

Basic Navigation for Faculty Users

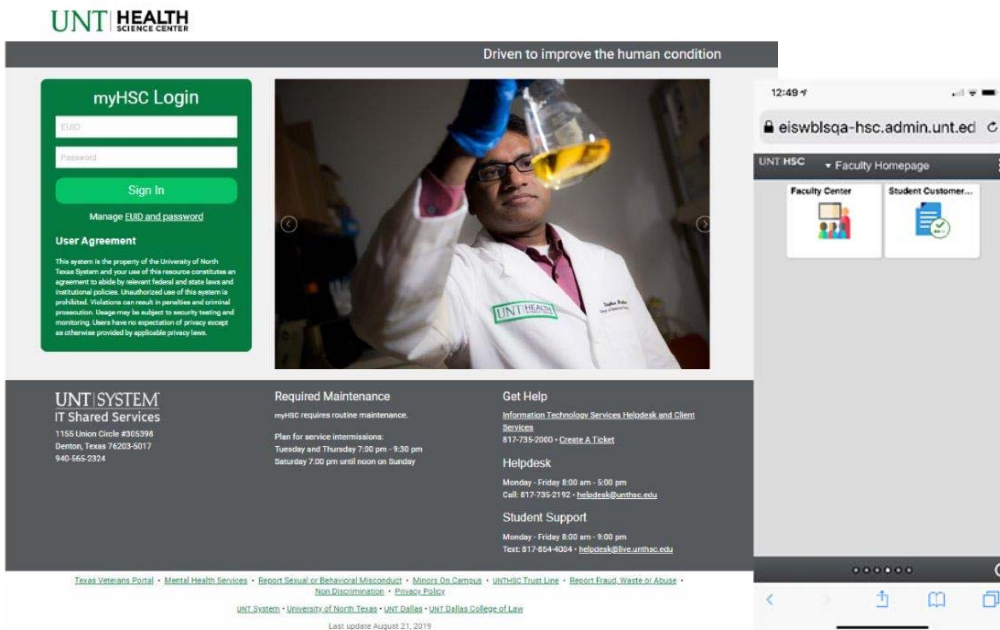
One of the biggest changes that comes with the EIS upgrade is the look and feel of basic navigation. The login page, landing page and initial navigation look quite different. These changes actually make the system much more responsive and user friendly on all types of devices. However, once you get past the first step 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 myHSC and help you get to the pages you need to conduct your daily work.

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myHSC Sign On Page

The myHSC 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. Find assistance clearing your cache in our [Clear Browsing Cache](#) document or by searching your browser's instructions for clearing cache.

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



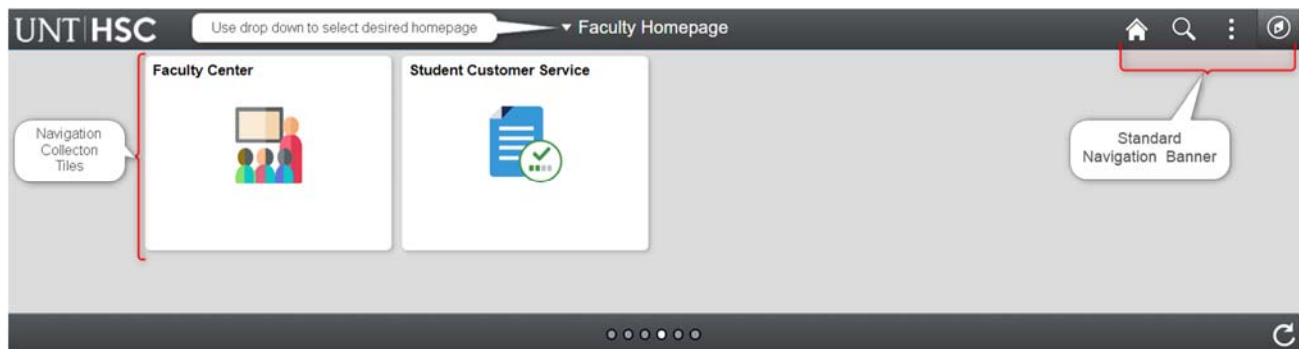
Faculty Homepage

As a faculty member, when you login you will likely be taken to the Faculty Homepage.

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 you to work on phones, tablets, and desktop environments.

Below you will find a description of common elements you will find on all myHSC homepages.

