Description of portal Student page

For further assistance, please call the Bergen Service Desk at 201-447-7109
Description of portal:

**Figure 1**

-My calendar is a live view of your Outlook calendar here you can see what your agenda is to keep up with your appointments.
- This is where the entire staff’s online/hybrid class assignment, tests, projects etc. will be posted in reminder for you when they will be due.

- This section of the portal takes staff to important sites which will help make college life at Bergen Community College less hectic.

Sidney Silverman Library Link:

This is where the student will be able to find sites they will be able to do research for papers on, textbooks, general books, etc.
Datatel Client Site:

Staff will be able to see their student’s records on this link.

Figure 4

Bookmarking important links allows the staff to access the links at a quicker and easier way. For example:

- Add the link’s address.
- Choose the audience you want viewing this link.
- Create a title for the link you would like to save.
- You are able to either create a specific group for this link or use one of the provided links.

Once you have created the link, you should be able to see it under your bookmarks. Now all you have to do is click on it to view your link.

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Figure 5

This is a very important part of portal for the staff. This is where staff will be able to check on everything necessary for their students.

Figure 6

Staff will be able to read all their e-mails from the mail.bergen.edu.

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