

New Part-Time Faculty Onboarding Instructions

Mandatory First Steps

**HR New Hire Intake Meeting – myCoyote Account Activation –
Coyote OneCard – Parking – Mandatory Training etc.**

Access to Blackboard, Faculty Center, Outlook Email Account, free Wi-Fi etc.

Welcome to CSUSB!!!

Academic Personnel
Version as of 2017-9-7

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I. CHECKLIST - Mandatory First Steps - New Part-Time Faculty Onboarding

- Your **Single Point of Contact** is your **Hiring Department Coordinator**.
- **Obtain your Employee ID number** and **HR New Hire Intake Meeting Flyer** from your Hiring Department.
- **Schedule HR New Hire Intake Meeting** and **Plan your visit to the Campus**.
- **Campus Maps** and Directions: <https://www.csusb.edu/maps-directions>

Ctrl + Click on Title (or Page number) to jump to that section of the document

<input checked="" type="checkbox"/>	Mandatory Step	Optional or if you choose	Location	How	Pg.
	II. Schedule and attend: HR "New Hire Intake Meeting"		SH-110 <i>see Campus Map</i>	In person Documents needed	4
		III. Activate myCoyote Account at NETO Training and get Portal overview	in person at PL-1104	NETO in person at ITS Training Services, or NETO via ZOOM electronically (computer, tablet, mobile)	5
	III. Activate myCoyote Account (Appendix A)			Electronically (computer, tablet, mobile) at home on your own	5
	IV. Coyote OneCard*		PL-1108	In Person, Picture Taking Form needed*	6
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* Forms needed:

Identify the following forms at your **HR New Hire Intake Meeting**, which you will need for the subsequent steps of the onboarding process:

1. **Employee ID Request Card** – to be presented at Coyote OneCard Office (PL-1108)
2. **Confidentiality Compliance Form (Faculty Form)** – submit to Hiring Department.

**Obtain from Hiring Department:

1. **Completed Parking Permit Authorization Form** to be presented at Parking Services Office (UH-35 and UH-39)

II. Human Resources New Hire Intake Meeting

Schedule and Attend In-Person:

Once **Hiring Department** provides you with your **Employee ID Number** and **New Hire Intake Meeting Flyer**, **contact HR to make an appointment (ASAP)**. You must **attend in person** before your start date, otherwise **your first paycheck may be delayed**.

DOCUMENTS TO BRING:

HR will inform you what documents to bring once you schedule your New Hire Intake Meeting.

- You will be hired with the name that appears on your legal documents.
- Make sure your name MATCHES on ALL documents to be presented. If it doesn't, request updated documents from appropriate agency.
- Non US Citizens are required to provide current employment eligibility documents.
- The hiring process cannot be complete if the names on the documents used for verification of identity and employment eligibility do not match.

Review Lists of Acceptable Documents:

<https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>

Human Resources Office

Location	Contact Information
Sierra Hall, Room 110 (SH-110) <i>*see Campus Map for exact location</i>	Phone: (909) 537-5138 Email: hrdept@csusb.edu Web: https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings

Campus Maps and Directions: <https://www.csusb.edu/maps-directions>

IMPORTANT:

Please identify the following **forms at your HR New Hire Intake Meeting**, which you will need for the subsequent steps of the onboarding process:

1. **Employee ID Request Card** – to be presented at Coyote OneCard Office (PL-1108)
2. **Confidentiality Compliance Form (Faculty Form)** – to be submitted to Hiring Department.

[Go back to Checklist](#)

III. Activate myCoyote Account - Access to Blackboard, Faculty Center, email etc.

- By activating your myCoyote account you will gain access to University computer applications and services, such as: myCoyote Portal, smart classrooms, free wireless network, etc.
- **Via myCoyote Portal** you will be able to access: **Blackboard, Faculty Center**, CSYOU, Office 365 (**Outlook**, Word, Excel, PowerPoint etc.), Google Drive, Lynda.com (e-Learning), SkillPort (e-Learning), Qualtrics (survey application), Zoom (video conferencing) etc.
 - **myCoyote Self Service** provides access to: Faculty Center, **View Paycheck Online, Emergency Contact**

Note: You will have **access to the Blackboard and Faculty Center** via myCoyote Portal once your hiring department adds you to the **Instructor Table** and **assigns** you to a **Course and Term**, and **after** you activate your myCoyote account. You will be able to see your course in Blackboard **9 weeks before** the course start date.

