Introduction to MyCWU and the Administrative Systems

Reference Guide

Updates

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/27/14</td>
<td>Created</td>
<td>all</td>
</tr>
<tr>
<td>05/23/14</td>
<td>Updated information to reflect slight changes since go-live.</td>
<td>all</td>
</tr>
<tr>
<td>08/30/17</td>
<td>Added disclaimer note</td>
<td>3</td>
</tr>
</tbody>
</table>
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Attention: Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

1.0 Web Browser Recommendations

Oracle/ PeopleSoft certify certain web browsers that work with their products. Please see the table of Browser Recommendations located in the document at the following link: http://www.cwu.edu/its-training/sites/cts.cwu.edu.its-training/files/documents/clearsettings.pdf

If you need a newer version of Internet Explorer, you should download and install it from http://www.microsoft.com/windows/ie/default.asp. If you need assistance installing it, please call the Help Desk at x2001.

1.1 Web Browser Set Up

There are multiple versions of different browsers available nowadays. Each may require that certain settings are in place in order for web pages and pop-ups to display/print properly. Please see Recommended Browser Settings located in the document at the following link:
http://www.cwu.edu/its-training/sites/cts.cwu.edu.its-training/files/documents/clearsettings.pdf. Failing to do this may result in problems with viewing or printing information in the Administrative Systems.

2.0 Clearing the Cache

A cache is a temporary storage area for frequently-accessed or recently-accessed data, such as Web pages. For example, when you initiate the opening of a Class Roster, the computer first checks the cache to see if you’ve recently worked with a Class Roster Page. Having data stored in the cache speeds up the operation of the computer because accessing information from a cache takes much less time than retrieving it from the main memory.

Since your computer’s first action will always be to look at the information stored in the cache, it’s essential that your cache contain the most recent versions of the system’s pages. Keep your cache up-to-date by clearing it out on a weekly basis. See All About the Cache located in the document at the following link: http://www.cwu.edu/its-training/sites/cts.cwu.edu.its-training/files/documents/clearsettings.pdf for detailed directions on how to identify which version of the browser you have and then how to clear the cache for that version of the browser.

3.0 Downloading to Excel

A useful feature available in the Administrative Systems (Campus Solutions, Financial Management & Human Resources) is the Download to Excel button. It is available on most Administrative System pages that display results in a table format (i.e. Class Roster, Grade Roster, Report Manager, etc.). The Download to Excel button is located in the header at the top of each table. Simply click it to download the information to a Microsoft Excel document.
Before attempting to use the Download to Excel button for the first time, be sure to follow the directions for Recommended Browser Settings as mentioned in section 1.0 above.

## 4.0 Logging into MyCWU

1. To log into the portal at CWU, go to the CWU Homepage at www.cwu.edu and click the MyCWU link. If you are trying to log into one of our Administrative Systems, you will need to log into MyCWU.
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When the Communication Page appears, click Sign In.

Important CWU Information

By signing in to MyCWU, all users are accepting the conditions and acknowledging the information reported below:

CWU Alcohol & Drug Policy

CWU students, faculty, and staff will be held accountable to the Alcohol & Drug Policy for behaviors both on and off campus. Please read the CWU AOD policy.

CWU Financial Obligation Statement

Registering for classes or receiving services for which payment is required will create a CWU account and constitutes a contractual financial obligation according to the rules and regulations of the State of Washington. The student or other CWU account holder agrees to pay for all charges incurred at Central Washington University including but not limited to Tuition and Fees, Housing and Dining Charges, University Store Purchases, Day Care Charges, Financial Aid Over-Awards, and other miscellaneous charges or fines for services received at the Recreation Center, the Medical and Counseling Center, the Library, Parking, special events, or any other CWU service offering. It is the students or account holder responsibility to ensure that their account is kept current and that payments are made by the published due dates to avoid additional charges. Charges that are not paid by the due dates may be assessed late fees and/or interest charges and all university services may be suspended. Furthermore, the student or account holder agrees to the following:

- I understand the University or its representative will make reasonable attempts to collect past due charges by letter, phone, email, or any other reasonable method including text messages as required by the State of Washington.
- I understand I will receive an email notification when my billing statement is available for online or a monthly statement if I am an enrolled student. I understand my account information can only be released to me. Statements are located online through MyCWU account. Failure to pay after reasonable attempts have been made may result in the suspension of university services.
- I understand if I have an unpaid balance the University and do not make satisfactory payment arrangements, my account may be placed with an external collection agency and will be subject to an additional collection fee of up to 33% of the original debt as allowed by the state of Washington. In addition, if the account goes to litigation, my account may be assessed attorney and legal fees up to 40% of the original debt. This may negatively impact my credit rating on a national level as a result of being reported to all three credit bureaus (Equifax, TransUnion, Experian).

