FAQ for myLangara

FOR FACULTY, INSTRUCTORS, AND STAFF

What do I need to know?

- The new myLangara (Employees) site is launching on November 18.
- It will be a one-stop shop with links to Banner, Brightspace, Workday, college forms, employee directory, meeting room bookings, and other resources.
- It's built in Microsoft SharePoint, so it will be integrated with your Office 365 email and other tools.

Why is myLangara changing?

- The current myLangara is outdated: it is over 20 years old, and browsers will no longer support it as of early 2020.
- More flexible and useful: we've selected a new system where our tools are more easily integrated (part of the Office 365 environment)
- It's more cybersecure with 2FA login.

When is it changing?

Monday, November 18, 2019

What's moving over?

All the most important employee resources and tools will be moving into myLangara, including:

- *The Langara Post*
- Employee Directory
- Meeting Room Booking
- College forms
- Banner (Student and Employee Information System)
    - Personal info (vacation requests, payroll, benefits) Note: moving to Workday@Langara on Jan 6.
    - Faculty resources (Faculty/Advisor, class lists, registration, wait list info, grades)
    - Admin resources (budget officer tools, reports)

Can I still access the old myLangara?

Yes, you can still access the old myLangara until December 18, 2019. After that, myLangara (classic) will expire.

ACCESSING THE NEW MYLANGARA

How do I log in?

- Click the "Log in" button at top right corner of the www.langara.ca.
- Under Employees, click on myLangara (Employees) and follow the prompts.
- Note: 2-Factor Authentication is required.

snəw̓eyəɬ leləm̓.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

What is Banner?

Banner is a system that houses our Student and Employee Information. We are transitioning to Workday over the next few years, so we will continue to use Banner in the meantime.

- You can access Banner from the new myLangara site by clicking the top left orange "Banner" button.
- In Banner, you will find:
    - Budget officer information
    - Personal info (vacation requests, payroll benefits) until January 6, when it transitions to Workday
    - Faculty resources (Faculty/Advisor links, class lists, registration, wait list info, grades)

What about Workday?

As of January 6, 2020, the following information will move to Workday:

- Personal information (pay, address, etc.)
- Finance tasks (purchasing, expenses, etc.)
- People and Culture tasks (hiring, managing, etc)
- Student information will move in 2-3 years in the next phase of Workday's implementation

What's the best way to access my email?

- Log in to myLangara (Employees), click on the top left corner (grid icon) and select Outlook.
- Direct web access using Outlook Web Access (OWA) at portal.office.com
- Access on mobile device using Outlook App

Do I have to log in to other systems again once I log in to myLangara?

Once you're logged in to myLangara, you will automatically have access to Brightspace and as of January 6, 2020, to Workday. Exception: you will still need to log in separately to Banner to access Banner information.

Is there a recommended browser I should use?

All browsers will work. Note: Firefox has documented issues with 2-Factor Authentication.

FOR FACULTY AND INSTRUCTORS

Where is the Faculty/Advisor link?

Click on Banner in the new myLangara and log in.

How do I submit my grades?

Click on Banner in the new myLangara and log in to see the Faculty/Advisor tab. All your regular tools will be there.

How do I email my students?

- CourseTools can be used until December 18. After that, please email students using Brightspace.
- If you need support with this transition, please contact edtech@langara.ca.

Can I log into Brightspace or Workday without logging into myLangara?

Yes, you can log into those systems directly. Note: Logging into myLangara means you only need to 2FA once. Logging into Brightspace and Workday will require 2FA authentication for each.

What's happening with the student myLangara?

Please direct all students to the login page (langara.ca/login) where they will be able to access all the essential links, including Brightspace, the Student Information System (Banner), and Office 365 email.

FOR BUDGET OFFICERS

Where do I find Budget information?
Click on Banner in the new myLangara and log in. Budget Officer info can be found here. Alternatively, you can use the Search tool in the top navigation bar.

Where can I access Reports?
Click on Institutional Research (Reports). Alternatively, you can use the Search tool in the top navigation bar.

Where can I find Meeting Minutes?
Under College Resources, click on Councils and Committees. Alternatively, you can use the Search tool in the top navigation bar.

2-FACTOR AUTHENTICATION (2FA)

When do I need to use 2-Factor Authentication?

- You need to use 2-Factor Authentication for Office 365 (myLangara, Outlook email, Teams, etc.).
- You will also need to use 2-Factor Authentication for Brightspace and Workday beginning January 6, 2020.

Do I need to 2FA into the new myLangara?
Yes, please follow the prompts. You will be asked to enter your email and password, then to verify a second time by using the Microsoft Authenticator App or your token.

What if I forget my 2FA token or phone at home, or accidentally lose/break it?

- For immediate help, please visit the Service Desk in the Library.
- If you are in the middle of teaching a class, running an exam, meeting or event, please call 604-323-5999 and press 1.
- Otherwise, you can leave a voicemail or submit an IT ticket via our online form at www.langara.ca/ask-it.

TRAINING AND SUPPORT

I can't find what I'm looking for.
Try using the Search tool in the top navigation bar. Alternatively, please contact mylangara-employees@langara.ca.

Will I get training?
Yes, we'll have tools to get you started. We'll also host some Lunch & Learns so employees can get a preview of the new tool.

My question isn't here. Where do I go?
Please email mylangara-employees@langara.ca.