You have Two Options:

Option A: Activate your myCoyote account on your own

Option B: Attend NETO training to get myCoyote Portal overview and to activate your myCoyote Account

NOTE: Before completing the below instructions, obtain your **Employee ID number** from your hiring department.

A. Activate myCoyote account on your own

- See instructions in [Appendix A](#), or follow these steps:
- Go to: <https://www.csusb.edu/its/support/knowledge-base-articles>
 - Scroll down to **Section** called: MyCoyote
 - Click on link titled: **Activating Your Account on MyCoyote**
 - <https://www.csusb.edu/its/support/knowledge-base/27812>

In case you experience any issues, consider attending NETO training, where you will be assisted to resolve the issues, or call Technology Support Center:

Phone: (909)537-7677 Email: support@csusb.edu Web: <https://www.csusb.edu/its/support>

B. NETO Training - Attend in person (walk-in bases), via ZOOM or by Phone:

At **New Employee Technology Orientation (NETO)** you will:

- Get overview of myCoyote Portal, including myCoyote account activation
- Troubleshoot activation/access issues, if any
- Learn about resources available for faculty
- Complete some mandatory training (your time permitting)
- To View the Training info go to: <https://www.csusb.edu/its/training>

Location ITS Training Services: PL-1104, **Wedge side** of the Pfau Library building, 1st Floor, within Technology Support Center. **Phone:** 909-537-7425 **Email:** itstrainingservices@csusb.edu

NOTE: NETO training is available **via Video Conferencing using ZOOM or by Phone**. If you wish to connect remotely using Zoom, please email itstrainingservices@csusb.edu for more information.

IV. Obtain Coyote OneCard

Technology Support Center - Coyote OneCard Office: <https://www.csusb.edu/its/support/coyote-onecard>

1. Obtain “**Employee ID Request Card**” from HR (at the HR New Hire Intake Meeting) and bring it to the **Coyote OneCard Office**, located within:

Technology Support Center - Information Technology Services:

Location: PL-1108: Wedge side of the Pfau Library building, 1st floor

Web: <https://www.csusb.edu/its/support>

Phone: (909)537-7677

Email: support@csusb.edu

2. Provide proof of identity (government issued ID), smile for the picture, and obtain your Coyote OneCard.

Warning:

Your faculty **myCoyote account will be disabled**, if you don't pick up your **Coyote OneCard within 30 calendar days** from contract/appointment **effective date**. Meaning, you will have no access to myCoyote Portal applications such as Outlook, Blackboard, and you will have no access to Faculty Center to post grades.

V. Confidentiality Compliance Form (Faculty Form)

Obtain the form at the HR New Hire Intake Meeting.

Read, complete the **Confidentiality Compliance Form (Faculty Form)**, and **bring** it to your **Hiring Department**, which will **obtain signature of the Dean** (or MPP) and will **submit it** to the **Information Security & Emerging Technologies (ISET) Office, located at PL-2006; Phone: 909-537-7262.**

NOTE: If you have previously signed and submitted a Confidentiality Compliance Form (Faculty Form), you DO NOT need to submit a new form.

Warning: you will **have no access to Faculty Center** (meaning you won't be able **to post grades**) if you don't submit this form **within 30 calendar days from contract/appointment effective date.**

Form: http://academicpersonnel.csusb.edu/forms/documents/CSUSB_Compliance_FACULTY_042114.pdf

[Go back to Checklist](#)

VI. Visit your Hiring Department

Campus Maps, Directions, Floor Plans etc.