Meningococcal Meningitis Vaccine

Meningococcal Meningitis is the leading cause of life threatening meningitis in young adults in the U.S. It strikes about 3,000 people each year with 300 deaths. College students account for about 125 cases and 15 deaths. The infection is spread by air droplets similar to the flu virus and has flu like symptoms initially. Symptoms can progress rapidly and lead to shock or death in hours.

The risk for young adults ages 18-23 is 1 in 1,000,000. College students are not at higher risk than non-students except for freshmen, particularly those living in residence halls (4 in 100,000).

The vaccine is safe and available through your own doctor or the Student Health and Counseling Center at CWU. Side effects are uncommon and usually mild. The vaccine will cause immunity in about 50% of the individuals, but is ineffective against one serotype of meningococcus, which causes about 30% of the cases. The vaccination lasts three to five years and costs approximately $70.

Mass immunization has not been recommended because of the incidence of meningococcal disease is low. However, the American College Health Association recommends that parents and students, especially freshmen and other residence hall students who want to reduce their risk of disease, consider the benefit of vaccination. Students who have had a splenectomy or who are immunodeficient should consider vaccination.

If you have questions, feel free to contact Student Health Center at 963-1881.
3. If you are presented with the **Important CWU Information** message, click [I Agree] at the bottom of the page. See Information note below.

Please note that, if you have your browser set to clear your cache when you exit the browser, you will be presented with this message each time you log into MyCWU using that browser.

4. Enter your Novell **Username** and **Password**.

5. Click the **Login** button.

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**Save your work regularly.**

MyCWU will automatically log you out after 8 hours of inactivity. If you are in an Administrative System within MyCWU, you will be logged out of the Administrative System after 20 minutes of no activity.

Avoid using your Internet web browser back button to return to a previous page.

Always use the **Exit** link to log out of MyCWU.

Always **X** out of the web browser to completely log out of MyCWU on a PC. On a Mac, completely **Exit** the browser. If you do not do this, the next user who uses the same web browser on that computer will have access to your Dashboard, Administrative System(s), etc.

After exiting all windows of your web browser, a warning message will appear (as shown below) as a reminder to close out of the Internet browser.
A user may have multiple windows open in an Administrative System at one time, as long as Processing is only taking place in one window at a time.

6. To open a new window, click on the New Window link, which is available in the upper right-hand corner of many search pages and information pages. Doing so will open a new window and allow the user to navigate to another area. When finished with the new window, simply close it out of it by clicking the in the upper right-hand corner of the window.

The following conditions may create “Page no Longer Available” or similar errors:

- Use of tabbed browsing. PeopleSoft applications do not support tabbed browsing. To open new PeopleSoft windows, users should click the New Window link within PeopleSoft.
- Excessive use of the browser Back button. Only PeopleSoft navigation links or buttons should be used within PeopleSoft.
- Using browser bookmarks to open pages in new windows. Use only the New Window link within PeopleSoft.
- Saving while the same page is open in different windows. Executing a “Save” on one of the windows and then attempting to navigate via the second window may cause errors.
5.0 The Dashboard and Other Important Elements

The Dashboard is the page that displays when you log into MyCWU. Your Dashboard consists of boxes, called Pagelets. Other elements of MyCWU with which you should be familiar include the following:

- dropdown Main Menu
- Search Box (currently not active)
- Universal Navigation Header

1. The Pagelets, or boxes that you see on your Dashboard when you first log into MyCWU, contain either information or links to a variety of places/content. Pagelets are intended to provide you with quick and easy access to information.
   - To learn more about the choices you have regarding the Pagelets that display on your Dashboard, refer to section 5.1 below.
   - To learn more about navigating in MyCWU using the links in your Pagelets, refer to section 5.2.1 below.

2. In addition to your Pagelets, the dropdown Main Menu and Search Box (Please note that this feature is currently not active in MyCWU.) are other important means of navigating through MyCWU. The dropdown Main Menu displays the Administrative Systems (Campus Solutions, Financial Management and Human Resources) and other menu items to which you have access. The menu displayed is determined by your system security. You'll use one of these methods if you need to access an Administrative System Search Page for data look up or data entry (see sections 5.1.2 and 5.1.3 below, respectively).

