Welcome!

... to your roadmap through the newly renovated My Baker user portal. We've brought a more user-friendly interface to the site, and improved navigation, making it easier for you to get where you need to go. We've also added some helpful utilities to get you any information you may need, quickly and easily. Our goal has been to improve your user-experience as you move through the My Baker portal.

The first change you will notice on My Baker will be changes to the Home page. In the center of the page, you will find a variety of icon links to give you quick access to some of the most frequently needed information available in My Baker. On the right side of the page, you will find any announcements or messages that may be important to you as a staff or faculty member at Baker College. On the left side of the page, you will find a Quick Links box. The links that appear in this box are determined by your role as a staff or faculty. Before log in, there are only a limited number of public-facing links displaying.
Many of the icons on My Baker will be self-explanatory. For instance, clicking on the Catalog or Student Handbook icon will open those documents for you in a separate browser tab. Some icons may be visible, but require an additional login. You may not have authorization to actually log in to those sites. If you click an icon and do not have access to the web page to which it links, you will see a page similar to the one below.

Once logged in to My Baker, your Home page may change slightly. While the icons in the middle of the page will remain the same, you may have additional announcements on the page. The System Calendar will now appear on the page, as well. You will also see additional links in the Quick Links box.
On many of the main site pages, we've added mouse-over functionality, to provide some details as to what information may be found by clicking the link.

Navigating from page to page is now easier with our improved breadcrumbs on each page. A breadcrumb gives you a quick trail back through the site pages you have previously visited. Look for the breadcrumb at the top of the blue bar, next to the red box. The breadcrumb starts with the phrase, "You are here." The last item in the trail is your current page. Move to the left to navigate backward through the previous pages you visited on My Baker to get to the current page. Some pages may also have a return link in the page itself, as well. Avoid using your web browser's Back button in My Baker, as it tends to break navigation paths.
Another new utility on My Baker, provided to give you a better way to locate information quickly, is our new **Site Map.** The Site Map link appears on every page, in the **Quick Links** box. Simply, go to the Site Map and scan the desired list until you find the item you need. If you are also a Baker College student, you will see the site map information for the **Student Services Center,** and if you are a Baker College graduate, you will also see the site map information for the **Alumni Center.** You will also see links to the various departments at Baker College under **Department Resources.** While most of these items are available to staff and faculty members exclusively, there are some public-facing items, which may include public-facing Policies and Procedures, or student forms and informational documents.

To find out more about how to get the most out of the renovated My Baker site, continue through this document, or click a link in the list below to a navigate to a specific area to learn more about it.

---

List

- **My Services**
- **Faculty Center**
- **Staff Center**
- **Department Resources**
My Services

While you are on the My Services page, there are a few useful items to point out.

Current Baker College students will have access to the Student Services Center, to access registration, degree audit/progress, grade report, unofficial transcript, course history, the Student Academic Calendar, and more.

For new students at Baker College, the Enrollment Center will get them started off on the right foot by introducing them to their Academic Advisor, providing information about their program of study, and guiding them through the next steps of their academic career.

Students who have previously completed a degree at Baker College will have access to the Alumni Center, which will provide them with resources such as access to their grade report, unofficial transcript, course history, and Career Services.

The Faculty Center and Staff Center will be covered in more detail in other sections of this document.

Career Services is a great resource in helping current students and graduates to be well-prepared for a new career. They will also find information about the Handshake job search site, to assist them in finding their perfect job matches.

The Department Resources available to you will be covered in more detail in another section of this document.
The Bookstore page provides a link to the Baker Barnes & Noble Bookstore. When current students are logged in to My Baker, it also displays their Course Schedule for easy access to the list of books required for their classes.

If you have COGNOS access, you can click the Reports icon to log in to view your reports. You will also find the Report Request form here, as well.

Clicking the Campuses icon will take you to a complete list of all Baker College Campuses. Each campus page provides a map to the campus, office hours, phone numbers, and location site maps.

The images below will give you a quick view of some of these pages and their features.
Faculty Center

If you are a faculty member, the Faculty Center will often be your best starting point, especially for Academic information. There are three ways to get to the Faculty Center: click the Faculty Center link in Quick Links, click the My Services link in the Home page icons, or click My Services in the top menu bar on the page.

If you go to My Services first, just look for the Faculty Center icon. Clicking it will take you into the Faculty Center.
There are a few features on the Faculty Center landing page to point out, as well as what you can expect to find by clicking on each item.

- **Course Information**
  - View your course schedule, course details, class list, etc. You can also access the Course Facilities search to view where scheduled classes are meeting on a selected campus.
• **Academic Resources**
  o Links to the Academic Department under Department Resources.

• **Center for Teaching Excellence**
  o This was formerly Effective Teaching and Learning, and links to support structures and professional development resources.

• **Running Start**
  o Links to the Baker College Running Start home page, with a variety of information and resources regarding high school students, dual enrollment, concurrent enrollment/direct credit, and early middle college.

• **Advising / Early Alerts**
  o A variety of utilities are provided here to assist staff and faculty members who advise students. These items may include accessing the Advisee Roster, submitting Early Alerts, and maintaining Retention Management. All access is granted by pre-determined permissions for each user.

