



UNIVERSITY OF NORTH TEXAS®

Basic Navigation for Staff Users

One of the biggest changes that comes with the implementation of Fluid self-service design is the look and feel of basic navigation. The login page, landing page and initial navigation look quite different. These changes actually make the system much more responsive and user friendly on all types of devices. However, once you get past the first few steps of navigation you will find all of the business pages you know and love haven't changed a bit! The following guide will assist with navigating through the new layout of myUNT and help you get to the pages you need to conduct your daily work.

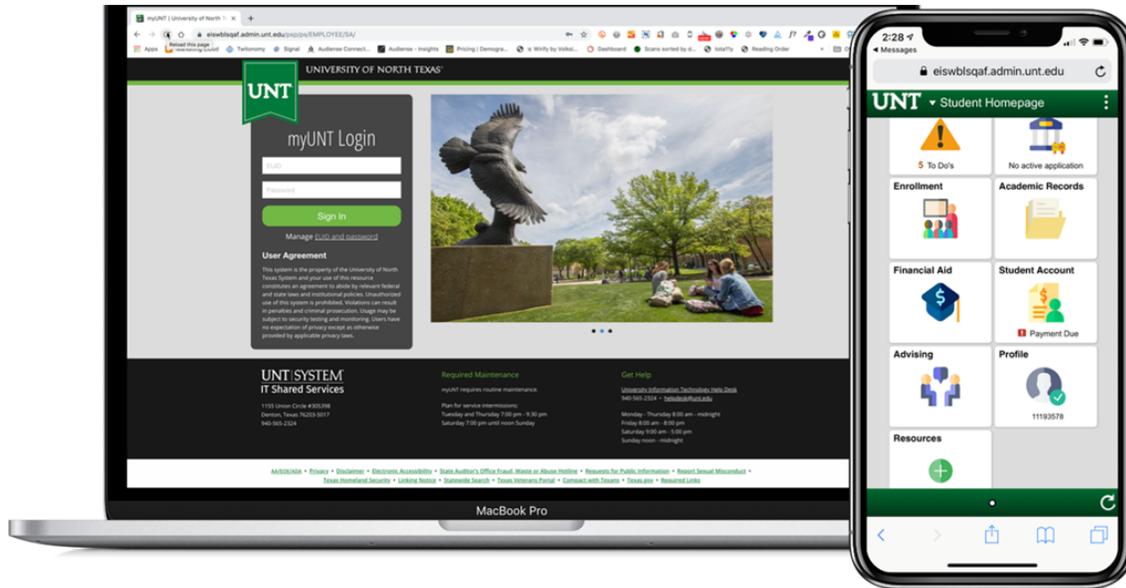
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myUNT Sign On Page

The myUNT Sign On page has been simplified. You will log in using your current EUID and password, there is no need to reset your password. However, it is very important you clear your browser cache the first time you log in after the upgrade is completed.

The first time you log into myUNT after the upgrade (estimated completion date 9/23/2019) you MUST clear your cache to ensure optimal system performance.

Find assistance clearing your cache in our Clear Browsing Cache document at <http://www.unt.edu/myunt> or by searching your browser's instructions for clearing cache.