3. The Universal Navigation Header enables you to return directly to your Dashboard, work with your Favorites or exit MyCWU (see section 5.2 below).
5.1 Customizing Your Dashboard

1. If you are not already looking at your Dashboard, click on the Home link in the Universal Navigation Header. Doing so will display your Dashboard.

2. The boxes that you see in your Dashboard are called Pagelets. Pagelets are intended to provide you with quick and easy access to information.

3. MyCWU allows you the unique ability to customize the look of your Dashboard through your choice of which Pagelets to display as well as their location. To view your Pagelet options, click on the Personalize Content link just above your top, left-hand Pagelet. See Information note below.

Please note that, with some browsers, the Content link may be found at the top center of the page.
4. On the **Personalize Content** window that appears, you can type a message into the **Welcome Message** field if you’d like. This message will appear in the upper right corner of your **Universal Navigation Header**.

5. The checkboxes on the **Personalize Content** page indicate **Pagelets** to which you have access. Check the checkboxes whose **Pagelets** you would like to view on your **Dashboard**; uncheck the checkboxes whose **Pagelets** you would like to remove from your **Dashboard**.

6. Click **Save** when you are finished choosing your **Pagelets** on the **Personalize Content** page.
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7. Your Dashboard will take a few seconds to update and will now display any changes you made to your Pagelet choices in the previous step.

8. In addition to choosing the Pagelets that display on your Dashboard, you also have the ability to move any Pagelet around that is not a static Pagelet by grabbing it in its header and dragging it to the desired new location. If you think of your Dashboard as consisting of three columns, you can drag most of your Pagelets to any location in any column on your Dashboard.

9. In the screen shot above, the user has rearranged multiple Pagelets on his Dashboard.

To learn more about using the links in your Pagelets to navigate in MyCWU, refer to section 5.2.1 below.
5.2 Navigating in MyCWU

There are multiple ways to navigate in MyCWU:

- Pagelets (see section 5.2.1 below).
- Dropdown Main Menu (see section 5.2.2 below)
- Search Box (see section 5.2.3 below) – currently not active in MyCWU
- Tabs and Corresponding Links (see section 5.2.4 below)
- Buttons and Links (see section 5.2.5 below)

5.2.1 Navigating Using the Links in Your Pagelets

The boxes that you see on your Dashboard are called Pagelets. One way to navigate in MyCWU is to click on a link in a Pagelet.

1. To demonstrate this way of navigating, you must be looking at your Dashboard. If you are not already on your Dashboard, click on the Home link in the Universal Navigation Header at the top of the page.
2. Doing so will always display your Dashboard.
3. Then click on any link you see in any of your Pagelets. The Pagelet links vary as far as their destination is concerned. It could be a web page, a search page in an Administrative System, a page of information in an Administrative System, or an application (i.e. Canvas) in which you already have an account.

5.2.2 Navigating Using the Dropdown Main Menu

When you need to click on an item, use single-clicks of your mouse, not double-clicks, when working in the Administrative Systems.
1. To demonstrate this way to navigate, begin by clicking the **Main Menu** dropdown on the **Dashboard**.

2. Doing so will display the dropdown **Main Menu**.

3. Click on an Administrative System or menu item to which you have access in the dropdown **Main Menu**. In the example above, the user has chosen **Campus Solutions**.

4. Doing so will bring up the **Submenu** for that item.

5. Click on an item within that **Submenu**. In the example above, the user has chosen **Records and Enrollment**.

6. Continue clicking on the items of your choice in subsequent **Submenus** until you see one or more search page icons. Click once on any one of the search page icons to display the search page for that item. In the example above, the user can choose either **Student Advisor** or **Extracurricular Activity**.

7. Once the search page appears, you may carry out your search by entering criteria into any number of fields.

8. Then click the **Search** button.
5.2.3 **Navigating Using the Search Box** *(Please note that this feature is currently NOT active in MyCWU.)*

If you are unsure of a navigation path, you may want to search for a page using the **Search Box**. You will find the **Search Box** toward the top, right-hand side of the page.

1. In the **Search Box**, enter a keyword for the topic for which you are searching. In the example above, *report* was entered.

