Accessing the Business Portal Pay Stub.

To access the employee portal from your home or off campus PC you will need to do the following;

Step 1.
To add the Terminal Server Connection to your desktop:

1. Right Click on the attached file.
2. Choose 'Save As'
3. Save file to your Desktop as CCFacultyTS
4. Double Click "CCFacultyTS" icon on your desktop, and choose 'Use another account'
5. For the Username type: clarendon\username
6. Type your password
7. When the following message below displays, check mark the 'Don't ask me again for connections to this computer'
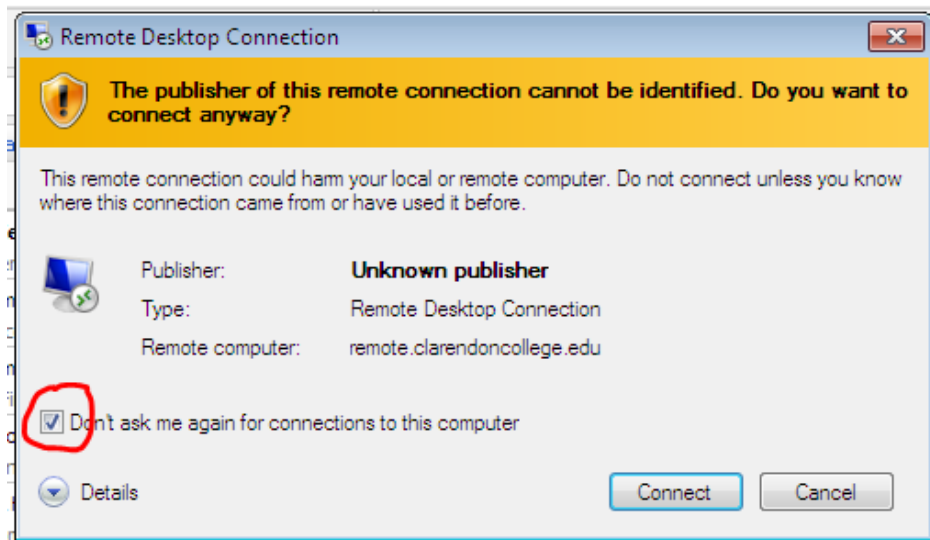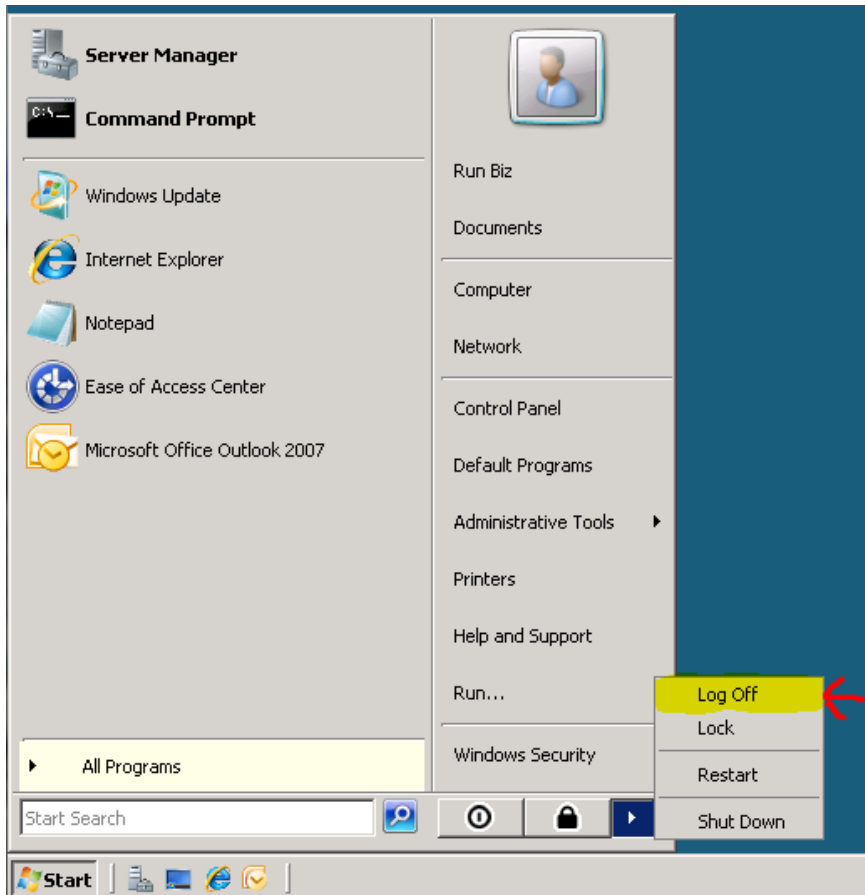

How do I properly log off the Terminal Server?
To logoff the terminal server:

1. Click on Start\Log Off...
2. Click Logoff on the Log Off Windows dialog box.

NOTE: Do Not click on the "X" at the top of the screen. This will only disconnect your session and not log you off.
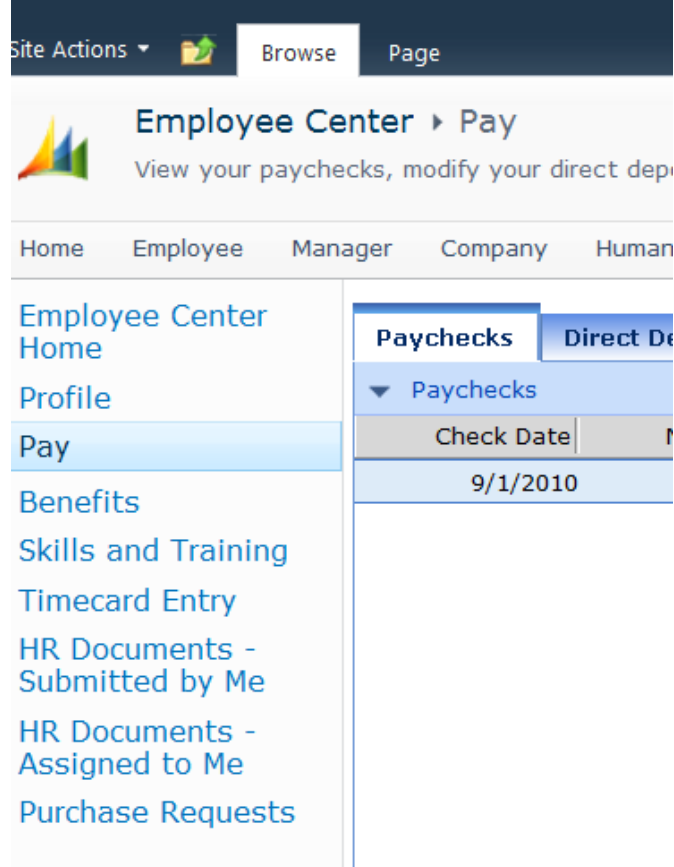
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Step 2:
After you successfully logon using the above method then open Internet Explorer on the desktop or Start Menu from within the remote session. When the remote session's Internet Explorer opens enter the following web address; http://cc-sharepoint/bp into the browser's address box. When the Business Portal Home Page appears, click on "**Employee"** tab.
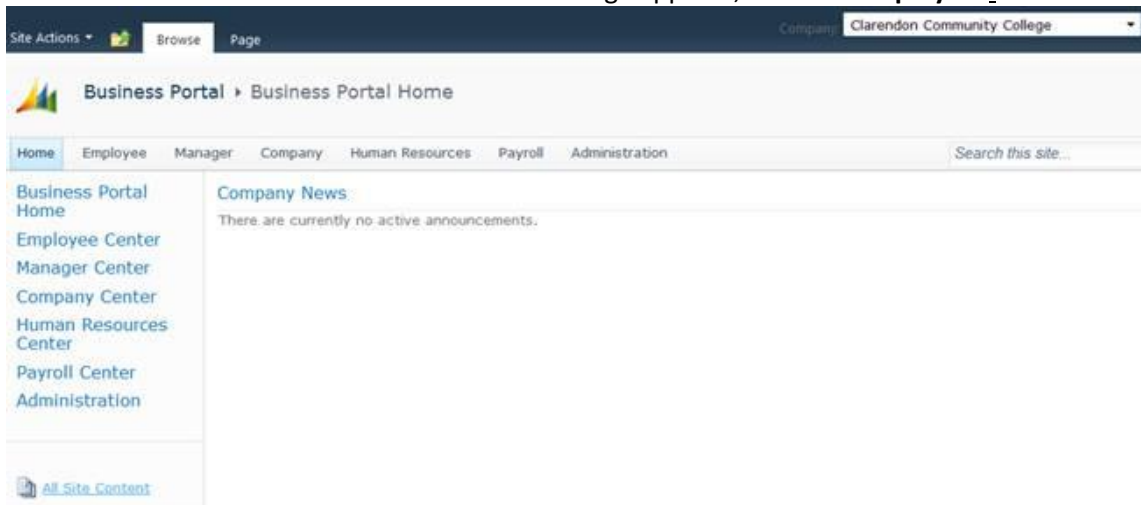
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Next, click on "**Pay"** which is found on the left side of the screen and your pay check will be available to view and print.

The Business portal is not accessible without using Remote Desktop or outside the college's network for security reasons. The above method is the only way to access this portal outside of the college's network. The above method is not needed if you are using one of the college's PC's connected to the network. To access the portal from one of the college's PC's all you need to do is enter the web address; http://cc-sharepoint/bp within Internet Explorer.

Please let me know if there are any questions about how to access the portal.