

Step Four – Review Your Contract

Your Contract Instructor Contract contains your personal information as well as details about your teaching assignment and stipend.

Take the time to review this information carefully, and in particular, ensure that the following information is accurate:

- **Personal Information**
- **Education Information**
- **Instructor Stipend**
- **Course Information**

Should you find incorrect information on the Contract, please be in touch with the department as soon as possible. If necessary, the contract will be re-issued with the correct information.

Step Five – Accept Your Contract

When you're ready to accept your contract, simply scroll down to the lower left of the screen to the **Submit Decision** section. Select a decision from the drop-down field, and click the *Submit* button on the bottom of the screen.

Once you've accepted your contract, your decision will be recorded and your department and payroll will be notified.

You've successfully reviewed and accepted your Contract Instructor Contract.

Congratulations, and welcome to Carleton!

*Questions?
We're happy to help!*

For help with accepting the Contract Instructor Contract

Please contact the
Department Administrator,
Chair or Director

For help with setting up your MyCarletonOne account

Please contact the Computing and
Communication Services Desk at
ccs_service_desk@carleton.ca
or by calling (613) 520-2600, ext. 3700

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ELECTRONIC CONTRACT INSTRUCTOR CONTRACTS

**An Information Guide for
Contract Instructors**



Congratulations!

You've been selected to teach a course at Carleton University!

This information brochure provides detailed instructions on how to review and accept your Contract Instructor Contract and will help to get you started in **MyCarleton Portal** -- a portal to a variety of services and tools to assist you in your teaching assignment, from reviewing and accepting your Contract Instructor Contract to submitting your grades at the end of the term.

Step One – Set Up Your MyCarletonOne Account

You need this account to access core IT services at Carleton.

A **MyCarletonOne** account is provided to all new and returning Contract Instructors. Your first step is to set up your **MyCarletonOne** account.

If you're new to Carleton, you'll want to review the information card, "Getting Started with IT at Carleton University," which provides step-by-step instructions on setting up your **MyCarletonOne** account for the first time.

Once you've set up your **MyCarletonOne** account, you're ready to move on to **Step 2 – Check Your Carleton Email**.

Step Two – Check Your Carleton Email

Once your contract is ready for you to sign, you'll receive an email notification to your Carleton email.

To access your Carleton email, log in to **MyCarleton Portal** (www.carleton.ca/me).

Once logged in to **MyCarleton Portal**, look for the following button:



Click the icon to access your Carleton Exchange (email) account at Carleton. (You can also login to your Carleton Email directly from cumail.carleton.ca.)

Once your contract is ready for you to sign, you'll receive an email notification to your Carleton email address indicating that you have contract(s) waiting for you to review and sign.

Proceed to **Step Three-Access Your Contract**.



Step Three – Access Your Contract

You'll need to access **Carleton Central** to view your Contract and submit your decision.

When you receive an email notifying you that you have a contract to sign, simply click the link in the body of the email, and you'll be taken directly to the **Carleton Central** login screen.

Or, you can proceed directly to **Carleton Central** from the **MyCarleton Portal** by clicking this button:



***TIP!** There's no need log in to **Carleton Central** if you've accessed it through **MyCarleton Portal**.*

Once you're at the **Main Menu** of **Carleton Central**, you'll be presented with a large screen where you'll be able to view information about your file at Carleton and modify settings regarding Campus Alerts and other services.

Across the top of the screen, you'll see the following tabs:



To access the **Contract Instructor Contracts** section, click on the **Faculty Services** tab, and select **Contract Instructor Contracts** from the list of options provided on the **Faculty Services** screen.

If there are contracts waiting for you to sign, they will be listed here. Click the **Review** button next to the item to view the contract.