2. Then click the **button** to the right of the field.

3. The **Search Results** will show links to all pages to which you have access whose title contains the keyword you entered.

4. Simply click on the link for the page of your choice.

5. Your search page will appear. Proceed in your search, entering information into the fields of your choice before clicking the **button**.
5.2.4 **Navigating Using Tabs and Corresponding Links**

1. You will find, once you have navigated to some task pages, that there are tabs at the top of the page, with corresponding links at the bottom. This is because more than one page is needed to complete that particular task. For example, there are seven tabs/links associated with user defaults: [User Defaults 1]/[User Defaults 1], [User Defaults 2]/[User Defaults 2], [User Defaults 3]/[User Defaults 3], [User Defaults 4]/[User Defaults 4], [Enrollment Override Defaults]/[Enrollment Override Defaults], [Communication Speed Keys]/[Communication Speed Keys], and [User 3C Groups Summary]/[User 3C Groups Summary].

   ![Diagram showing navigation using tabs and links]

   - By clicking once on a **Tab**, the page associated with that particular **Tab** opens and the **Tab** for the page you are viewing becomes bold. By the same token, clicking once on the corresponding **Link** at the bottom of the page will bring up the page associated with that **Link**.

2. In the example above, the **User Defaults 1** page is displayed, as indicated by the bold appearance of the **User Defaults 1** tab. If you were to click once on the **User Defaults 2** tab or the **User Defaults 2** link,…

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CS 9.0, FM 9.2, HR 9.2
3. ...the User Defaults 2 page would appear.

4. The |User Defaults 2| tab would become bold, and the User Defaults 2 link would not be clickable.

5. By clicking the button, the remaining two tabs at the top that correspond with the last two links at the bottom will display.

### 5.2.5 Navigating Using Buttons and Links

On some pages to which you navigate, you will find navigation buttons and/or links that will assist you in moving through the rows of data. See sections 5.2.5.1 and 5.2.5.2 below.

#### 5.2.5.1 Navigation Buttons and Links

<table>
<thead>
<tr>
<th>Button or Link</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="+" alt="Add" /></td>
<td>Inserts a new row.</td>
</tr>
<tr>
<td>![delete]</td>
<td>Deletes the current row of data.</td>
</tr>
<tr>
<td><img src="%3E" alt="Next" /></td>
<td>Displays the next row of data.</td>
</tr>
<tr>
<td>![Prev]</td>
<td>Displays the previous row of data.</td>
</tr>
<tr>
<td><img src="..." alt="Expand Grid" /></td>
<td>In tabbed grid only, expands grid columns to the right so tabs are no longer needed.</td>
</tr>
<tr>
<td><img src="..." alt="Collapse Grid" /></td>
<td>In tabbed grid only, expanded grid is returned to tabbed state.</td>
</tr>
<tr>
<td>View All</td>
<td>Displays all rows of data on a page. When enabled, the link displays View 1 to return to the original setting.</td>
</tr>
</tbody>
</table>
5.2.5.2 **Toolbar Buttons**

At the bottom of most pages you'll find the toolbar, which changes depending on the page and your security. The toolbar contains various buttons that perform certain tasks. (See table below.)

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Saves</td>
</tr>
<tr>
<td><img src="image" alt="Search" /></td>
<td>Carries out a search.</td>
</tr>
<tr>
<td><img src="image" alt="Return to Search" /></td>
<td>Returns you to the search page.</td>
</tr>
<tr>
<td><img src="image" alt="Next In List" /></td>
<td>Displays the next data row in your search results grid. This button appears grayed out if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.</td>
</tr>
<tr>
<td><img src="image" alt="Previous in List" /></td>
<td>Displays the previous data row in your search results grid. This button appears grayed out if you didn't select the data row from the search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.</td>
</tr>
<tr>
<td><img src="image" alt="Refresh" /></td>
<td>Refresh page</td>
</tr>
</tbody>
</table>

**5.3 The Universal Navigation Header**

The **Universal Navigation Header** appears at the top of all the pages in MyCWU. Use it to access your Dashboard (**Home**), add to your Favorites list (**Add Link**), and exit MyCWU (**Exit**).
1. Clicking once on **Home** takes you back to your **Dashboard**.

