HELPFUL HINTS – HR PORTAL

OHR COMMUNITIES AND SUB COMMUNITIES MAP
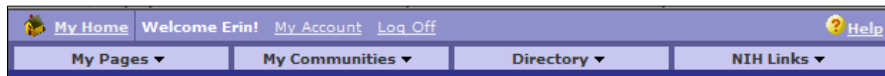

HR COMMUNITY URLS

HR Community for NIH Employees - http://humanresources.nih.gov

HR Community for HR Professionals - http://hr.od.nih.gov/hrprofcommunity.htm

HR Community for Career Development and Training - http://hr.od.nih.gov/hrcommunity/careertraining.htm

HR Community for Admin/Managers - http://hr.od.nih.gov/admincommunity.htm

HR Community for New Employees - http://hr.od.nih.gov/newemployee.htm

HR Community for the SES - http://hr.od.nih.gov/seniorexecutiveservice.htm

WiTS Community for HR Professionals - http://hr.od.nih.gov/witscommunity.htm

HOW DO I NAVIGATE IN THE NIH PORTAL?

The secret to navigating in the NIH Portal are the tabs that run across the top of every page. These tabs are the key to going from your My Page, to Communities (such as the Human Resources Community), and to the Directory.

Also, you can always use the "Search" box to search on a specific topic.
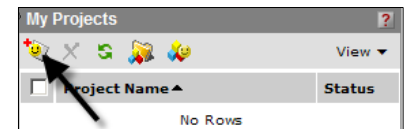

HOW DO I GET TO PROJECTS?

"Projects" are the collaboration space on the NIH Portal. Some projects will be limited to small groups of people, while others, like the "HR Info for All NIH" are open to all NIH Staff. To get to Projects, you must set up your "My Project" portlet on your My Page or go to the HR Professionals Community.

To set up your "My Projects" portlet, first go to your My Page by selecting the My Home link or using the My Pages tab.

Next, locate the "My Projects" portlet in the top, left corner of the page. Initially there will be no projects listed in the portlet. You must select which projects you would like it to display. To add projects, click on the smiley face with plus sign icon.
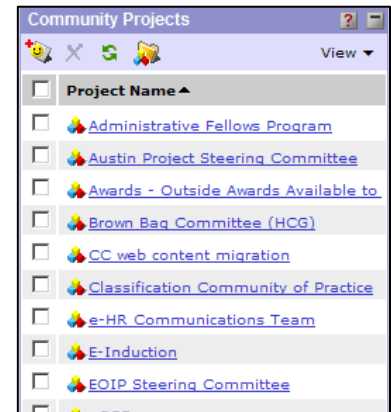

When you click on the smiley face, it will take you to a list of folders. Select the "Human Resources" folder to see all of the HR-related projects.

Select the projects to add, by clicking in the box next to the project name. Then click on the smiley face to add them to your My Page. These projects will then be displayed in the "My Projects" portlet on your My Page so you can access them easily.

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Another way to see all of the HR-related projects is to go to the HR Professionals Community where they are displayed in the "Community Projects" portlet. .

SPEAKING PORTALESE – COMMON PORTAL TERMS

Portal – A portal is similar to a website, but is defined by the fact that it integrates information for disparate sources as well as allowing users to customize their view of that information. Portals have been called the "next generation intranet."

NIH Portal – The NIH Portal is the NIH-wide Intranet. It is protected by Single-Sign-On so that NIH employees can sign-on to access information from remote locations.

Portlet – Portlets are views into larger applications and/or mini applications. They tend to be interactive – they either display information from an application or launch the full application. They appear on the NIH Portal as the "building blocks" that make up a MyPage or a Community page. Some examples of portlets on the NIH Portal are ITAS, MyPay, HR Systems Spotlight, HR Navigator, and Who Are My HR Contacts.

Community – A community is a space on the NIH Portal that is arranged by a community manager. It is made up of portlets. Communities are similar to MyPages, but the general user can't customize a community – only the community manager can determine what appears on the community. Although NIH employees can add HR portlets to their My Page, the Human Resources Community serves to hold all of the HR and HR-related portlets that NIH employees might need to access.

Community Page – A community consists of several pages. For example the Human Resources Community has these pages: NIH Employee, Admin/Managers, New NIH Employees, Title 5 Compensation, Title 42 at NIH, Senior Executive Service (SES), Clinical Center, HR Calendar, and the Alphabetical HR Search Index.

Project – Projects are the "collaboration spaces" on the NIH Portal. They are called "projects," because they are generally used by employees to collaborate on documents and tasks related to a project they are working on. These employees can be from different Divisions or ICs and they can use the project to collaborate on documents and/or participate in discussions. Projects are only accessible to the employees designated as project members or guests. Projects can be reached from the Project Explorer portlet that is available on your My Page or on the HR Community, HR Professionals page.

Document/Document Directory – The document directory is where all documents and information are consolidated into one logical taxonomy. These "documents" include web pages and information from the OHR public website, HHS, OPM, etc., and are brought in from these disparate sources and then organized by subject.

MyPages – MyPages are the space given to each NIH employee to use as they wish. Each employee may customize their MyPage with portlets and arrange them in a way that will be most useful to them. When you log onto the NIH Portal you will automatically be taken to your My Page.

Crawler – Crawlers are also referred to as "spiders." They are set up to go to different websites or file servers and check for new content. That content is brought in to populate the Document Directory. Crawlers go the OHR website, the HHS website, the HHS Intranet, OPM, etc. to bring in relevant HR content that is organized by subject in the document directory.