

# New Home Page for myUniSA staff portal

All the functionality you are used to is still available from the Home Page, plus we've added more. With a bit of personal configuration you can access anything you require directly from the Home page.

The screenshot shows the myUniSA staff portal home page. At the top, there is a navigation bar with the myUniSA logo and a search bar. Below the navigation bar are several menu items: Home, my Details, my Teaching, my Research, my Management, my University, my Employment, and my Services. A secondary navigation bar contains icons for SMS, Email, Library, Feedback, Customise, and Logoff. The main content area is divided into several sections: 1. Announcements: A section with tabs for Today, Previous, and Service Interruptions. It lists items like 'Christmas & New Years 2007/07', 'Substitute Leave Loading for Extra Recreational Leave 2008', 'New Appointment - Director of the institute for Telecommunications Research', and '2008 Class Timetable release'. 2. Key Dates: A monthly calendar for May 2008 with a search function for all key dates. 3. my Stories: A section featuring a photo of three people in a meeting, titled 'Mission possible'. 4. my Favourites: A section with tabs for Forms, Reports, and Courses, listing items like 'Expenditure Claim', 'Cash Advance Approval', 'Amendment of Cardholder details', 'Intellectual Property Payment', and 'Employee Details'. 5. Alerts: A section with a red header and a message 'My recreation leave exceeded'. 6. OHSW & IM: A section with a blue header and links for Responsibilities, Policies & Procedures, Hazard Management, and Training. 7. Portal Links: A section on the left with links for My pay details, Student lists and reports, My publications, Campus bookings, and Computer systems access. 8. my Links: A section on the left with links for Staff Portal Prototype, eBusiness Team Site, Staff Portal Stats, Application Stats, and Salisbury Library Catalogue. A 'Welcome Kevin Barnes!' message is displayed at the top left of the main content area. A 'Today in Adelaide' section shows the date and weather. A 'World Clock' section is also present.

1. Announcements

2. Search

3. New Icons

4. Key Dates

5. OHSW & IM

6. my Stories

7. Favourites

8. Portal Links

## Features of New Home Page

### 1. Announcements

Your announcements are still viewable from the Home Page. We've changed the tabs and the format to give more room. Service Announcements will only appear if there are any. That is why they show up in red – to catch your attention so you know there are service interruptions to check. Simply click on the Headings – Current, Previous or Service Announcements – to view the relevant notices. You can still submit a new announcement, search previous and subscribe to an email version from the Home Page.

### 2. Search

Did you know that by using the Search options drop down box at the top right of the page you can directly:

- Find a student (if you have permission)
- Find a Staff member
- Find a Position (if you have permission)
- Find a Form
- Search the corporate web using Google
- Search the library
- Search Google and Google Scholar
- Search the directory
- Search UniSAnet
- Search AskIT

### 3. New Icons

New, larger, more colourful icons make it easier to locate the additional functions you require. We've added a direct link to the Library as a new feature. 'Help' is now located in the footer of the page.

### 4. Key Dates

Key dates now appear by default showing today's date and details. Underneath the date number there is a calendar icon. Click on this to show the full month view. Days with key dates will appear in red. Simply click on any day to show the key dates for that day. You can still Search key dates from here too.

### 5. OHSW & IM

This is a new feature. Quickly locate information about your responsibilities, relevant information or link directly to the form for reporting an incident.

### 6. My Stories

We've added all the stories now available on the Corporate Web Home Page to the staff portal. You can scroll through them using the arrows at the bottom right of the picture.

### 7. Favourites

Conveniently access your favourite forms and courses with one click from the Home Page. Click on the headings – Forms, Courses – to see those you've selected as favourites. You can look for a form and view more favourites directly from here too. Click the Courses tab and you can quickly link directly to the course you require.

### 8. Portal Links

Another new feature. By selecting the Add/Edit button you will be presented with a list of all functionality within the portal. Select the functions you use regularly and they will appear on the Home Page under this section. You can then access them directly with one click from the Home Page.

### 9. Other

Alerts will still display as required. If you have no alerts you will not see the heading on your Home Page. At the top left of the page, your personalised welcome message should still appear, along with the date, time and weather. The time now updates dynamically without needing to refresh the page. World Clocks are also still here. Underneath this is 'my Links' for your personal links.