2. **Add Link** refers to your **Favorites**, similar to the Bookmarks you create when browsing the Web. There are no pre-set Favorites in MyCWU, so you may customize your Favorites list to meet your specific needs.
   - See section 5.3.1 below for more information about *adding* Favorites including the creation of folders in which to organize your Favorites.
   - Section 5.3.2 below provides information on how to *edit* or *delete* a Favorite or folder from your **Favorites** dropdown menu.

If you perform certain tasks or use specific pages often during the course of your work, you may want to create a Favorite for that page to allow yourself quick access to it. In addition, you may want to create one or more folders in your Favorites dropdown menu as a way of organizing or categorizing the pages you save as Favorites.

3. Clicking once on **Exit** displays a warning message, as seen below, to ‘X’ out of the web browser so that you are **COMPLETELY** logged out of MyCWU.

Always **X** out of the web browser to completely log out of MyCWU on a PC. On a Mac, **completely Exit** the browser. If you do not do this, the next user who uses the same web browser on that computer will have access to your Dashboard, Administrative System(s), etc.
5.3.1 **How to Add a Favorite**

Two capabilities of which you should be aware when deciding how to add Favorites to your **Favorites** dropdown menu include the following:

- If you have a *significant* number of favorite pages, or, if you have favorite pages that you use in more than one Administrative System, then you may want to create folders in your **Favorites** dropdown menu to use in organizing the favorite pages that you save to your **Favorites** dropdown menu. Refer to section 5.3.1.1 below for directions on how to create folders in your **Favorites** dropdown menu.

- If you have a *limited* number of favorite pages that you use in MyCWU, it may suffice to simply add the page links directly to your **Favorites** dropdown menu. Refer to section 5.3.1.2 below for directions on how to do this.

### 5.3.1.1 **Create a Folder in the Favorites Dropdown Menu**

If you are planning to save enough Favorites that you would like to organize your Favorite pages into folders in your **Favorites** dropdown menu, read on.

Let’s say you have multiple pages that you use consistently in the *Financial Management System* as well as numerous pages in *Campus Solutions*. In that case, you may want to create a couple of folders in your **Favorites** dropdown menu in which to organize your favorite pages. Perhaps you would call one folder *FMS* and the other folder *Campus Solutions*.

1. To do this, click on the **Favorites** dropdown menu, then click once on 📖 Edit My Links.

2. When the Edit My Links page displays, click the Add Folder button.

3. On the Add Folder page, give the folder a name by typing it into the *Name* field.

4. Then click the Save button.

Follow steps 2 through 4 above as many times as you like to create more folders in your **Favorites** dropdown menu. When finished, you are ready to add links to favorite pages into the folders you created. Refer to the directions in section 5.3.1.2 below to do this.
5.3.1.2 Add a Link to a Page in the Favorites Dropdown Menu

You have two choices for adding links to favorite pages in your Favorites dropdown menu:

- Add the link so that it appears in the list of links in your Favorites dropdown menu.
- Add the link so that it appears in a folder you have created in your Favorites dropdown menu.

Let’s begin our work with Favorites by adding a Favorite for looking up an Address.

From the Main Menu dropdown or through use of the Search Box (currently not active in MyCWU), navigate to the page for which you wish to make a Favorite. In this example, we will navigate to the Addresses page by clicking on:

Main Menu > Campus Solutions > Campus Community > Personal Information (Student) > Biographical (Student) > Addresses

The time to click Add Link is prior to entering anything in the search fields. If you do have something entered in a search field, that value will be saved in the Favorite.

1. Once the Search page appears, click one time on Add Link in the Universal Navigation Header, OR click the Favorites dropdown menu and choose Add to My Links.

2. The Add to My Links page appears.

3. Enter a Name for the Favorite in the Name field if it doesn’t already default in with an acceptable name. In this case, you might decide to call the Favorite Student Addresses.
4. In the *Folder field, make no changes if you simply want the link to appear in your Favorites dropdown menu (not in any specific folder).

If, however, you want the link to appear in a particular folder in the Favorites dropdown menu, then click the *Folder field dropdown to select the name of the folder in which you would like the link to appear. Please note that this assumes you have already created one or more folders in your Favorites dropdown menu. If that is not the case, please refer to the directions in section 5.3.1 above to create your folders first.

5. Click the Save button.

Continue adding links to favorite pages in your Favorites dropdown menu in one of these two ways, repeating the steps above for each link you wish to add.

6. To access a Favorite you have saved, click on the Favorites dropdown menu.

Your Favorites hyperlinks will appear under the Favorites section of the Favorites dropdown menu in alphabetical order, with any folders you may have created appearing above pages not in folders.