Campus Maps and Directions: <https://www.csusb.edu/maps-directions>

Building Floor Plans: <https://www.csusb.edu/facilities-planning-management/forms-documents/csusb-main-campus-floor-plans>

Colleges and Academic Departments: <https://www.csusb.edu/colleges-and-academic-departments>

Administrative Divisions: <https://www.csusb.edu/administrative-divisions>

Visit your Hiring Department to drop off, pick up the below indicated forms, and to obtain needed information regarding topics listed below.

Action	Form
Drop off completed form, obtained at HR New Hire Intake Meeting	Confidentiality Compliance Form (Faculty Form)
Pick up COMPLETED Form by Department	Parking Permit Authorization Form to be presented at Parking Services Office (UH-35 and UH-39)

Hiring Department Information

Each College and each Department will have its unique requirements and procedures.

Please **follow up with your Hiring Department** for information regarding (if applicable):

- Contract signing etc.
- Department office: hours, coverage, contact information etc.
- Mailbox location and mail distribution
- Paycheck distribution
- Office assignment and your office hours
- Keys to an office and/or Lab
- Emergency/safety instructions
- Additional Mandatory Training (e.g. Defensive Driving Course)
- Syllabi requirements <http://senate.csusb.edu/FAM/FAM-818-20.htm> ; <https://www.csusb.edu/trc/teaching-tips/course-syllabi>
- Department specific course instructions (if any)
- Course materials via Printing Services* (to be requested by hiring department)
- Textbook order via Bookstore (to be requested by hiring department)
- Teacher evaluation: SOTEs and class visitation
- Classroom equipment etc.
- Final Exam Policy FAM 832 <http://senate.csusb.edu/FAM/FAM-832.htm>
- Exam proctoring via Testing Office <https://www.csusb.edu/testing/tests-offered>
- Exam scoring services via ITS <https://www.csusb.edu/its/support/faculty-support/exam-scanning>
- Turnitin services (to check for plagiarism)
- Office Supplies, Copier usage and “copy card” (if applicable)

VII. Purchase Parking Permit

Parking permits are **required 24/7** on campus, if one isn't displayed on your car's windshield you can expect a **parking ticket**.

1. Obtain the **completed** **“Parking Permit Authorization Form”** from your **Hiring Department**
2. Bring the form to the Bursar's Office to pay for parking permit:
 - **Location:** University Hall, lower level, room 035 (UH-35)
 - **Pay by:** Cash, Check or Debit Card (**no Credit Card**)
 - **Documents required:** Coyote ID Card (OneCard) or other photo ID
3. **Obtain your parking permit from Parking Services**, which is located just around the corner from the Bursar's Office:

Location: University Hall, lower level, Room 039 (UH-39)

Parking Services: <https://www.csusb.edu/parking>

Phone: (909) 537-5912 **Email:** parking@csusb.edu

4. **Place/attach the Parking Permit in the lower driver's corner of your vehicle windshield.**

Note: With Faculty ID OneCard you get a discounted rate of \$2 for a one-day parking pass:

Staff/Faculty Daily - \$2.00 via the Information Center Kiosks ONLY

<https://www.csusb.edu/parking/parking-permits/employee-permits/employee-rates>

Tip: In order to avoid long lines, consider obtaining your parking permit before the Quarter starts.

VIII. Mandatory Training

Note: A CSUSB Email and Coyote ID number are required to register.

1. **Register and Complete** the Required Training: **“Information Security Training SB99101”**

- Go to: <https://www.csusb.edu/its/training>
- Scroll down to the **Campus Information Security** training section
- Click on button: **Register for Information Security Training**
- Register (fill out the form with your information), **submit** and **complete** the training.

If you need assistance: Email: ITSTrainingServices@csusb.edu Phone: 909-537-7425

WARNING: If you don't complete this training **within 30 days from Contract/Appointment letter effective date**, you will **not have access to Faculty Center** (meaning you won't be able to **post grades**).

2. **Complete** the Required Training: **“EDU: Eliminate Campus Sexual Misconduct (CSU)”**

- Look in your CSUSB email inbox for an email from TrainingNotification@calstate.edu (Skillport) regarding **“Mandatory Training – Online: EDU Eliminate Campus Sexual Misconduct (CSU)”**, and follow provided instructions.

