Overview
This guide explains how to access MyTriton Portal, including login information, changing passwords and how to look up and reset your password. In addition, this guide provides a general overview of portal navigation and resources available to faculty.

Accessing MyTriton Portal
Visit the Triton College website at www.triton.edu and select Quick Links in the top right hand corner.

Select the ‘MyTriton Portal’ button.

The ‘How to access your Triton portal” webpage displays.

Students and staff use this webpage for login information and to look up and reset portal passwords.
Select the ‘Login to the MyTriton Portal’ button.
Login Information

The login screen displays. Enter your User name and Password and select ‘OK’. You are directed to your MyTriton Portal.

**User name Format**

First name + last name@triton.edu

**Example:**

John Smith would be johnsmith@triton.edu

**Password Format**

First letter of your first name + first three letters of your last name + birth date in a six digit month, day, year format

**Example:**

John Smith’s birthday is on July 1, 1990, so his password would appear as jsmi070190.

**Example:**

Faculty without a date of birth in the system will use the default password date of 010199.

For this example his password is jsmi010199.
President’s Corner

The President’s Corner is updated daily and provides links to resources, event information and registration reminders.

MyTriton Portal Page Resources
Academic Resources

Course Catalog

The catalog serves as a one-stop-shop for class registration. Here you can browse courses and sections, register for classes and even find what books you will need!

Search for a course if you want to see a detailed course description, or search for a section if you want to see information about course offerings.
Records & Registration

The ‘Records & Registration’ option is also available under the Faculty Resources option.
Faculty Resources

Portal Sign Out
Navigate to the upper right-hand corner of the portal and click the arrow displayed next to your name.

Click the drop-down arrow.

This menu will display. Select the ‘Sign Out’ option.
The next screen you will see asks you if you are trying to close the tab. Once you click ‘Sign Out’ in the menu, a new page will load, indicating that the user must close the browser to complete the sign out.

Select ‘Yes’.

Be sure to exit the browser to ensure that you are logged out of the portal.

If you select ‘No’ to the question, this window will display.

Select ‘Go back to site’.

Repeat the logout steps above selecting ‘Yes’.
Note
All browser windows must be closed to completely log out of your portal.

Change Password
Navigate to the upper right-hand corner of the portal and click the arrow displayed next to your name.
You may change your password by selecting the ‘Change Password’ option.

You will be directed to this screen.
Type your current password and your new password. Your new password must meet the following criteria:

- Must contain one (1) or more letters
- Must contain one (1) or more numbers
- Must be 6 or more characters in length
- For increased security, a special character is recommended (Example :!,#,$,*

*Example*

Emma100112!

Select the ‘Change Password’ button.
MYTRITON PORTAL & WEB ADVISOR ADJUNCT FACULTY GUIDE

Look Up Account / Reset Password

If you forget your password visit the MyTriton website at http://www.triton.edu/mytriton/.

Scroll to the lower portion of the screen.

Select the ‘Look Up Account/Reset Password’ button.

You are directed to this Triton website.

Select ‘OK’.
To request a temporary password please complete the following information.

Type your last name and your SSN or Colleague ID. Select ‘Submit’.

Your User ID displays.

At the drop-down option select the email address at which you want to receive your temporary password.
Check your email for the temporary password. After logging in with your temporary password, it is recommended that your password is changed.

If the email address listed is incorrect or has changed please contact the Human Resources Department. Once Human Resources has updated your record you may proceed with requesting a temporary password.
From your portal select ‘Web Advisor for Faculty’.

Click ‘Faculty Information’

The following Faculty Information options display.
Next we will discuss Class Rosters and Midterm Verification/Final Grading.