Sault College Student Portal Quick Factsheet

Please note: log into your student portal IMMEDIATELY following registration and access it regularly to keep it active

Access grades and your tax receipt (if applicable) on your student portal
GRADES AND TAX RECEIPTS ARE NOT MAILED OUT

HOW TO LOGIN:

- Using your internet browser go to https://my.saultcollege.ca
- Read the important information on the Welcome page in case you should encounter any problems
- Click on the LOGIN button. Enter your username (student number) and password (welcome+postal code, for example: welcomep6a5e3)
- Your student number can be located on your payment receipt and is labelled on the receipt as “Identifier”
- The first time you login, click “NO” when the dialogue box asks if you want your browser to “remember” your password
- You should change your password the first time you login. You can do so by clicking on the My Accounts Tab and filling out the required fields
- Your account will remain active for 1 year from the last day you access it; however, you will be required to change your password every 150 days to keep your account active
- If you are a returning Sault College student, your password will be what you had previously set it to
- If you have forgotten your password, please contact the IT helpdesk at helpdesk@saultcollege.ca or 705-759-2554 ext. 2504

ACCESSING GRADES:

- Once you are logged into your student portal, click on the My Records Tab
- Under the column “Academic”, click on Grades to see any current grades or click on Unofficial Transcript to see any past grades

ACCESSING TAX RECEIPTS:

- Once you are logged into your student portal, click on the My Records Tab
- Under the column “Financial”, click on Income Tax T2202A to access your tax receipt

Make sure you logout by clicking on the LOGOUT button on the upper right-hand side of your screen to ensure privacy.