**Self Service-Ellucian GO Mobile App**

**Get the App**

1. Open the Play Store or App Store (depending on your device)

2. Search for “Ellucian Go” in the apps and download it

3. Open Ellucian Go and select Roanoke College from the list of schools

4. Enter your Roanoke College username and password when prompted

**Using the App**

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| --- | --- | --- |
| 1. Click INSIDE ROANOKE
 | 1. Click the kebab menu on the far right and click SELF SERVICE
 | 1. Sign into Self Service using your College ID and password
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| 1. Click EMPLOYEE
 | 1. Select TIME ENTRY to enter hours or TIME APPROVAL to approve hours. Follow the same process as you would on the computer.\*
 | 1. If you have an Android phone and you are having trouble seeing everything, rotate your phone to landscape and at the top right in the browser bar select  , then select TEXT SIZE and reduce size to about 60%. \*\*
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\*Please refer to full training documentation for entering or approving time, found on the Payroll webpage.

\*\*If you find a way to shrink on iPhone, let us know!