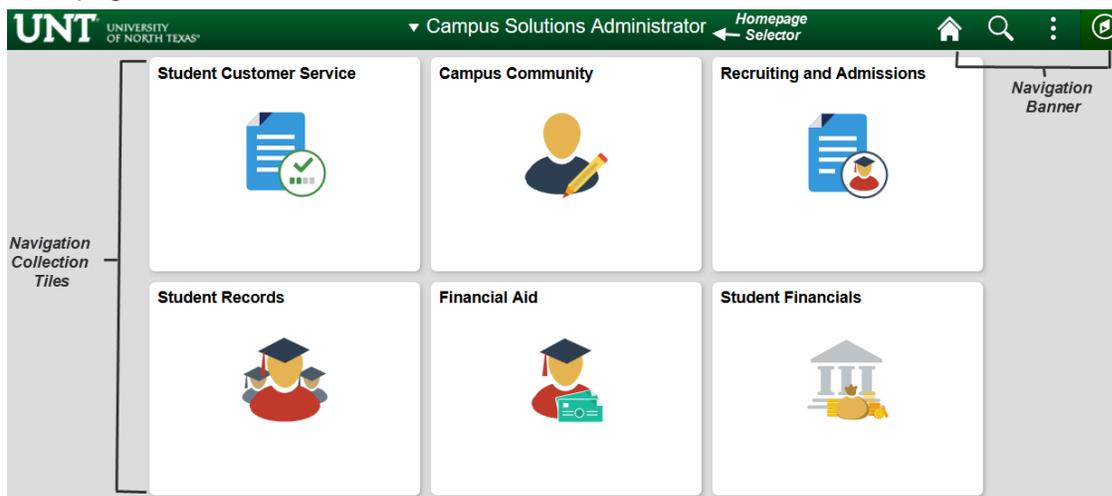


Campus Solutions Administrator Landing (Home) Page

As a staff member, when you login you will likely be taken to the Campus Solutions Administrator landing page.

An overview of your home page

This new landing page is an example of a PeopleSoft fluidized page, a modern, responsive user interface that makes it easy for your to work on phones tablets and desktop environments. Below you will find a description of common elements you will find on your and all myUNT homepages.



The Navigation Banner: Standard Elements

Standard Banner

The standard banner will appear in the upper left right corner of every myUNT page. The standard buttons include:

 Home - click this to return to your homepage.

 Search - click this to access the Global Search

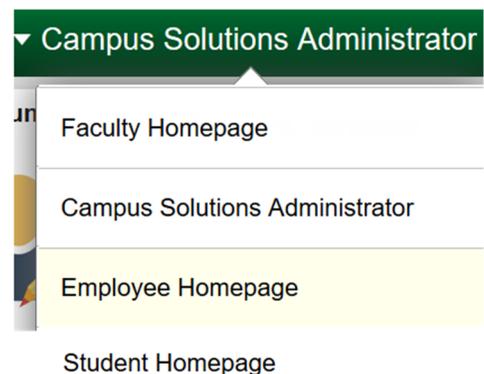
 Actions List - click here to see a list of actions for the current window. Actions may include Add to Favorites, Help and Sign Out (this option is always available).

 Nav Bar - click here to access navigation options described below.

Homepage Selector

Many staff have differing roles on campus - staff member, student, faculty member. Each of these roles have a different landing (home) page in myUNT. To navigate between these landing pages, you will use the center drop down menu visible from any landing (home) page - called the Homepage Selector.

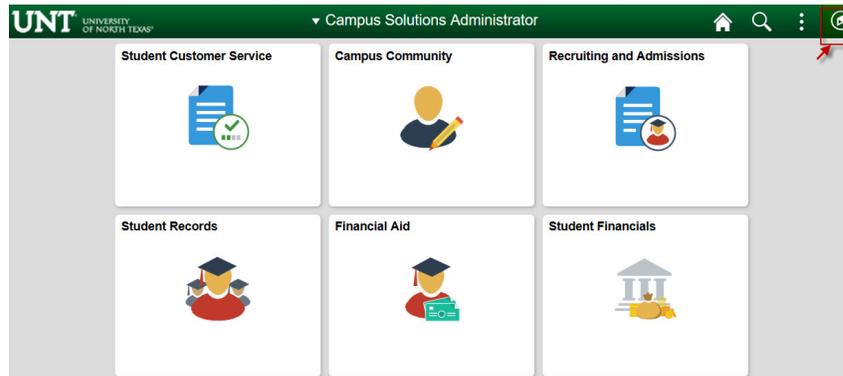
Depending on your access, you will have the ability to toggle between one to four different home pages; Campus Solutions Administrator, Employee Homepage, Student Homepage and Faculty Homepage.



