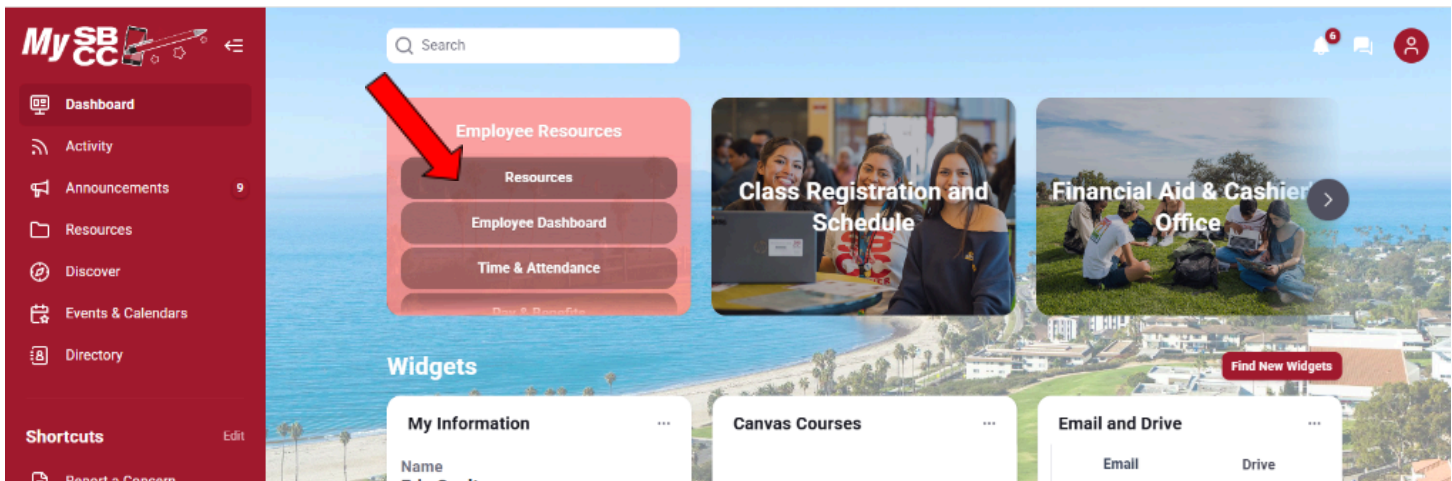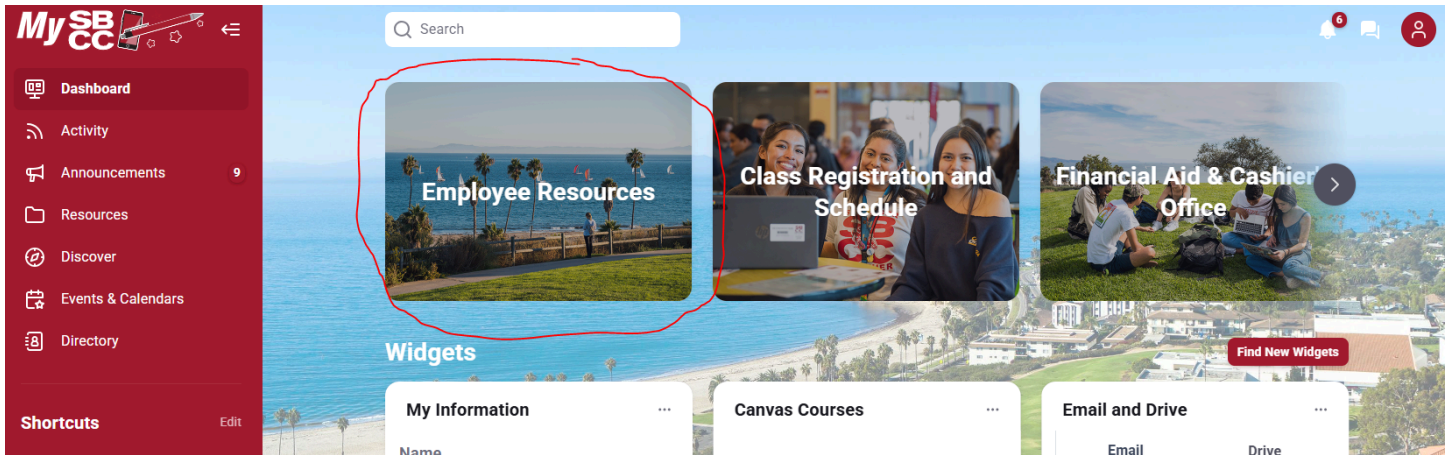# How to View Faculty Assignments in Employee Dashboard
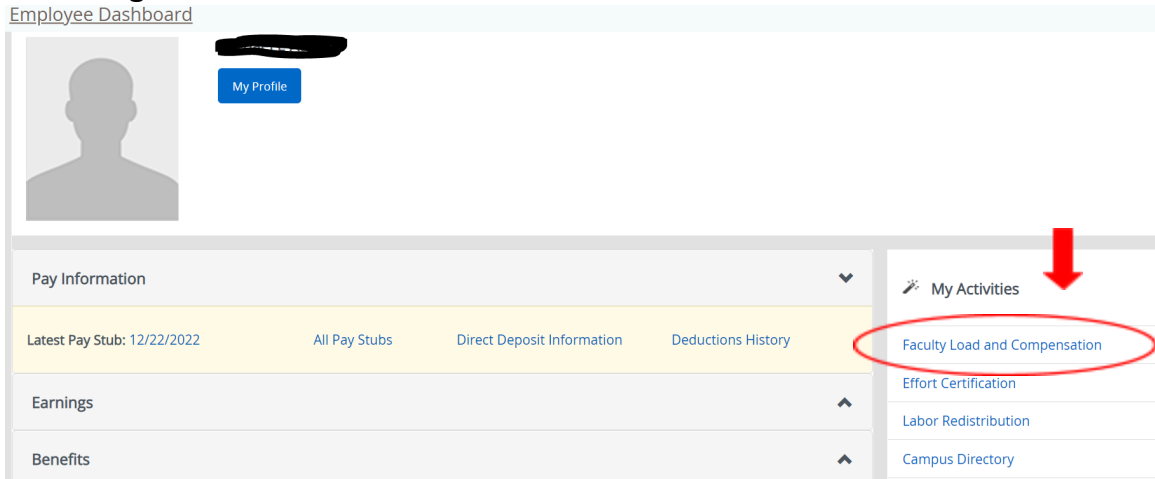
1) **Log in to my.sbcc.edu**
   a. **Enter Username and Password**
   b. **Select Login**

