



My JAC Portal Reference Guide

Introduction

This guide will help you use the Portal and provide a brief overview of the features and services available.

My JAC Portal is the College intranet service, which provides you with access to information concerning the College, using a single sign on. To access the Portal, go to <https://johnabbott.omnivox.ca/intr> or click on the Portal link found on the College homepage.

My JAC Portal feature simplifies internal communications for students and staff, allowing College communities to share files, participate in discussion forums and receive news updates.

Be sure to sign on to the Portal daily and stay informed on matters that are relevant to you.

Getting Started

Please note that prior to accessing the Portal for the first time; **you must first successfully create your password to set your Omnivox account by clicking on First Use.**

Your Portal user name is your student ID number. This number appears on most of the official documents sent by the College as well as on your student ID card.

Logging On

Once you have set up your account, you can log on by entering your username and your password as per above and then hit “enter”.

Forgot Your Password?

If you forget your password, please go to the IT department on the 4th floor of Herzberg or call 3333.

Navigation & Helpful Hints



Clicking on the Omnivox icon on the upper left corner will return you to the My JAC Portal home page from wherever you are in the Portal.

HOME PAGE



Mio

MIOs (Messaging in Omnivox) are an easy way to communicate with students and staff by name, without having to know addresses. All attachments included in a MIO are scanned for viruses before they are distributed and you can follow up on when your MIO was viewed.



Léa

[The OMNIVOX Classroom](#) (Faculty & Students only)

Available 24/7, access the online grade book, course documents, absence follow-up, assignments, class calendars and more.

My Services



[My Home Page](#)

Returns you to My JAC Portal home page from any location in the Portal.



[Mia – Casgrain Sport Centre](#)

Access Sport Centre events and Mia Online Registration module.

My Omnivox Services

For a ranges of services available to you. When a service is unavailable, the link will be greyed out. See the detailed list below to help you navigate the various links to the different Omnivox modules.

 Academic Advisor Appointment	Make an appointment with your Academic Advisor.
 Attendance Validation	Confirm your attendance.
 Cancelled Classes	Most up-to-date class cancelation list.
 Carpooling	Participate in the Car Pool service; Find carpoolers.
 Course Registration	Quick and easy Online Registration.
 Course Schedule	Your schedule and book list.
 Document Request	Request official transcript or letter of attendance.
 Employment Centre - Jobs and Volunteer	Consult student job offers – submit your application / CV online.
 Information intended for you	Access documents and messages intended for you.
 Lockers	Online reservation or information.
 Parking Decals	Reserve your parking decal.
 Payment Center	Consult your invoices and pay online.
 Payment Center - History	View your Omnivox banking transactions history.
 Personal File	Review and update your personal data.
 Program Change	Produce a program change request.
 Progression Chart	Consult your personal grade chart.
 Reduced Fare OPUS Card	Request an OPUS reduce fare card for students.
 Rooms - Availability	Consult the schedule of availability of the rooms and physical spaces of the College.
 Secondhand books	Find books for sale – Sell your used books.
 Surveys and Votes	Respond to surveys and votes.
 Teachers Directory	Consult the Teachers Directory.
 Tuition Tax Forms	Retrieve your Tuition Tax receipts.

Emergency Procedures Video

Review of emergency procedures

Cite It!

A tutorial and coaching cards developed to help students navigate a variety of referencing styles and understand the importance of responsible communication of ideas.

My College Services

Links to other services offered such as Hoonuit, Moodle, Campus Store, Octopus and more

My JAC Portal Account

Use this feature if you encounter problems accessing an external service from the Portal, if you changed your username or password, or if you must update the information in your Portal account.

To reinitialize an external service, locate the service in the list and click on the **Reinitialize** link next to it. The service will be listed as Inactive (within the Portal). Go to your **My Services** list, select the service and enter your username and password for the external service. When successfully updated, you will once again be able to access this service through your Portal.

Omnivox Mobile

You can download the mobile version from the App Store or Google Play. Omnivox will look very different on the app.

LATEST NEWS

Visit this section often to be informed of what is happening on Campus.