• **Reports**
  o If you have COGNOS access, you can log in here to view your reports. You will also find the Report Request form here, as well.

• **Academic Resource Center (ARC)**
  o Links are provided to campus library information; APA help; finding books/e-books, articles, databases, videos; research guides; renewing library materials.
• **Information Technology** (Quick View for Faculty)

![Screen Shot](https://example.com/screenshot)

- **System Service Status**
  - View at a glance the status of Baker College systems, to see if any are experiencing issues or currently have an outage. Clicking the blue circle will open a gray box displaying additional information about the issue the system is currently having.

- **User Account**
  - Password requirements, changing security questions, updating password, account numbers for Library and Equitrac printing, important information about Baker SSO (single sign-on).

- **Wireless / Network**
  - Links to the Baker WiFi instructions page.

- **Reset Password**
  - Links directly to the Password Reset web page.

- **Faculty My Help** (Google site)
  - User information guides, including Blackboard, campus safety videos, Google apps, Handshake, Microsoft Office 365, Pearson MyLabs, and more.

- **Submit a Support Ticket**
  - Links to the Baker College trouble ticket system, to submit a request for assistance or a change request.

- **Information Technology** (main page)
  - Links to all available services and features provided by the Baker College IT Department.

• **Institutional Research**
  - Find out about the Institutional Research Board and their policies and procedures for conducting research – including human beings, involving federal employees, or using federal money - in a manner that meets ethical and scientific standards.

• **HR Forms**
  - Links to the Internal - Forms page of the Human Resources Department in Department Resources. You can find a variety of form categories, such as Supervisor Forms, Termination Forms, New Hire Forms, Payroll Forms, and Employee Forms. Employee Forms include such the Expense Report, Mileage Report, and the Travel & Expense policies.
• **Faculty My Help** (Google site)
  o User information guides and links, including Blackboard, Google apps, Copyright Professional Development, McGraw-Hill Connect for Faculty, iDesign Guide, Pearson MyLabs, and more.

![My Help](image)

• **Bookstore**
  o Provides a link to the Baker Barnes & Noble Bookstore.

• **Campuses**
  o View a complete list of all Baker College Campuses, including maps to each campus, office hours, phone numbers, and location site maps.

• **Coming Soon**
  o Watch for more information coming here in the future.
Staff Center

If you are a staff member, the Staff Center provides access to a variety of useful information. There are three ways to get to the Staff Center; click the Staff Center link in Quick Links, click the My Services link in the Home page icons, or click My Services in the top menu bar on the page.

If you go to My Services first, just look for the Staff Center icon. Clicking it will take you into the Staff Center.
There are a few features on the **Staff Center** landing page to point out, as well as what you can expect to find by clicking on each item.

- **Advising / Early Alerts**
  - A variety of utilities are provided here to assist staff and faculty members who advise students. These items may include the accessing the Advisee Roster, submitting Early Alerts, and maintaining Retention Management. All access is granted by pre-determined permissions for each user.

- **Business Applications**
  - Includes links to the SOLAR System/OASIS, Jenzabar JX, CX instructions, WebEx, Cisco Unity Connection Web Inbox, and Cisco Unified Communications Self Care Portal.

- **HR Forms**
  - Links to the Internal - Forms page of the Human Resources Department in Department Resources. You can find a variety of form categories, such as Supervisor Forms, Termination Forms, New Hire Forms, Payroll Forms, and Employee Forms. Employee Forms include such the Expense Report, Mileage Report, and the Travel & Expense policies.

- **Reports**
  - If you have COGNOS access, you can log in here to view your reports. You will also find the *Report Request* form here, as well.

- **Department Resources**
  - Information pages for a variety of departments, including Academic, Admissions, Finance, Financial Services, Human Resources, Institutional Research, as well as Academic Resource Center (ARC), Career Services, Campuses, Safety (SDS), Campus Safety, Student Housing, and Registrar.
• **Information Technology (Quick View for Staff)**

  - **System Service Status**
    - View at a glance the status of Baker College systems, to see if any are experiencing issues or currently have an outage. Clicking the blue circle will open a gray box displaying additional information about the issue the system is currently having.
  - **User Account**
    - Password requirements, changing security questions, updating password, account numbers for Library and Equitrac printing, important information about Baker SSO (single sign-on).
  - **Business Applications**
    - Includes links to the SOLAR System/OASIS, Jenzabar JX, CX instructions, WebEx, Cisco Unity Connection Web Inbox, and Cisco Unified Communications Self Care Portal.
  - **Reset Password**
    - Links directly to the Password Reset web page.
  - **VPN Instructions**
    - Instructions on installing and using the Baker College VPN.
  - **Submit a Support Ticket**
    - Links to the Baker College trouble ticket system, to submit a request for assistance or a change request.
  - **Information Technology (main page)**
    - Links to all available services and features provided by the Baker College IT Department.

• **Bookstore**
  - Provides a link to the Baker Barnes & Noble Bookstore.

• **Campuses**
  - View a complete list of all Baker College Campuses, including maps to each campus, office hours, phone numbers, and location site maps.

