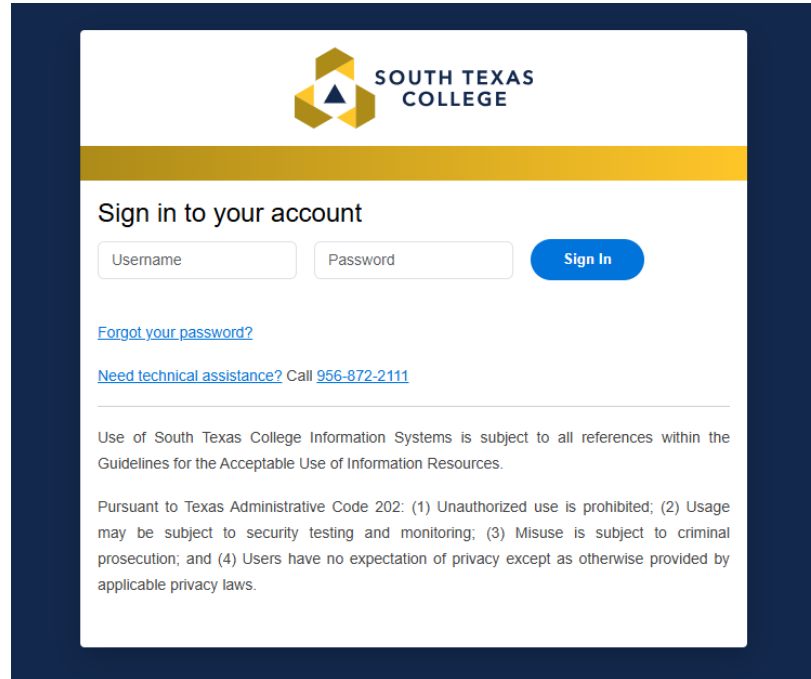


How to set up a Voluntary Deduction on Jagnet

1. Log in to the Jagnet Portal (<https://jagnet.southtexascollege.edu>)



The screenshot shows the login page for South Texas College's Jagnet portal. At the top is the college's logo and name. Below is a 'Sign in to your account' section with input fields for 'Username' and 'Password', and a blue 'Sign In' button. There are links for 'Forgot your password?' and 'Need technical assistance? Call 956-872-2111'. At the bottom, there is a disclaimer about the use of college information systems and a statement regarding Texas Administrative Code 202.

SOUTH TEXAS COLLEGE

Sign in to your account

Username Password **Sign In**

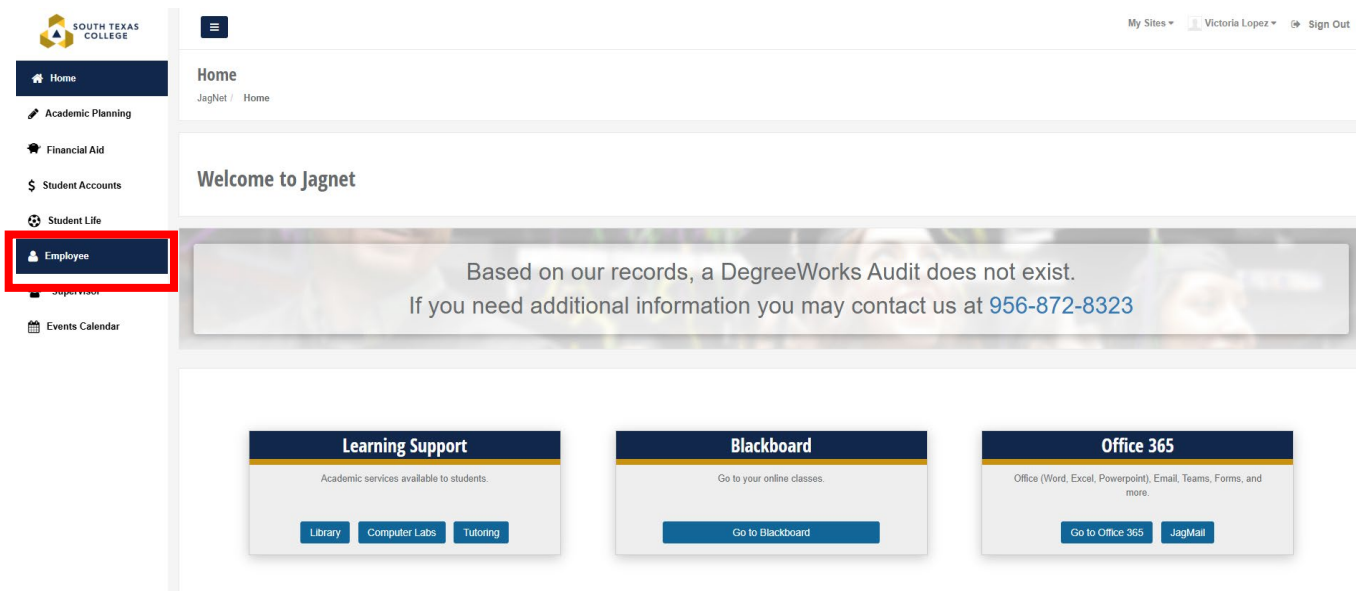
[Forgot your password?](#)

[Need technical assistance? Call 956-872-2111](#)

Use of South Texas College Information Systems is subject to all references within the Guidelines for the Acceptable Use of Information Resources.