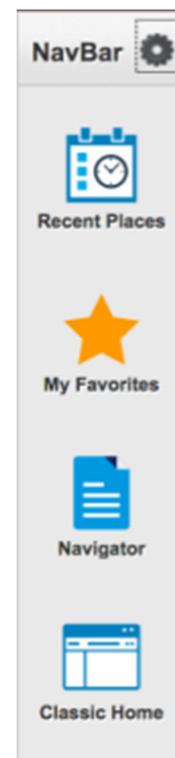
The Navigation Banner: Nav Bar



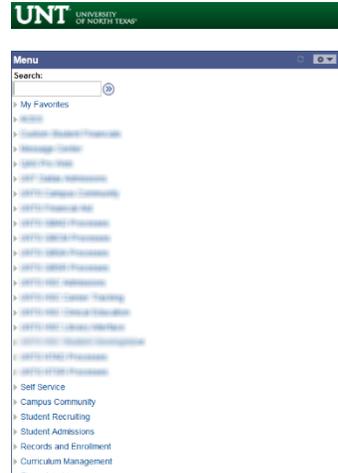
On the Campus Solutions Administrator page, you will note the center of the screen houses tiles representing the modules in myUNT. Most administrators will not be using these tiles for day to day work and navigation. You will likely be using the right hand system **NavBar**.



1. To open the Nav Bar, click the compass icon in the far upper right hand of the screen.
2. This will open the **NavBar**. The NavBar houses four options for navigating the system. You can choose the one that works best for you! The first three options are navigation options and will open navigations in the actual NavBar. The final option will open a classic navigation in a separate page.
 - a. **Recent Places** - this will store the last 5 pages you have visited.
 - b. **My Favorites** - this will store the pages you have added as a favorite. Your 9.0 favorites will carry into 9.2 and you can always add or edits your favorites as you see fit!
 - c. **Navigator** - this is the full navigation menu. It will show all navigations you have access to. Instructions for using the Navigator are found later in this document.



- d. **Classic Home** - click this icon to open the Classic Navigation. Once you click here, you will see a page that looks very familiar, the myUNT back-office view.



Please note: The Classic Menu will be phased out. It is recommended that you familiarize yourself with other navigation options available as soon as possible.

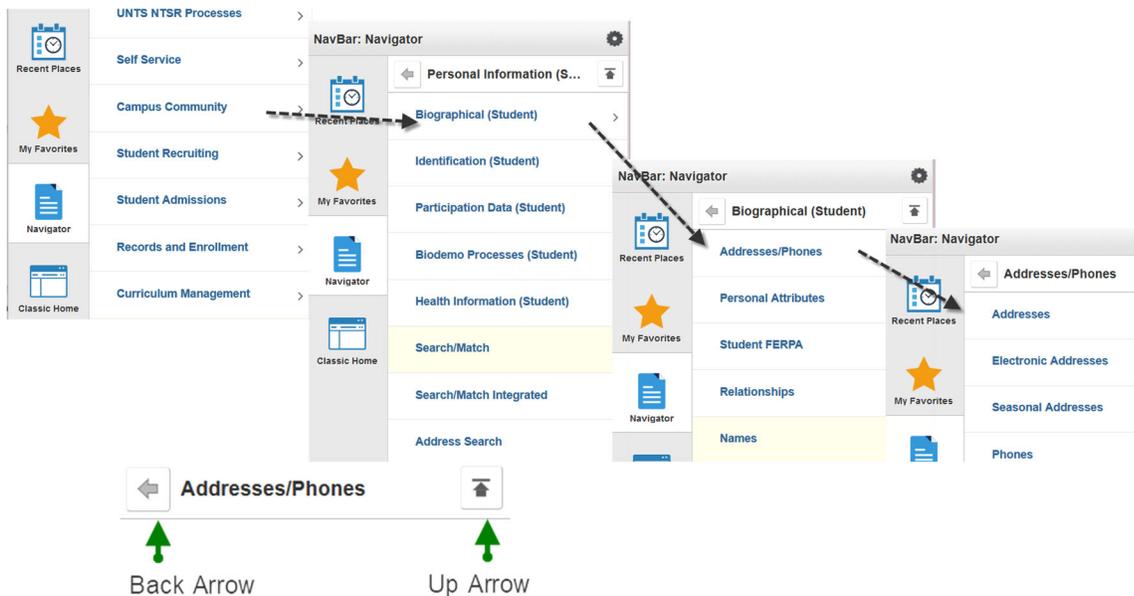
Using the Navigator

You will find the navigations listed under the Navigator are organized in the same fashion as the Classic Menu. The biggest difference working in the Navigator is how you move from page to page.