7. Click once on the hyperlink in your Favorites dropdown menu for the page you wish to view.

The search page for that item will appear.

5.3.2 How to Edit or Delete a Favorite

As your list of Favorites grows, you may decide to rename, move or even delete some of the items in your Favorites dropdown list.

1. To carry out any of these actions, click on your Favorites dropdown menu to view all of your Favorites.

2. Click once on Edit My Links.
On the Edit My Links page, click once on the link for the page or folder that you would like to edit or delete. You’ll notice that the item is now highlighted. In the screenshot above, the Electronic Addresses link was chosen.

- To edit the name of a link or folder or the location of a link you highlighted, refer to the directions in section 5.3.2.1 below.
- To delete the item you highlighted, refer to the directions in section 5.3.2.2 below.

### 5.3.2.1 Edit the Name of a Link or Folder or Edit the Location of a Link in Your Favorites Dropdown Menu

This section assumes that you have already followed the steps in section 5.3.2 above. If that is not the case, please do so before continuing below.

1. If you would like to edit the name or location of a link in your list of Favorites, you would now click the Edit Link button.

If you would like to edit the name of a folder in your list of Favorites, you would now click the Edit Folder button.
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2. If you are editing a link, the Edit Link page will appear.
   - To change the name of the link in your Favorites dropdown list, highlight its name in the *Name* field on the Edit Link page. Now type the new name for it.
   - To edit the location of the link in your Favorites dropdown list, use the *Folder* field dropdown to choose a different location. Please note that the choices you see in the *Folder* dropdown menu will include My Links, which will place your Favorite in your Favorites dropdown list (not in a particular folder) as well as names of any folders you have created in your Favorites dropdown list (See section 5.3.1.1 above for directions on creating folders).

3. If you are editing the name of a folder, the Edit Folder page will appear. Drag across to highlight the name of the folder, and type a new name for it.

4. Remember to click **Save** when you are finished.

5. The changes will now appear in your My Links list as well as in your Favorites dropdown menu. In the screen shot above, notice that the folder previously named Campus Solutions has now been renamed Campus Solutions (Safari).
5.3.2.2 Delete a Link or Folder in Your Favorites Dropdown Menu

This section assumes that you have already followed the steps in section 5.3.2 above. If that is not the case, please do so before continuing below.

1. If you would like to delete a link from your list of Favorites, you would now click the button.

   If you would like to delete a folder from your list of Favorites, you would now click the button.

2. When the Delete Confirmation dialog box appears, click Yes - Delete to confirm the delete or No - Do Not Delete to cancel the delete.

   Please note that, if you delete a folder in your Favorites dropdown menu, all links to pages in that folder will also be deleted from your Favorites.

3. The changes will now appear in your My Links list as well as in your Favorites dropdown menu. In the screen shot to the right, notice that the Campus Solutions (Safari) folder has been deleted since the user chose Yes - Delete on the Delete Confirmation page.
5.4 Accessing Recently Used Pages

MyCWU allows you the ability to quickly access Recently Used pages.

1. Click on the Favorites dropdown menu to view hyperlinks to all of your Recently Used pages.
2. Then click once on the hyperlink for the page you wish to access under the Recently Used section of the dropdown menu. In the screen shot to the right, the five most Recently Used pages are displayed.

6.0 Carrying Out a Search

6.1 Search Pages and Data Entry Fields

To locate information in the Administrative Systems, you must carry out a search. This is done through a search page, which contains pre-defined data entry fields for a component. For more information on navigating to a search page, refer to section 5.2 above.

1. Once on the search page, you will want to enter information into one or more data entry fields. The more fields into which you enter information, the more specific your search will be.

You may also refine your search by clicking a dropdown arrow that accompanies a data entry field to choose something different than the default value of = or begins with.
9.0 Introduction to MyCWU and the Administrative Systems

Each of the data entry fields on a search page has pre-defined allowable values. If you try to perform a search after entering a value that is not allowed, an error message will display, the search page will gray out and the disputed field will turn red. Click the OK button on the error message and enter allowable data into that field. Remember that you may make use of the magnifying glass if you are unsure of the allowable values for a field. For directions on using the magnifying glass, refer to section 6.1.1 below.

2. When you are finished entering the criteria you want to use to carry out your search, click the button.

6.1.1 Magnifying Glass

If you are unsure of the allowable values for a field, check to see if there is a magnifying glass button to the right of the field. A magnifying glass will help you find and enter allowable data.

