

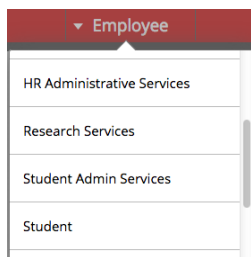
CIS Portal

Getting Started Guide

August 22, 2017

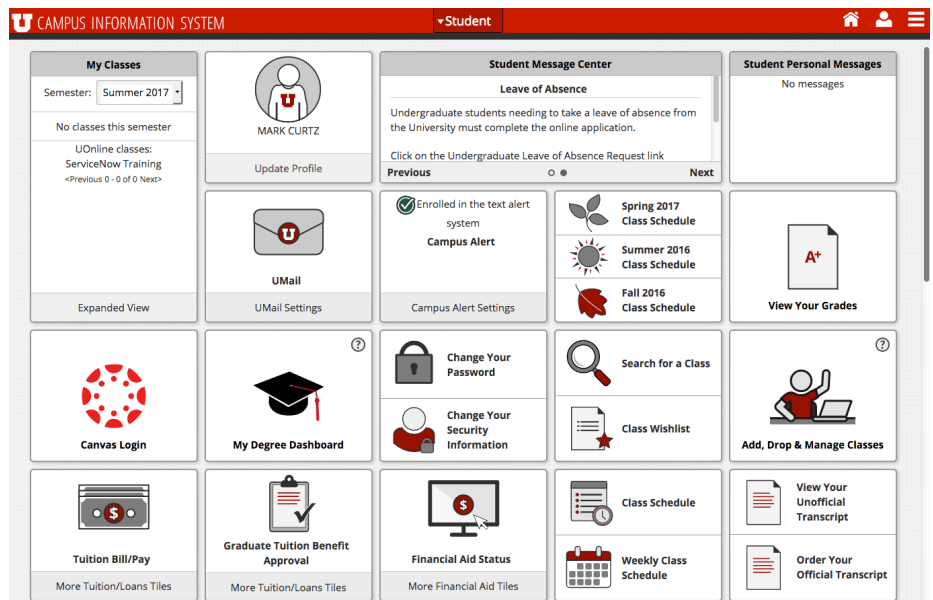
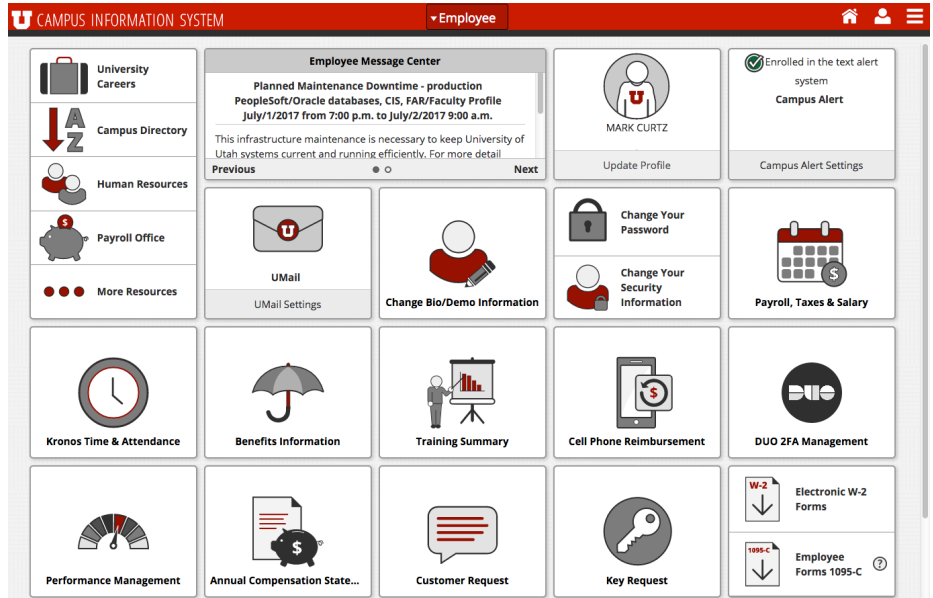
Homepages

The Campus Information Services (CIS) Portal has a new look and feel. The new design uses intuitive, iconized tiles to provide access to University systems and resources.