To navigate to a certain module, click on the module name (e.g. Campus Community), this will open that module and all navigations to which you have access under it. From the module navigation, you can continue to drill down until you reach the page you need.

At any point, you need to change from one navigation line to another, use the buttons at the top of the Navigator.

- The **back** arrow takes you back one level.
- The **up** arrow takes you to the top level Navigator. This is your default “home” button.



Navigation Collection Tiles

You will notice, the tiles on the Campus Solutions Administrator landing page reflect the modules in myUNT Campus Solutions:

- Student Customer Service - **NEW!** this tile houses navigations that contains the student services center and pages that house summary information for applications, enrollment, financial aid, accounts - all pages that are super helpful for quickly assisting students.
- Campus Community
- Admissions
- Student Records
- Financial Aid
- Student Financials

Under each of these tiles are different navigation collections. The navigation collections are sets of links that allow you to quickly access various components of the myUNT system. We are using the delivered tiles and navigation collections. Whether or not you see all of the options under a certain tile will depend on your particular security. Below you will find an overview of the pages found in each tile.

Campus Community	Recruiting & Admissions	Student Records	Financial Aid
<ul style="list-style-type: none"> ● Add/Update a Person ● Checklist Management - Person ● Communication Management ● Person Comment Entry ● Manage Service Indicators 	<ul style="list-style-type: none"> ● Maintain Applications ● Application Transactions ● Prospect/Admissions Staging ● Education ● Test Results 	<ul style="list-style-type: none"> ● Maintain Schedule of Classes ● Student Program/Plan ● Student Grades ● Quick Enroll a Student ● Enrollment Summary ● Class Roster 	<ul style="list-style-type: none"> ● Assign Awards to a Student ● View Award Activity ● Correct 2016 - 2017 ISIR Records ● Maintain Student FA Term ● View Packing Status Summary
Student Financials	Student Customer Service		
<ul style="list-style-type: none"> ● AP Refunding Support ● View Accounts ● AP Refunding ● AP Direct Deposit ● Third Party Contract Support ● Collections 	<ul style="list-style-type: none"> ● Student Services Center (student) ● Application Summary ● Enrollment Summary ● View Financial Aid Status ● View Customer Accounts ● Communication Summary 		

To get to a navigation collection, simply click on the tile and the collection will open up on the left side of the screen. The center of the screen will reflect the search page related to the first option in the navigation collection - deemed as the most commonly used page in the collection.

Campus Solutions Administrator **Student Customer Service**

Student Services Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID =

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Search Clear Basic Search Save Search Criteria

To find more information about the delivered navigation collections for the Campus Solutions Administrator pages - you can visit the [Oracle PeopleSoft Working with Navigation Collections](#) documentation.

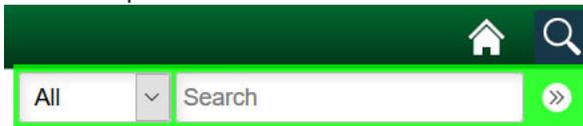
Global Search

The search functionality in myUNT has been greatly improved with Global Search. The Global Search feature allows the user to search and drill down to a specific row of data or transaction from the search results, all without navigating through a menu. If there is a page you are looking for and do not want to go through the full multi-step navigation, you can use Global Search to get right there. Likewise, if there is a page you are not quite sure what it is called, you can try using keywords in Global Search to find the page.

Access Global Search by clicking on the magnifying glass in the upper right hand corner of your screen.

