# Basic Navigation for Faculty 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.

---

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. Find assistance clearing your cache in our document at http://www.unt.edu/myunt or by searching your browser's instructions for clearing cache.
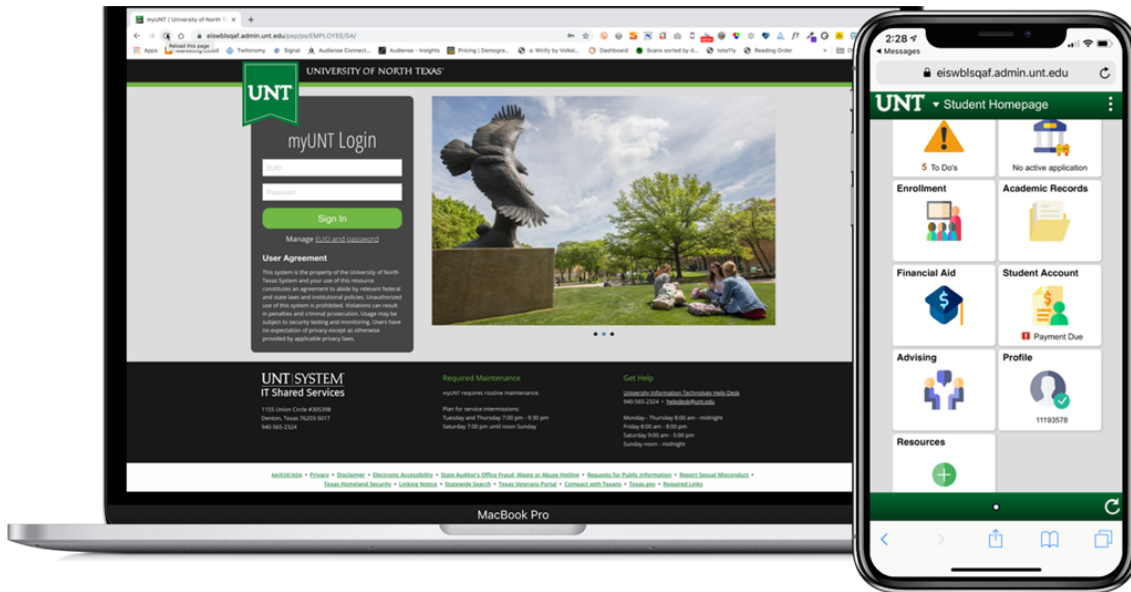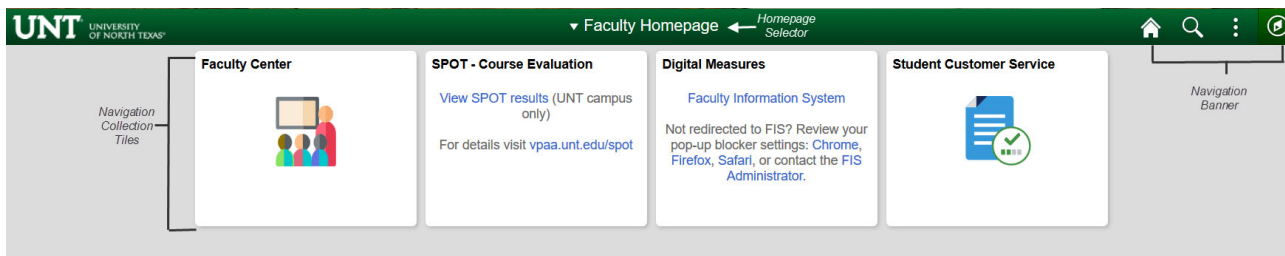
Faculty Homepage

As a faculty member, when you login you will likely be taken to the Faculty Homepage. If you do not please see the instructions in the Home Selector section of this document on page 5 for how to change your homepage. This document is intended to assist you with the change in how to navigate the redesigned user experience. Please still refer to the full documentation at http://essc.unt.edu/eis/docs/Faculty_Center.pdf if you have questions on how to print your rosters, fill out audit rolls, upload grades, etc.