1. To use the magnifying glass, first click the magnifying glass button.
2. **A Look Up...** page will appear.

3. You may use the scroll down bar and the and buttons to view the available **Search Results** for that field and click on a link for the item of your choice.

4. If you would like to narrow the **Search Results** before looking through them, go ahead and enter your search information into the field(s) of your choice on the **Look Up...** page, keeping in mind that you may choose a different operator function by use of the dropdown arrow to go along with the information you enter into the field(s).

5. Then click the **Look Up** button.

6. When **Search Results** appear at the bottom of the page, click on the link for the item of your choice.

7. You will be returned to your search page, and the code for that item will populate the correct data entry field.

8. Now continue your search by clicking the **Search** button.
6.1.2  **Dropdown List**

Another way to locate acceptable values for a data entry field is by viewing a **dropdown list**.

1. To do this, click on the dropdown arrow.

2. Acceptable values that may be entered in the field will display. Choose one.
3. Once chosen, your choice will display in the field.

To get rid of a dropdown selection, click the dropdown arrow again and choose the top choice, which is blank.

### 6.1.3 Saving Search Criteria on Pages

Valuable time can be saved in the Administrative System(s) by saving your search criteria on search pages.

1. To illustrate this point, navigate to a search page. In the example to the right, the Section Enrollment Summary search page was used. To access the Section Enrollment Summary search page, follow this navigation path: Main Menu > Campus Solutions > CWU Student Administration > Student Records > Curriculum Management > View Section Enrollment Summary.
2. On the **Section Enrollment Summary** search page, enter the criteria you wish to save for not only this search but future searches as well into the appropriate fields.

3. Click on the **Save Search Criteria** at the bottom of the page.

4. On the **Save Search As** page, type the name you would like to call this search in the **Name of Search** field.

5. Click the **Save** button.

6. A message will appear, verifying the name you chose to save the search under.

7. Click on the **Return to Advanced Search** link. Your search criteria are now saved. You may specify and save criteria for as many searches as you would like.

8. To retrieve the search criteria the next time you go to that particular search page, click the dropdown arrow for the **Use Saved Search** field.
9. All searches you have saved will appear. Choose one.
Doing so will populate the appropriate fields with your saved search criteria on the search page and carry out your search. If Search Results appear at the bottom of the page, click on the item of your choice.

10. To delete a saved search, click on the Delete Saved Search link at the bottom of the search page.

11. Click once on the search to be deleted on the Delete Saved Searches page. Your selection will be highlighted.

12. Then click the Delete button.

13. Now click Return to Advanced Search, which will return you to the search page, where you may carry out another search.
6.2 **Anatomy of a Page**

**Universal Navigation Header**
- **Home**: Returns to the MyCWU Dashboard.
- **Add Link**: Allows user to add a page to Favorites.
- **Exit**: Closes the MyCWU window. Be sure to close all other windows in the browser!

**New Window**
Opens a new window to carry out a different process. You may open multiple windows at one time, if necessary. Before opening a new window, save any changes made in the current window.

**Page Tabs/Links**
Provide access to multiple pages depending on the open page. Just click on the tabs or links.

**Tools**
Tools are available according to the needs of the open page.

**View Additional Rows**
- **View All** presents all rows of data within an area on a single page. Use browser scroll bar to scroll through all the rows.
- Use arrow keys to view rows individually.

Type a key word into the **Search Box** to locate a page. Please note that this feature is currently NOT active in MyCWU.
7.0 Effective Dating

A unique aspect of the data structure in the Administrative Systems is the flexibility to maintain current data as well as historical and future data. This characteristic is called Effective Dating. It is important to understand effective dating whether you’re inquiring, adding, or correcting data in an Administrative System.

1. Effective dating allows you to attach a time reference to the data. This time reference is stored in a field called Effective Date, and it signifies when the data went or will go into effect.

Effective dating provides two significant benefits:

- It allows changes to be made before the effective date.
- It allows rows to be inactivated, rather than deleted, so that history is maintained.

Summary of Effective Dated Rows:

- **Current**: The data row with the date closest to but not greater than the system date. Only one row can be the current row.
- **History**: Data rows that have effective dates earlier than the current data row. There can be multiple history rows.
- **Future**: Data rows that have effective dates greater than the system date. There can be multiple future-dated rows.
8.0 Personalizing Search Results

One feature of the Administrative Systems that you may find useful is the ability to personalize Search Results.