Note: Other mandatory training may apply. Check with your Hiring Department.

[Go back to Checklist](#)

IX. Pay Schedule

Academic Pay Schedule (see PDF): <https://www.csusb.edu/payroll/staff-faculty/academic-pay-schedule>

Pay Schedule for **Quarter-to-Quarter** appointment:

The quarterly salary of a part-time faculty is divided into four equal payments and paid in the following manner:

- **Fall Quarter:** One payment at the end of September, October, November, and December
- **Winter Quarter:** One payment at the end of January and February, **two** payments at the end of March**
- **Spring Quarter:** One payment at the end of April and May, **two** payments at the end of June**
** Payment issued on the last academic day of the Qtr.

Part-time faculty members who receive and accept an **academic year appointment** will be paid once a month, over twelve months.

<http://academicpersonnel.csusb.edu/facultyResources/infoGuidePartTimeFaculty.html>

Check with your Hiring Department on **paycheck distribution**.

Important:

Remember to **keep your Paycheck Stubs** or **Direct Deposit Advices** for **your personal financial records**. The State Controller's Office is our campus paying agent and they **don't issue any duplicates** in case you lose your original paystub or direct deposit statement.

X. Calendars

Academic Calendar 2017-2018 <http://bulletin.csusb.edu/calendar/calendar.pdf>

Academic Calendars <http://academicprograms.csusb.edu/academicCalendars.html>

Academic Dates <http://academicscheduling.csusb.edu/academicSchedulingCalendar.html>

SOTEs Calendar <http://academicpersonnel.csusb.edu/departmentsResources/soteCalendar.html>

Payroll Calendars <https://www.csusb.edu/payroll/payroll-calendars>

Academic Pay Schedule (see PDF): <https://www.csusb.edu/payroll/staff-faculty/academic-pay-schedule>

XI. Additional Information for Part-Time Faculty

1. **New Part-Time Faculty Resources:** <http://academicpersonnel.csusb.edu/facultyResources/index.html>
2. **Part-Time Faculty Quick Links:** <https://www.csusb.edu/PTLecturers>
3. **Faculty Administrative Manual (FAM):** <http://senate.csusb.edu/fam/>
4. **Syllabi requirements** <http://senate.csusb.edu/FAM/FAM-818-20.htm> ; <https://www.csusb.edu/trc/teaching-tips/course-syllabi>
5. **Final Exam Policy FAM 832** <http://senate.csusb.edu/FAM/FAM-832.htm>
6. **Collective Bargaining Agreements (CBA)-Unit3:** <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/>
7. **Software:** <https://www.csusb.edu/its/software/faculty-staff-software>
8. **Training Opportunities:**
 - eLearning via myCoyote account: <https://training.csusb.edu/hrtraining/reg/elearning.php>
 - HR Training: <https://training.csusb.edu/hrtraining/reg/courseview.php>
 - Defensive Driving Course: <https://www.csusb.edu/parking/parking-enforcement/defensive-driving-course>

Appendix A. myCoyote Account ACTIVATION Instructions

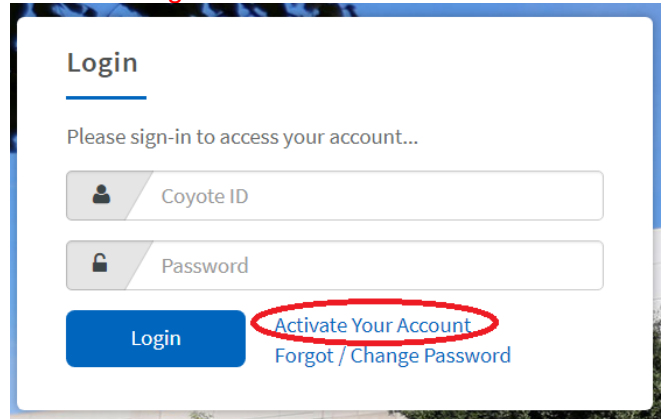
NOTE: Before completing the instructions below, obtain your **Employee ID number (Coyote ID)** from your hiring department.

