

Electronic Request for Contingent Assignment

A Guide for Adjunct Faculty

1. **How do I access the form to submit my Request for Contingent Assignment for Harold Washington College?**

The [Request for Contingent Assignment](#) form is located on SharePoint. Access the form using the link below. You will be prompted to log in using your CCC email address and password.

<http://bit.ly/2CRQhEU>

Please note that Harold Washington College will only accept Requests for Contingent Assignment through the SharePoint form. PDF forms will not be accepted.

2. **Do I have to be on campus to access the form?**

No, you do not need to be on campus to access the form. You can access the form from any computer with internet access.

3. **I am requesting an assignment for the Summer and Fall 2018 semesters. Should I submit more than one form?**

Yes. You will follow the same procedure as you have in the past with the PDF form. Complete one form for the Summer 2018 semester and one form for the Fall 2018 semester. Please **do not** submit more than one form per semester.

4. **How do I know my forms were successfully submitted?**

An email will be sent to your CCC email account confirming the submission of your form. The email may take up to 10 minutes to arrive but is usually sent within a few minutes.

5. **What if I didn't get the email confirmation?**

If you do not receive your confirmation email, please check your Clutter and Junk folders. If you do not see the email, you may also use the link below to view your [successfully submitted forms](#).

<https://cccedu.sharepoint.com/sites/HWC/Contingent%20Assignment/Lists/Request%20for%20Contingent%20Assignment/My%20Assignment%20Requests.aspx>

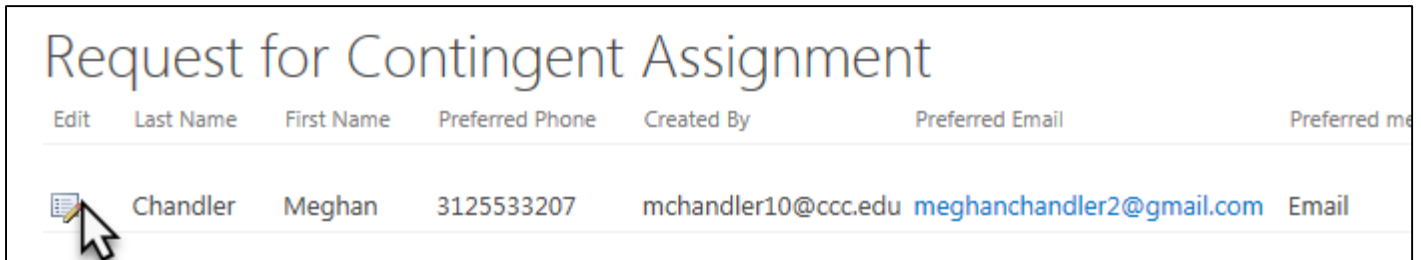
If you do not see your form using the link below it has not been submitted.

6. How can I make a change to a form I already submitted?

Yes, you can make changes to your previously submitted forms until the deadline on February 15, 2018. You can use the link below to view your submitted forms and also make changes.

<https://cccedu.sharepoint.com/sites/HWC/Contingent%20Assignment/Lists/Request%20for%20Contingent%20Assignment/My%20Assignment%20Requests.aspx>

To make changes, click the edit box to the left of your name to open and modify your form. When you have completed your edits, click submit and your changes will be saved. You will receive an email confirming your changes.



7. I want to request assignments at other colleges. How should I submit those requests?

At this time you will need to submit your Request for Contingent Assignment to all other colleges using the [PDF form](#). Please contact the colleges directly with any questions regarding their submission procedures.

8. I am having difficulty logging in to SharePoint or accessing the form. Who can I call for help?

After the submission deadline, February 15, 2018, the form will no longer be available for submission. If you are having difficulty accessing the form prior to that deadline, please contact the Helpdesk using one of the options below.

Email: cohelpdesk@ccc.edu

Submit a Support Ticket: <http://ccc.custhelp.com/app/ask>

Phone: (312) 553-3388

9. I am able to access the form but am having difficulty with submission or modifications. Who can I call for help?

After the submission deadline, February 15, 2018, the form will no longer be available for submission or modification. If you are having difficulty with submission or modification prior to the deadline, please contact Meghan Chandler at mchandler10@ccc.edu.