2) **Once you are in the my.sbcc.edu Portal, hover over Employee Resources and select** **Employee Dashboard**
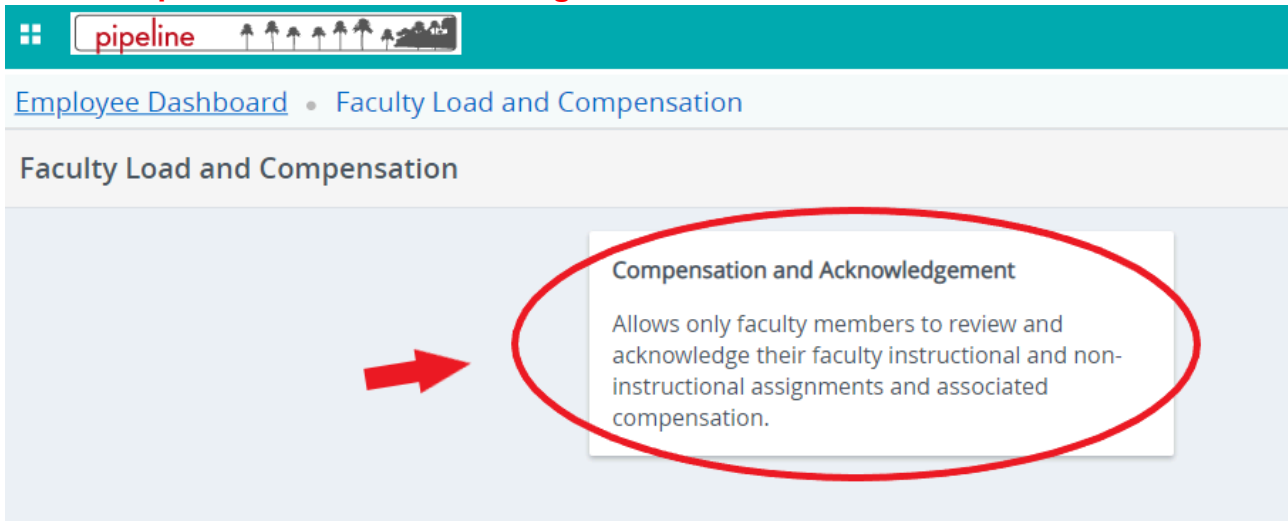
3)   You are now in the Employee Dashboard! Select Faculty Assignment and Compensation on the right.

4)   Click Compensation and Acknowledgement

5)   **Select the term and click "Go"**

6)   **On the next screen, *carefully* review the teaching assignments for accuracy. If there is an error, send an email to your area Director/Dean AND Admin Assistant for corrections. They will notify you when the revision has been made.**

7)   **You can export your compensation information into Excel by clicking on the *Download Compensation Data* button.**

8)   **ALSO Read the Contract Note by clicking on the blue paper icon.**