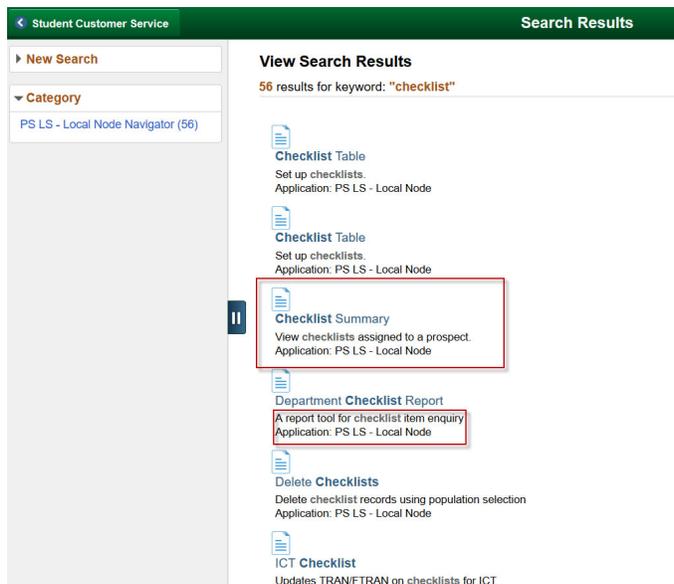


This will open a Search box.

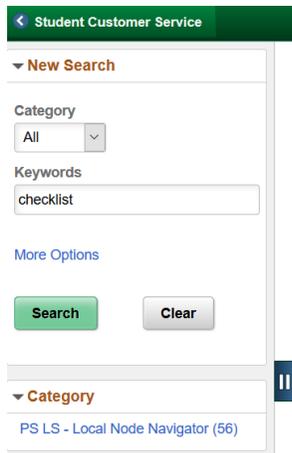


- If your search is set to **Navigator**, this will search terms specifically in your navigation.
- If your search is set to **All**, this will search all terms within the system. You may find a search result to which you do not have access.

As an example, if you search for *Checklist*, you will be given a list of all navigations that are related to Checklists. In this example there are 56 results. Some of them have the word “checklist” in the navigation name, while others are pages related to using or updating checklists in the system.



You can conduct a New Search from the search results page simply by clicking the New Search option at the top of the left hand menu on the search results screen. From here, you will also find advanced searching options, should you wish to use them.



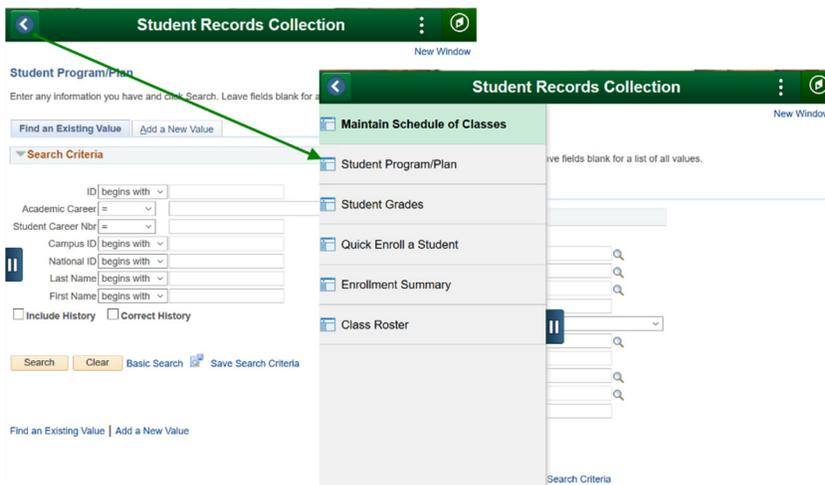
Mobile Navigation Tips

myUNT is *mobile ready*, meaning, you do not need to use an app or a different URL to access a myUNT on your phone or tablet. The tiles and navigation menus work very similarly in a mobile environment as the desktop environment. There are a few small navigational items to be aware of when working in a mobile environment.

Please note, if you do access the system via your mobile device, you will find the Campus Solution Administrator Tiles are mobile ready, however, most of the pages under the tiles are not yet fluidized, meaning, the pages won't be optimized for working on a phone or tablet. Oracle is delivering more and more fluidized pages with every upgrade, so stay tuned - mobile ready pages will certainly increase in the future!

Accessing Navigations Under a Tile

Once you click on a tile from the Homepage, you will be taken to a display of the primary navigation under that tile. To access the remainder of the navigations under the tile, click the menu navigation icon on the left side of the screen. Here you will see all navigations under the tile you have selected.



Mobile NavBar

The NavBar is reduced to a More Options menu. The main items of importance found here are the Home link and the Sign Out link. There are other navigations found in the More Options menu, but it is unlikely you will be using these functions in the system.

