

How to Access the Cougar Den

- Part-Time Employees
- Student Workers



Coastal Bend
COLLEGE

Employees Who needs Access to Cougar Den and why...

- Part-Time employees and Student Workers are given access to the Cougar Den when New Hire paperwork is processed by the HR department. Access will be limited.
- You will go to the Cougar Den to enter time for approval by your supervisor.
- You will also get your Pay Advices from the Employee Profile

Let's get started...

- Go to the CBC homepage:
<http://www.coastalbend.edu/>
- Place your mouse over Faculty & Staff and select Cougar Den.
- Log in with your email credentials (w/o “@coastalbend.edu”)
- If you are unable to log-in, contact the HR department or the IT department.

How to Enter Time

- Time entry is completed under the self-service menu section of the Staff section.
- A power point on how to properly enter time is on the same page under Documents.
- You can contact your supervisor for immediate assistance if you are still unsure of how to enter time, the Payroll Coordinator, Christi, or the HR Department.

Troubleshooting Log-in

- Check Caps Lock
- Check Number Lock
- If you don't remember your password, you need to contact the IT department to reset your password.
- Always remember to log-out of the Cougar Den and close the web browser. If you do not close the browser, you will still be logged in.

Contact Information

- HR Department: 354-2210
- IT Department: 354-2522
- Payroll Coordinator: 354-2218
- CBC Help-Desk: 866-722-2838