

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.