• **Catalog**
  - Opens a PDF document of the current Baker College Catalog in a new browser tab.
• **Student Handbook**
  o Opens a PDF document of the current Baker College Student Handbook in a new browser tab.

[Return to list]
Department Resources

The Department Resources icon, on the Home page or the My Services page, will take you to the information pages for a variety of departments, including Academic, Admissions, Finance, Financial Services, Human Resources, Institutional Research, as well as Academic Resource Center (ARC), Career Services, Campuses, Safety (SDS), Campus Safety, Student Housing, and Registrar.
Below are images of some of the department landing pages, to help you become more familiar with them.
Welcome!

As a customer-focused and innovative partner, the Human Resources Department is focused on supporting a culture of valuing employees and maintaining a progressive employer brand that contributes to the strategic, operational, and individual success of Baker College and all employees.

What can we help you with today?

Contact Us

HR Spotlight:
- HR Mission/Purpose
- HR Values
- HR Goals
- Meet the Staff
- Newsletters

Contact HR
Human Resources
Baker College
1050 W. Bristol Road
 Flint, MI 48507
hr@baker.edu
Fax: (810) 766-2100

Career Seekers

New Faculty & Staff

Payroll

Managers & Supervisors
Registrar Services

Baker College Registrars are here to help you meet your educational goals as quickly and efficiently as possible. We can help you with:

- Program changes and other course registration concerns
- Advice for bachelor degrees
- Non-traditional credit
- Transfer of credits
- Graduation requirements
- Certifications
- Registrations
- Transcripts and other academic records

Baker College offers many non-traditional credit options for students with varied academic and professional backgrounds. Non-traditional credit may include:

- Articulation
- Experiential credit
- Credit by examination
- CLEP
- Advanced placement

To learn more about non-traditional credit, please visit our sections on Articulation or Testing. You can also call the Academic Office for more information.

Transcript Request

Orders to release transcripts are processed through the electronic ordering system. Transcripts sent online are fully secure and FERPA compliant. Our PCI certification and third-party testing ensure that security is never in question.

Choose one of the following:

Unofficial Transcripts

- For users with a current Baker College account, log in to MyBaker using your current username and password.
- Click on My Services tab across the top.
- For current students, click on the Student Center, then Academic Services > Grade Information > Unofficial Transcript.
- For alumni, click on the Alumni Center, then Unofficial Transcript.

Official Transcripts

- Click the “Order Official Transcript” image at the right.
- On the SOLAR System, log in choosing one option in Step One and then entering your password in Step Two.
- Click on STAR System link in red on the left.
- Click on the blue Academic Office link at the top of the list in the center portion of the screen.
- Click on the blue Transcript link at the top of the list in the center portion of the screen.
- Choose other transcript option, click on the Submit button, and click through the instructions.

*** If you don’t know your username and password please contact the ITSC by sending an email to: ITSC@baker.edu with the following information***
These are the locations of Safety Data Sheets that have been prepared for public availability at the following campuses:

- Jackson
- Muskegon
The **Information Technology Department** site has also been remodeled with a new look and feel! The IT Department page, located under **My Services > Department Resources > Information Technology Department**, is available whether you are logged in or not, with most of its pages public-facing. For your added convenience, we've added some links at the bottom of the page, to help you get to those IT items you may need most frequently - Quick View **For Faculty** and Quick View **For Staff**. No need to login to access your IT Quick View items; they are available any time.

The IT Department page not only provides access to a variety of useful IT information, you will also have access to the following features:

- **System Service Status**
  - View at a glance the status of Baker College systems, to see if any are experiencing issues or currently have an outage. Clicking the blue circle will open a gray box displaying additional information about the issue the system is currently having.

- **IT Maintenance Calendar**
  - See when one of our systems may be affected by maintenance or an outage.

- **Policies & Procedures**
  - View Baker College IT policies and procedures.

- **About IT**
  - Learn more about the Baker College IT Department.
Clicking the icons in the middle of the page gives you access to the following features:

- **User Account**
  - Password requirements, changing security questions, updating password, account numbers for Library and Equitrac printing, important information about Baker SSO (single sign-on).
- **Wireless / Network**
  - Displays Baker WiFi information and instructions.
- **Business Applications**
  - Includes links to the SOLAR System/OASIS, Jenzabar JX, CX instructions, WebEx, Cisco Unity Connection Web Inbox, and Cisco Unified Communications Self Care Portal.
- **Resources & Training**
  - Includes access to such items as Google Resources for using Google apps, the Baker College My Help site, on-campus printing information, and instructions for updating personal information.
- **Software**
  - Software information, including MSDNAA and VMware; technical requirements; standard classroom computer configurations.
- **Security**
  - Current security topics and relative technology articles of interest.
- **IT Support**
  - View Information Technology Support Center (ITSC) contact information, including phone, email, and office hours; submit a support ticket.
- **IT Initiatives**
  - Descriptions of the projects and initiatives in which the Baker College IT Department is currently involved.
- **Submit a Ticket**
  - Access the support ticket system to submit a request for assistance.

[Return to list]