

# College Success Instructor Internal Application

How to Submit Your Application



**CITY COLLEGES**  
*of* CHICAGO  
Education that Works

# Using SharePoint to Submit Your Application

**Training and Requirements for Current and New Instructors**

**Note: Applications Can Now Be Submitted.**

Click [here](#) to apply to be a college success instructor. You will need to login using your ccc email and password. Returning instructors will only be required to fill out a portion of the application as not all information is needed.

1. From the College Success website (Click “here”) or from the URL provided by your Dean/Associate Dean/Coordinator via email, you can click on the application link.



2. Type your CCC Username (without the @ccc.edu) and Password

A screenshot of the City Colleges of Chicago login form. At the top is the logo for 'CITY COLLEGES of CHICAGO' with the tagline 'Education that Works'. Below the logo are two input fields: 'UserName' and 'Password'. A blue 'LOGIN' button is positioned below the password field. At the bottom of the form, there are two links: '» Forgot Password?' and '» Contact Support'. At the very bottom, there is a small note: 'For best results, my.ccc.edu should be viewed using the latest version of the following browsers: Internet Explorer®, Firefox®, Safari®, or Chrome®.'

# Using SharePoint to Submit Your Application – New Instructors

**College Success Instructor Internal Application**

**Applicant Information**

Employee Id

**Faculty or Staff** Faculty

New or Returning College Success Instructor

Home Phone   
Ex. (312) 553-2600

Mobile Phone   
Ex. (312) 553-2600

Email Address

Semester Available

College Choice/Choices

- Harold Washington
- Harry S Truman
- Malcolm X
- Kennedy-King
- Richard J. Daley
- Olive-Harvey
- Wright

Direct Supervisor

What is your role at CCC

How Long Have You Been In Your Current Position   
(Ex. 10 years)

3. Once in the SharePoint Site, fill out the appropriate fields.

3.1. For New Instructors, you will be required to fill out information about your education, answer six questions, and submit your resume.

**Education**

Highest Degree Attained

College or University

Degree Field   
(Ex. Computer Science)

From   
(Ex. 08/30/2015)

To   
(Ex. 05/30/2016)

**College Success Questions**

How do you feel the College Success course will encourage a student to persist at CCC?

How can this course help students identify a CCC pathway?

The above screenshot only shows two out of six questions.

**Attachments**

Please attach your resume/vitae.

If you specify “staff,” then your direct supervisor will receive an email informing him/her of your interest to serve as a College Success Instructor. For “faculty,” your respective VP, Dean, and Associate Dean will receive an email notification.

# Using SharePoint to Submit Your Application – Returning Instructors

College Success Instructor Internal Application

Applicant Information

Employee Id	<input type="text"/>
Faculty or Staff	Faculty
New or Returning College Success Instructor	<input type="text"/>
Home Phone	<input type="text"/> Ex. (312) 553-2600
Mobile Phone	<input type="text"/> Ex. (312) 553-2600
Email Address	<input type="text"/>
Semester Available	<input type="text"/>
College Choice/Choices	<input type="checkbox"/> Harold Washington <input type="checkbox"/> Harry S Truman <input type="checkbox"/> Malcolm X <input type="checkbox"/> Kennedy-King <input type="checkbox"/> Richard J. Daley <input type="checkbox"/> Olive-Harvey <input type="checkbox"/> Wright
Direct Supervisor	<input type="text"/>
What is your role at CCC	<input type="text"/>
How Long Have You Been In Your Current Position	<input type="text"/> (Ex. 10 years)

3. Once in the SharePoint Site, fill out the appropriate fields.


3.1. For Returning Instructors, after you specify “Returning,” you will just need to fill out the fields in the screen shot to the left.

*If you specify “staff,” then your direct supervisor will receive an email informing him/her of your interest to serve as a College Success Instructor. For “faculty,” your respective VP, Dean, and Associate Dean will receive an email notification.*

# Using SharePoint to Submit Your Application – Save/Submit

### Recommendation

Please provide a reference from a City colleges of Chicago President, Vice President, or Dean of Instruction or designee at the City College where you are currently employed. District employees must obtain a reference from their Vice Chancellor. Only CCC employees may apply. Please provide a resume/vitae to your recommender prior to obtaining reference signature.

Recommender Name  

### Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge

Only completed applications with an attached resume/vitae will be considered.

Application will be sent to approvers. You will receive status updates via email.	<input type="button" value="Save and Submit"/>
Save but do not submit. You can return and submit at a later time.	<input type="button" value="Save for Later"/>
You will lose any information you have entered.	<input type="button" value="Close"/>

4. Search for the college's Vice President, Dean, or Associate Dean (designee).
5. Click Save and Submit  
*Note: "Save for Later" will allow you to return and submit the application later. These buttons are located at the bottom of the form and can be seen in the below screenshot.*

*To return to a saved application, click on My Applications in the left hand navigation.*