Follow the Four Step Process outlined below to activate myCoyote Account:

Step 1: Click on **myCoyote** in the upper left corner on the main University website.
www.csusb.edu



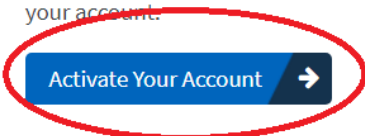
Step 2: Click on **Activate Your Account** link below the login box



Step 3: Click **Activate Your Account** button

Activate your CSUSB Digital Identity (CoyoteID)

All CSUSB users must activate their CoyoteID login before 03/28/2016 in order to continue accessing campus resources. If you have not reactivated your account prior to 03/28/2016 and you have been locked out of your account, please use the following link to reactivate your account.

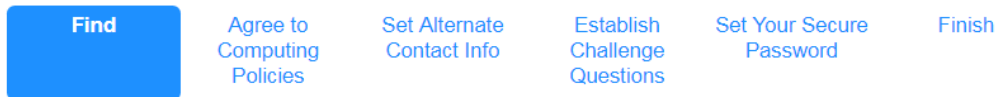


Manage Your Account

Continued on the next page:

Step 4: Follow the screen instructions to complete the six steps to activate your account.

Make sure to “**set alternate contact info**” so your account could be unlocked easily in case you forget answers to your security questions. Otherwise, you will need to come in person to Technology Support Center and present a valid ID to unlock your myCoyoter account.



Let's begin by finding your account. Please provide all of the information requested below so that we can accurately verify your identity.

CoyoteID:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Birthdate (mm/dd/yyyy):	<input type="text"/>
Postal Code:	<input type="text"/>

Note: See a page layout of myCoyote Portal at [Appendix A1](#)

If you need help logging-in please contact: **Technology Support Center**

Web: <https://www.csusb.edu/its/support> **Phone:** (909)537-7677; **Email:** support@csusb.edu

NOTE:

If you need myCoyote Portal overview please attend **NETO (New Employee Technology Orientation) in person (walk-in bases), via ZOOM or by Phone:**

ITS Training Services: Location PL-1104, Wedge, left side of the Pfau Library building, 1st Floor, within Technology Support Center. Phone: 909-537-7425 Email: itstrainingservices@csusb.edu

User Guide myCoyote Portal-Self Service (Employee):

Login to your myCoyote account. Click TAB “**Faculty and Staff**”. In Section “**How To’s**” click on LINK “**Employee Self Service**”. Open **Word file** (after it downloads in left bottom corner of your screen).

Appendix A1. myCoyote Portal Page Layout and access to CSUSB email

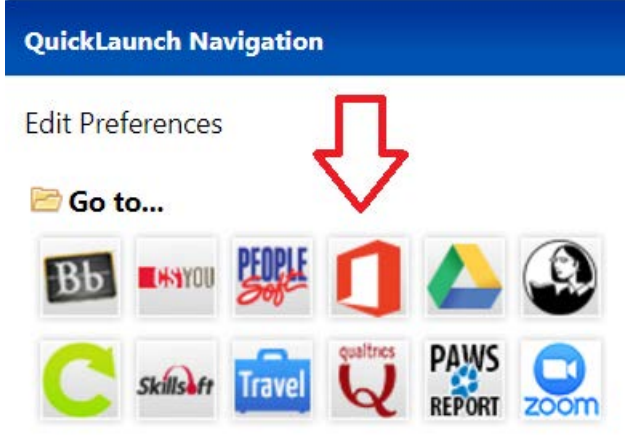
Once you **activate** your **myCoyote** account and **login**, you will enter **myCoyote Portal**.

