



## Technology Resources

### WORKDAY

<https://www.myworkday.com/wday/authgwy/gcccd/login.html>

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### **Purchasing and Expense Reports Training**

<https://intranet.gcccd.edu/workday/default.html>

Purchasing next training date \_\_\_\_\_

Expense Reports next training date \_\_\_\_\_

### **Time Card, Time Off Requests Resources**

#### Time Off Reporting/Requests

I need to request time off

[https://intranet.gcccd.edu/workday/documents/Time-Off-Reporting-Manager\\_Supervisor.pdf](https://intranet.gcccd.edu/workday/documents/Time-Off-Reporting-Manager_Supervisor.pdf)

I need to view my time off requests

<https://intranet.gcccd.edu/workday/documents/View-Time-Off-Requests.pdf>

I need to view my time off balances

<https://intranet.gcccd.edu/workday/documents/View-Time-Off-Balances.pdf>

I need to cancel a time off request that has been submitted but not approved

<https://intranet.gcccd.edu/workday/documents/Cancel-Time-Off-Request-Before-Approval.pdf>

I need to change a time off request that has already been approved

<https://intranet.gcccd.edu/workday/documents/Change-Time-Off-Request-After-Approval.pdf>

I need to cancel a time off request that has already been approved

<https://intranet.gcccd.edu/workday/documents/Cancel-Time-Off-Request-After-Approval.pdf>

#### Time Approvals

Time Approvals Tips and Tricks

<https://intranet.gcccd.edu/workday/documents/Time-Approvals-Workday.pdf>

Time Approval for Contracted Employees

<https://intranet.gcccd.edu/workday/documents/Time-Approval-for-Contracted-Employee.pdf>

I need to approve time for my contracted employees

<https://intranet.gcccd.edu/workday/documents/Approve-Time-Contracted-Employees.pdf>

I need to approve time for hourly employees with single job

<https://intranet.gcccd.edu/workday/documents/Time-Approval-for-Hourly-Employees.pdf>

I need to approve time for hourly employees with multiple jobs

<https://intranet.gcccd.edu/workday/documents/Time-Approval-for-Hourly-Employees-with-Multiple-Jobs.pdf>

I need to enter time for a worker due to an emergency

<https://intranet.gcccd.edu/workday/documents/Enter-Time-for-Worker.pdf>

I need to view my team's schedule

<https://intranet.gcccd.edu/workday/documents/View-Teams-Schedule---Contracted-Employee.pdf>

#### Time Off Approvals

I need to view my team's Time Off and Leaves Calendar

<https://intranet.gcccd.edu/workday/documents/View-Teams-Schedule---Contracted-Employee.pdf>

I need to approve a time off request

<https://intranet.gcccd.edu/workday/documents/Time-Off-Approvals.pdf>



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**INTRANET**

<https://intranet.gcccd.edu/default.html>

Username: \_\_ Windows Login \_\_

Password: \_\_ Windows Login \_\_

**25 LIVE**

[https://25live.collegenet.com/gcccd/#home\\_my25live\[0\]](https://25live.collegenet.com/gcccd/#home_my25live[0])

Username: \_\_ N/A \_\_

Password: \_\_ N/A \_\_

**RESOURCES**

<https://www.gcccd.edu/it/software-training/25live.html>

**CASCADE**

<https://cms.gcccd.edu:8443/login.act>

Username: \_\_\_\_\_

Password: \_\_\_\_\_

**RESOURCES**

<https://www.gcccd.edu/it/websites-cascade/default.html>

**WEBADVISOR**

<https://wa.gcccd.edu/col/wa?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=3033930384>

Username: \_\_\_\_\_

Password: \_\_\_\_\_

**For Students and Faculty Only**

**CANVAS**

<https://gcccd.instructure.com/login/canvas>

Username: \_\_ WebAdvisor Login \_\_

Password: : \_\_ WebAdvisor Login \_\_

**FOR FACULTY NEW TO CANVAS**

<https://www.gcccd.edu/online/faculty/ready-to-teach-online2.html>

**GROSSMONT SUPPORT**

<https://www.grossmont.edu/canvas/faculty/faculty-training.aspx>

Dawn Heuft - [dawn.heuft@gcccd.edu](mailto:dawn.heuft@gcccd.edu) - 619-644-7385

**CUYAMACA SUPPORT**

<https://www.cuyamaca.edu/academics/canvas/training.aspx>

Rhonda Bauerlein - [rhonda.bauerlein@gcccd.edu](mailto:rhonda.bauerlein@gcccd.edu) - 619-660-4013

**COLLEAGUE**

<http://ui.gcccd.edu:8083/prod/index.htm>

Username: \_\_\_\_\_

Password: \_\_\_\_\_

**Training within department**