Pursuant to Texas Administrative Code 202: (1) Unauthorized use is prohibited; (2) Usage may be subject to security testing and monitoring; (3) Misuse is subject to criminal prosecution; and (4) Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

2. Select the “Employee” option



The screenshot shows the home page of the Jagnet portal. On the left is a navigation menu with icons and labels for Home, Academic Planning, Financial Aid, Student Accounts, Student Life, Employee (highlighted with a red box), Supervisor, and Events Calendar. The main content area has a 'Welcome to Jagnet' message and a notification stating that a DegreeWorks Audit does not exist, with contact information at 956-872-8323. At the bottom, there are three service tiles: Learning Support, Blackboard, and Office 365, each with links to their respective services.

SOUTH TEXAS COLLEGE

My Sites Victoria Lopez Sign Out

Home

JagNet / Home

Welcome to Jagnet

Based on our records, a DegreeWorks Audit does not exist.
If you need additional information you may contact us at [956-872-8323](tel:956-872-8323)

Learning Support
Academic services available to students.
[Library](#) [Computer Labs](#) [Tutoring](#)

Blackboard
Go to your online classes.
[Go to Blackboard](#)

Office 365
Office (Word, Excel, Powerpoint), Email, Teams, Forms, and more.
[Go to Office 365](#) [JagMail](#)

3. Under the “Human Resources” Section, select Voluntary Deductions

The screenshot shows the South Texas College Employee portal. On the left is a navigation menu with links: Home, Academic Planning, Financial Aid, Student Accounts, Student Life, Employee (highlighted), Supervisor, and Events Calendar. The main content area is titled 'Employee' with a sub-header 'JagNet / Employee'. Below this is a 'Human Resources' section with a message: 'Forms, Guidelines, and Procedures have been relocated to SharePoint. Please follow the links below to access.' There are two buttons: 'HR SharePoint Home' and 'View Forms'. Below this is a list of links: Benefits Information, Employee Handbook, Letter of Appointment, PDR Proxy Portal, PDR Tools, Visit HR Website, and 'Voluntary Deductions' (highlighted with a red box).

4. Click on “Add a New Benefit or Deduction”

The screenshot shows the Employee portal with the 'Employee' tab selected. Below the search bar, there is a 'Miscellaneous' section. A message states: 'Select Add a New Benefit or Deduction to add a new record.' Below this, a note reads: 'NOTE: For initial set up of 403b annuity account, please review list of approved vendors at www.tsacg.com; once your account is established, contact HR to activate deduction and allow you online update.' A warning message says: 'Information is not available on benefits within this benefit group.' Below this, the button 'Add a New Benefit Or Deduction' is highlighted with a red box. At the bottom, there is a footer with the text: 'RELEASE: 8.16.1' and '© 2025 Ellucian Company L.P. and its affiliates.' A navigation bar at the bottom right contains links: [Retirement Plans | Health Benefits | Flexible Spending Accounts | Beneficiaries and Dependents | Benefit Summary]

5. Select “Creating Magic for Jags - Student Scholarships” from the list of benefits or deductions, then click on ‘Select Benefit’

Employee Finance

Search Go

Add a New Benefit or Deduction

Select a new benefit or deduction and choose Select Benefit.

NOTE: For initial set up of 403b annuity account, please review list of approved vendors at www.tsacg.com; once your account is established, contact HR to activate deduction and allow you online update.

Benefit or Deduction Eligible as of Sep 25, 2025

Description	Message	My Choice
Creating Magic for Jags-Student Scholarships		☒
Memorial Gardens Donation		☐
Ramanujan Scholarship Donations		☐
Memorial Garden Bench Donations		☐
STC-Physical Science & Engineering Dept Scholarship		☐
STC Alumni & Friends Donations		☐
Sociology, Anthropology & Social Work		☐
STC-Charles Robinson Scholarship Fund		☐
STC-Political Science Dept Scholarship		☐
STC-Early Childhood Scholarship		☐
STC-Com Hlt Outr Co Scholarshi		☐
STC Food Pantry		☐
STC-Criminal Justice Scholarship		☐
Constancia G Oliva Scholarship		☐

Select Benefit

Miscellaneous

6. Provide the required donation amount of your choice and fill in the other prompted questions, and then submit the changes.

Employee Finance

Search Go

Update Miscellaneous

Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset the values. Select Delete, if available, to remove the record.

* - indicates a required field.

Creating Magic for Jags-Student Scholarships

Deduction Effective as of:

Sep 25, 2025

Status:

Active

Effective Date of Change MM/DD/YYYY:*

09/25/2025

Note: Effective Date must be after Dec 31, 2024 the date you were last paid.

Creating Magic for Jags 999999.99 :*

Submit Changes

Restore Original Values

Miscellaneous

Thank you for your contributions to the Creating Magic for Jags Initiative!