The Homepage drop-down lets you select different pages with tiles that are organized for specific University roles or by functional area including:

- **Employee.** Base employee resources.
- **Faculty/Instructor Services.** Resources for instructors.
- **Financial and Business Services.** Financial applications for employees.
- **HR Administrative Services.** HR applications for employees.
- **Research Services.** Research applications for employees.
- **Student.** Applications for students.
- **Student Administrative Services.** Applications for employees who support students.
- **University Resources.** Applications for all University users, regardless of role.



Navigation

The Navigation Bar provides access to a number of features.

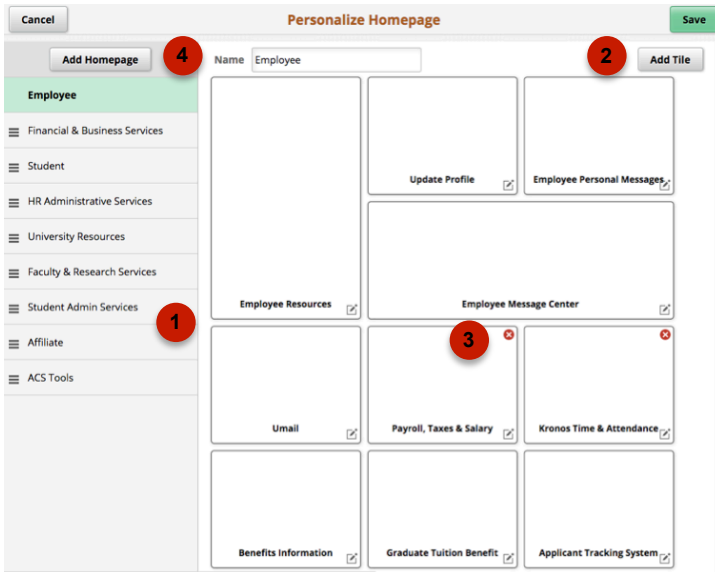


Homepage drop-down menu allows you to access other pages and additional tiles.

Home icon allows you to quickly return to your start page: Employee for employees and Student for students.

Navbar menu provides access to Peoplesoft systems and the Classic CIS view.

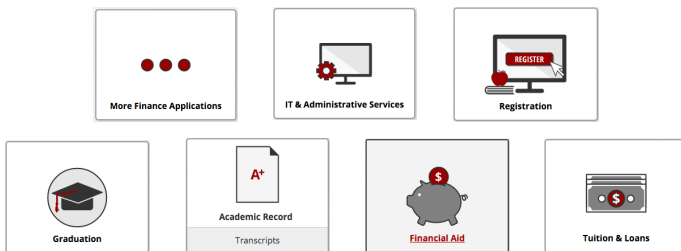
The Preferences icon allows you to access options to customize homepages, get help documentation, and sign out.



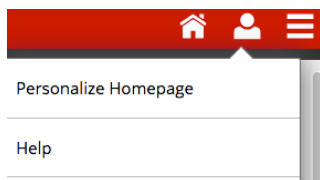
Use the Personalize Homepage option to reorder, delete, and add tiles on any homepage. It also allows you to create your own homepages and populate them with the tiles you use most.



Use your Internet browser's Find feature to locate tiles on a page. On Windows, hold down Ctrl + F. On Mac, hold down Command + F. Type in the tile name or partial name and click Find. The browser will highlight the text on the page.

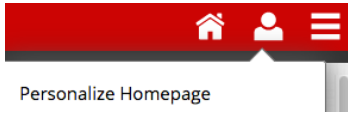


Many tiles provide access to subpages that provide sets of related tiles.



Send feedback on the new system to CISFeedback@utah.edu

Customization



The Personalize Homepage option provides the following capabilities:

1. Select the homepage you want to modify. You can also drag homepages to reorder them in the drop-down menu.
2. Add tiles to any homepage.
3. Delete tiles from the homepage.
4. Create your own homepages to populate with the tiles you want.

Finding Tiles

Tiles have been organized on different homepages dedicated to roles or functional purpose. In general, tiles have been positioned by order of popularity with the most used resources in the top rows of each homepage. In some cases, homepages will have subpages that provide access to additional tiles. These are tiles that are not used frequently by campus constituents, or are sets of closely related tiles.

If you can't find a tile you think should be on a page, you can use your Internet browser's Find option and search for text that might be in the tile's title.

Getting Help

To get more information about the new CIS portal and how to customize it to meet your needs, click the Help option under the Preferences menu. If you don't find the information you need in the help system, you can always call the IT Help Desk at 801-581-4000.