows the MyGateway to Fullerton College Faculty Tab interface. The 'Faculty Tab' is circled in red. A red arrow points to the 'Faculty Links' section, which contains a list of links including 'Elumen SSO (TEST)' and 'Elumen SSO (PROD)'. A red box highlights these two links with instructions: 'Scroll down on the Faculty page and click on either Elumen SSO (TEST) or Elumen SSO (PROD). TEST links to a practice site. PROD links to the live production site where all official assessments and reports are entered by faculty.'

The test site is used for practice only.

Enter all final assessments on the live production site.