How to Access the CEQ Module in Memorial Self-Service

1. Log in to Self-Service using one of the following two methods.

   Note: If you currently login to my.mun.ca (portal) to access employee services then it’s recommended that you use the first method below.

   a. **Through the Portal (my.mun.ca):**

   From the Memorial University home page (www.mun.ca), click on the “my.mun” link (upper right corner of the page, above the search bar). This will bring you to the my.mun (portal) login page (see screen snapshot below). Enter the ID and password that you use when logging in to the portal.

   ![Screen shot of my.mun.ca login page]

   From the my.mun.ca Welcome page (see screen snapshot below), click on the “Employee” tab at the top of the screen, and then within the Employee Self-Service panel click on the button labeled “Current pay, leave and employee self-service data”. This will take you to Memorial Self-Service. **Go to Step 2.**
b. Through the Self-Service link:

From the Memorial University web page, click on the “Self-Service” link (upper-right corner of the page, above the search bar). This will bring you to the Memorial Self Service Login page (see screen snapshot below). Enter the ID and PIN that you use when logging into Employee Self Service. If you have never logged into Employee Self Service or have forgotten your ID and/or PIN please contact the Registrar’s Office at 864-4445 or e-mail reghelp@mun.ca.
2. Once you have successfully accessed Memorial Self Service, you will see at least two Self-Service tabs: “Faculty Main Menu” and “Employee Services”. See sample screen snapshot below.

3. If not already positioned on the “Web for Faculty - Main Menu” page, click the “Faculty Main Menu” tab. You should now be presented with the menu items shown in screen snapshot below. Click the “Course Evaluation Questionnaire” menu item.

4. This will bring you to the “Course Evaluation Questionnaire Menu” as shown in the screen snapshot below. There will only be one menu item listed, called “Opt-Out of Publication for Current semester”. Click on that link and follow the instructions on that screen if you wish to opt out of publication.