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 myUNT 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 previously in myUNT. From there, getting to your class rosters, grade rosters or other term information will function exactly the same as they have with the exception of menu options have been added to the right to make it easier to switch between tasks.

My Schedule

My Schedule will list the classes that you are assigned as an instructor on. You can use the **Change Term** button to switch between semesters. And click a Roster, Audit Rolls, or Grade Roster Icon to select a specific class.

Class Roster

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. You also can change classes by clicking the **Change Class** button.

Grade Roster Tile

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. You also can change classes by clicking the **Change Class** button.

SPOT – Course Evaluation Tile

The SPOT – Course evaluation tile provides links to quickly take you to the SPOT results. You will need to sign in to access.

SPOT - Course Evaluation

View SPOT results (UNT campus only)

For details visit vpaa.unt.edu/spot
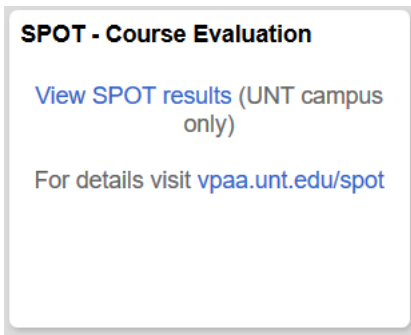
Digital Measures Tile

The Digital Measures tile provides links to quickly take you to the Faculty Information System (FIS) results. You will need to sign in to access.

Digital Measures

Faculty Information System

Not redirected to FIS? Review your pop-up blocker settings: Chrome, Firefox, Safari, or contact the FIS Administrator.
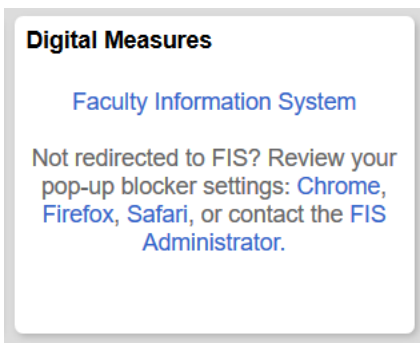
The Navigation Banner: Standard Elements

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.

▼ Campus Solutions Administrator

Faculty Homepage

Campus Solutions Administrator

Employee Homepage

Student Homepage
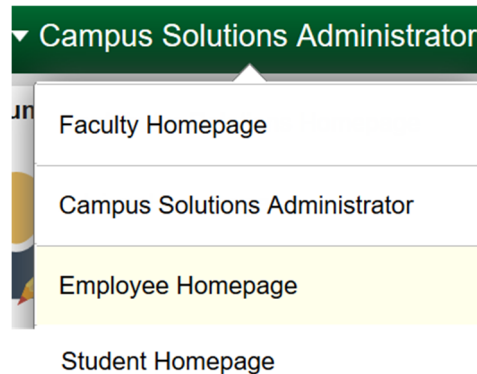
The Navigation Banner: Nav Bar

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*.
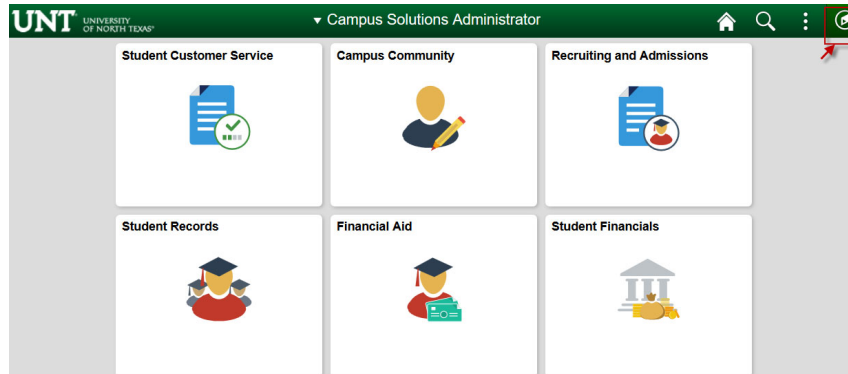
1. To open the Nav Bar, click the compass icon in the far upper right hand of the screen.

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 in the Staff help documentation at https://www.unt.edu/myunt-staff.

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.

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 Faculty Center 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!