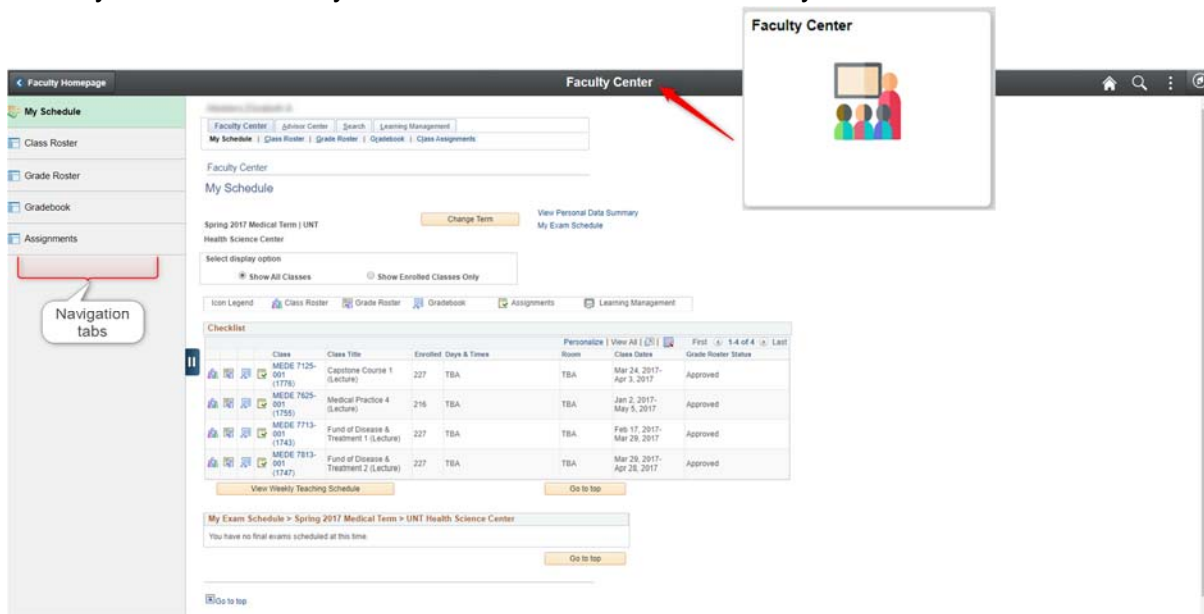


Navigation Collection Tiles

The Navigation Collection Tiles are your gateway to your Faculty Center, class and grade rosters, and resource links. Simply click on the tile to get to a different part of your Faculty homepage.

Faculty Center Tile

This tile takes you to the main Faculty Center page, just like the link to the Faculty Center did in myHSC 9.0. From there, getting to your class rosters, grade rosters or other term information will function exactly the same as myHSC 9.0. You can continue to use the same processes that you previously used to conduct your business from *under* the Faculty Center tile.



Class Roster Tab

The Class Roster tile will take you directly to the *first* class roster in your current class schedule. From there you can do all of the same business - email, review students enrolled, as you did in myHSC 9.0 class rosters. You also can change classes by clicking the **Change Class** button.

Grade Roster Tab

The Grade Roster tile will take you directly to the *first* grade roster in your current class schedule. From there you can do all of the same business - add, edit, and submit grades, as you did in [myHSC 9.0 grade rosters](#). You also can change classes by clicking the **Change Class** button.

The Navigation Banner: Standard Elements

Standard Banner

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



Home - click this to return to your homepage.



[Search](#) - click this to access the Global Search. (*Faculty will not be using this function*)

Notifications - view any notifications and alerts.



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).

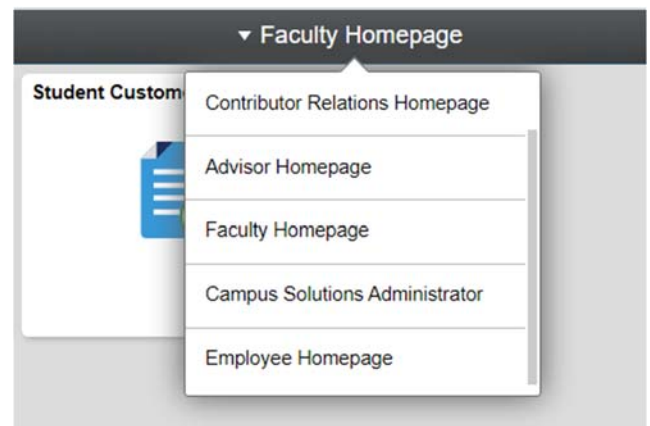


[Nav Bar](#) - click here to access navigation options described below.

Homepage Selector


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

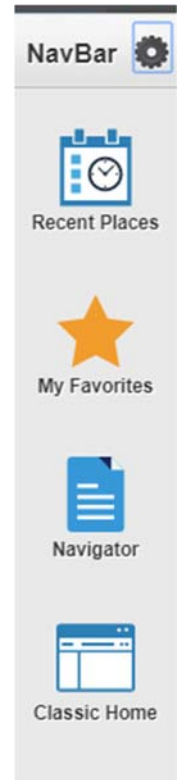
Depending on your access, you will have the ability to toggle between one to three different home pages; Campus Solutions Administrator, Rebel Student Homepage and Faculty Homepage.



The Navigation Banner: Nav Bar

On the Faculty Homepage page, you will note the center of the screen houses tiles representing all your Faculty Center navigation. While it is unlikely you will be using the traditional navigation, you may use the **NavBar to access the full myHSC menu navigation.**

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. 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. All of these navigations are found under the tiles on your Faculty Homepage as well.
 - 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 myHSC 9.0 view.



Mobile Navigation Tips

myHSC is *mobile ready*, meaning, you do not need to use an app or a different URL to access a myHSC 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 Faculty Homepage tiles are mobile ready, however, 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!

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.