Follow 4 steps to access your CSUSB Email inbox in Outlook via myCoyote

Step 1: Click on **myCoyote** in the upper left corner on the main University website www.csusb.edu or type: my.csusb.edu




Step 3: Click on **Office 365** icon (red box) in the section called: QuickLaunch Navigation:



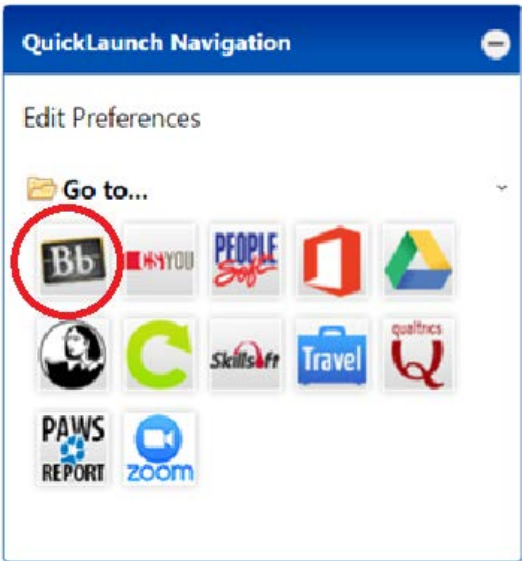
Step 2: Login to your myCoyote Account by entering your **Coyote ID and Password**

Step 4: Your CSUSB Outlook inbox will open in a new tab of your browser. Select other Office applications from the menu:

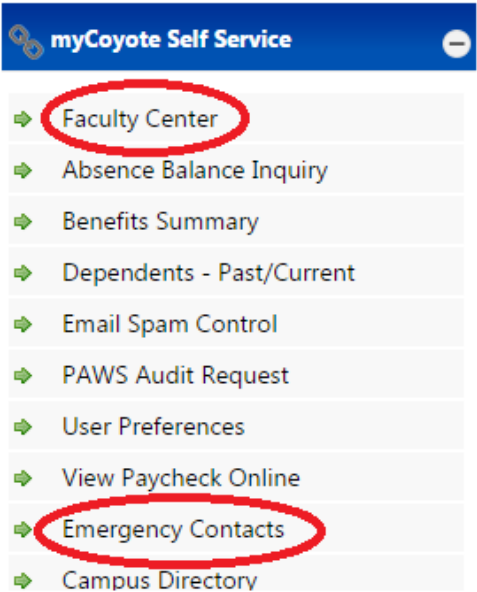


In **myCoyote Portal** note the location of **Blackboard (Bb)** icon and **Faculty Center** link circled in **red**. **Important:** Enter your **Emergency Contact** Information under: myCoyote Self Service-Emergency Contacts Link circled in **red** below.

Section: QuickLaunch Navigation:



Section: MyCoyote Self Service:



Contact **Technology Support Center** if any issues: **Phone:** (909)537-7677.
Email: support@csusb.edu **Web:** <https://www.csusb.edu/its/support>

Appendix B. Blackboard Access and Support - Academic Technology Support (ATI)

You will have **access to the Blackboard**, to **view and build your course(s)**, **once your hiring department adds you to the Instructor Table** and **assigns you to a Course and Term**, **and after you activate your myCoyote account**. Course activation on Blackboard is automatic **3 weeks prior to class start date**.

Timeline (before the start date of classes):

- **9 weeks** before: you will be able to see your course(s) in Blackboard. If you need access **sooner**, or if you have any special course needs, request it via ATI: <https://www.csusb.edu/ati/faculty-staff>
Click on the blue box called “**Blackboard Course Copy/Merge Request**”
 - In case the system **does not recognize you** as the instructor of record, please have your Department Coordinator or Chair contact the Blackboard Administrator, Micah Schiessel, at micah.schiessel@csusb.edu
 - **3 days** before: Class rosters are added to courses. At that point, students gain access to their courses.
- Note: **Faculty Center** (Appendix C) provides the **most up-to-date Class Roster**. Blackboard is updated once a day.

Blackboard Access:

To **access Blackboard**, go to my.csusb.edu, and login using your Coyote ID and password. Look for the **Blackboard icon** (BB) under the section called: **QuickLaunch Navigation**.

