



## Instructions for Employee Portal

1. Go online to the [www.rangercollege.edu](http://www.rangercollege.edu) home page
2. Select About Us tab and scroll to Business Office
3. Towards the bottom, select Business Services – Employee Resources and then Payroll Services
4. Select Employee Portal on campus network or off campus network
5. Staff ID is your Social Security Number (**No Hyphens**)
6. Pin is your Birthday (**Do not add a beginning 0 to month.**)  
[Ex: March 3, 1985 enter 3031985]
7. Select Login
8. Campus Connect's main page will open
9. Select from W-2 or Pay Stub options
10. Select View Selected
11. Log out when complete.

*If you have any questions, please contact LaQuita Barron at  
254-267-7041 or lbarron@rangercollege.edu*