The screenshot shows two main sections: 'Latest News' and 'What's new?'. The 'Latest News' section contains five news items, each with a graphic header, a title, a brief description, and a date. The 'What's new?' section shows a 'Back to the previous version' button and three notification items: '1 new document from the college', '1 new Mio', and '2 new voice messages (5284)'.

Latest News					What's new?		
 Limited service Wednesday, December 11th December 9, 2019	 STUDENT LOUNGE CLOSED DURING EXAM PERIOD December 9, 2019	 Student Involvement Recognition S.I.R. Forms - EXTENDED Deadline is Friday, Dec. 20th December 10, 2019	 SUJAC FUNDING FOR STUDENT PROJECTS AND ACTIVITIES: UP TO \$1500 December 10, 2019	 Holiday Letter December 10, 2019	 1 new document from the college	 1 new Mio	 2 new voice messages (5284)

WHAT'S NEW?

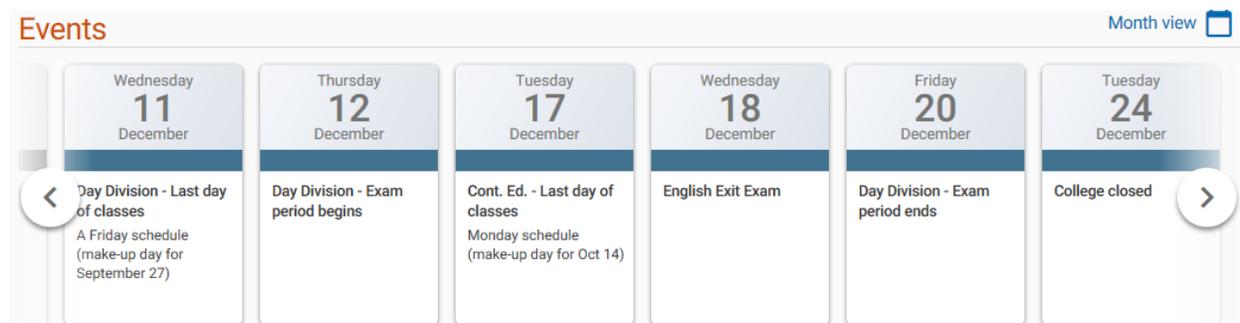
This section will appear in the upper right hand section of your My JAC Portal homepage to notify you when new information has been posted in your various services (OMNIVOX Services, MIOs, LÉA, etc.), since the last time that you accessed your account. Clicking on an item in this section will direct you automatically to the new update. The portal will keep you up-to-date on what has changed, so you do not have to go searching for changes.

When you access an external site from within the Portal, a new window will be opened. To return to the Portal, minimize or close the newly opened window.

After 30 minutes of being inactive within the Portal, you will be logged off.

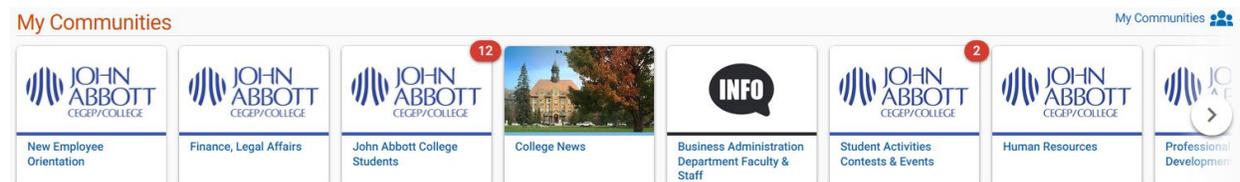
EVENTS

This calendar informs you of important College dates to help you avoid missing important deadlines.



MY COMMUNITIES

The communities that you are participating in are listed in this section. Simply click on the community title to access it. The manager of a community determines which of these features will be available to the community members: Agenda, Latest News and Messages, Documents and Files Available, Forum and Useful Links are available. A number in a red bubble next to the icon of one of your communities indicates that there has been updates to the community, since you last accessed it.



Clicking on **My Communities**  will generate a list all the communities that your are a member of.

Clicking **the Discover**  will show the list of ALL communities and whether they accept new members or not.