- See a page layout of myCoyote Portal at ([Appendix A1](#))

If you need assistance with your login, please contact **Technology Support Center**.

Web: <https://www.csusb.edu/its/support> **Phone:** (909)537-7677 **Email:** support@csusb.edu

Blackboard Support:

Academic Technologies & Innovation (ATI): <https://www.csusb.edu/ati>

Email atidesigners@csusb.edu **Phone:** (909) 537-7439; **Location** (ATI Office): PL-002

Blackboard Administrator: Micah Schiessel, email: micah.schiessel@csusb.edu

Academic Technologies & Innovation (ATI) also can assist you with:

- Course design, particularly online/hybrid courses
- Zoom, the campus videoconferencing platform
- Technologies for creating instructional content, such as Camtasia, Softchalk, etc.
- Lecture capture solutions, including a video studio for DIY lecture capturing
- Accessibility solutions (e.g., video captioning)
- Distance learning assistance (lesson broadcast to the Palm Desert Campus)
- Classroom technology support and Multimedia materials
- Trainings and workshops with Blackboard, instructional design, and technologies for teaching and learning

ATI Contacts:

- Instructional design, video, and learning technologies support: Email atidesigners@csusb.edu (an email sent to the entire team)
- One-on-one training and campus workshops: **Mihaela Popescu**, Faculty Associate with ATI, Email popescum@csusb.edu
- Distance Learning: **Joeleen Monclova**, Distance Learning Technician, Email: joeleen@csusb.edu
- Accessibility: **Christine Fundell**, Email: cfundell@csusb.edu
- **Classroom Technician Support:** (909) 537-5060; M-TH 8am-9pm; Fri 8am-5pm

Blackboard Resources:

Blackboard Tutorials: <https://www.youtube.com/playlist?list=PLontYaReEU1tzu1T5qfiX-JQA5nBc3isN>

Technology Support Center, Knowledgebase (see Blackboard section): <https://www.csusb.edu/its/support/knowledge-base-articles>

Appendix C. Faculty Center, Faculty Self-Service - Access and User Guides

You will have access to the **Faculty Center via the myCoyote Portal** after activating your myCoyote account and once your hiring department adds you to the **Instructor Table** and **assigns you to a Course and Term**.

Faculty Center Access:

To access the **Faculty Center via myCoyote Portal**:

- Go to my.csusb.edu and login using your myCoyote ID number and password
- Once you are logged in:
 - Under the section called: **Self Service** look for the **Faculty Center** link, click on it
 - See a page layout of myCoyote Portal at ([Appendix A1](#))

At the **Faculty Center** you will find information regarding:

- Class Roster
- Grade Roster
- Browse Course Catalog
- Search for Classes
- View Teaching Schedule
- Exam Schedule – populated for current term after census

User Guide: Faculty Center

After you log into your myCoyote account, you can find the Faculty Center Manual by following these steps:

Click on: **“Faculty and Staff”** Tab

- Find **“How To’s”** Section (bottom/right side of the screen)
- Click **“Faculty Self Service”** Link
 - **Open Word file** (after it downloads in left bottom corner of your screen)

Quick Guides: Faculty Center, Grade Upload and Grade Roster

Faculty Center - Grade Upload and Grade Roster - **Quick Guides**

- 1) Go to: <https://www.csusb.edu/its/training/how>
- 2) Scroll down to section called: **MyCoyote Faculty Self Service**, click on links:
 - Grade Upload Process
 - Faculty Center Grade Roster Quick Guide
 - **“Change Grade online instructions”** *(ADD Link when it becomes available)...*

WARNING: You will **not have access to Faculty Center** if you don't fulfill the requirements listed below **within 30 calendar days from contract/appointment effective date:**

- If you don't complete mandatory training: **“Information Security Training SB99101”**
- If you don't complete and submit **“Confidentiality Compliance Form”**
- Your **myCoyote account will be disabled** if you don't pick up **Coyote OneCard**. Meaning, you will have no access to the applications via myCoyote Portal, such as Blackboard, Outlook, Faculty Center, and no ability to post grades.