1. Assuming you have carried out a search and are looking at your Search Results, click on the Personalize link in the bottom title bar of the Search Results. If you still need to carry out a search, refer to the directions in section 8.0 above to do so.
On the **Personalize Column and Sort Order** page that appears, you may choose to hide or reorder any of the columns in the **Search Results**.

For more information about hiding columns in **Search Results**, refer to section 8.1 below.

For more information about freezing columns in **Search Results**, refer to section 8.2 below.

For more information about reordering columns in **Search Results**, refer to section 8.3 below.

### 8.1 Hiding Columns

If you have not already navigated to the **Personalize Column and Sort Order** page, follow the directions in section 8.0 above to do so.

1. To hide a column, highlight its name in the **Column Order** box…
2. …and then check the **Hidden** checkbox.

> Multiple column names may be selected at one time by holding down the [Ctrl] key on the keyboard while clicking on each item.

3. The column(s) you have chosen to hide can be identified because they will have the word *(hidden)* after them. In the example above, the choice was made to hide the columns entitled “Letter Score” and “Stnd Admin.”

4. Once finished making your choices on the **Personalize Column and Sort Order** page, click the **Preview** button to preview what your choices would cause the page to look like.
5. Then, if you like the preview, click the **OK** button to save the changes. If you don’t like the preview, you can still make other adjustments since nothing has been saved until you click the **OK** button.

6. If you wish to go back to the original page of **Search Results** without saving, click the **Cancel** button.

Original view of Test Results page included these 2 columns.

New view of Test Results page hides the 2 columns outlined in screen shot above.
You will be returned to the page that has your **Search Results**. You will notice that the display now shows any changes that you have saved.

![Image of instructions]

To unhide a column, click on the **Personalize** link again. On the **Personalize Column and Sort Order** page, highlight the name of the column and uncheck the **Hidden** checkbox. Be sure to click **OK** to save your changes.

7. To delete all of your customization settings, click on the **Personalize** link again. On the **Personalize Column and Sort Order** page, click on the **Delete Settings** link. (Then confirm the delete on the **Delete Settings** page by clicking the **Delete** button. To return to your **Search Results** page, click the **OK** button on the **Personalize Column and Sort Order** page. Your system will return to its default settings for that page.)

**8.2 Freezing Columns**

The intent of “Freezing” columns is to have those columns display under every tab of the **Search Results**. ***However, the “Freezing” feature is not currently working properly.***

**8.3 Reordering Columns**

If you have not already navigated to the **Personalize Column and Sort Order** page, follow the directions in section **8.0** above to do so.

1. To reorder a column in your **Search Results**, highlight the column name in the **Column Order** box of the **Personalize Column and Sort Order** page.

2. Click the **早期** if you wish for the column to appear earlier (further to the left) in the **Search Results**.

3. Click the **晚期** if you wish for the column to appear later (further to the right) in the **Search Results**.

4. Once finished making your choices on the **Personalize Column and Sort Order** page, click the **Preview** button to preview what your choices would cause the page to look like.
5. Then, if you like the preview, click the OK button to save the changes. If you don’t like the preview, you can still make other adjustments since nothing has been saved until you click the OK button.

6. If you wish to go back to the original page of Search Results without saving, click the Cancel button.

You will be returned to the page that contains your Search Results. You will notice the reordering of the columns according to your specifications.

7. To delete all of your customization settings, click on the Personalize link on your Search Results page again. On the Personalize Column and Sort Order page, click on the Delete Settings link. (Then confirm the delete on the Delete Settings page by clicking the Delete button. To return to your Search Results page, click the OK button on the Personalize Column and Sort Order page. Your system will return to its default settings for that page.)
Appendix

Campus Solutions
- Term Numbering
- Keyboard Shortcuts and Hot Keys
- Definitions

System Contact Information
- Campus Solutions
- Financial Management
- Other Systems
**Campus Solutions Term Numbering**

The formula for the term values is as follows:

| 1st Digit | Century | 20\textsuperscript{th} century = 0  
21\textsuperscript{st} century = 1 |
| 2nd and 3rd Digits | Last two digits of year | 1986 = 86  
2012 = 12 |
| 4th Digit | Term | Winter = 1  
Spring = 3  
Summer = 6  
Fall = 9 |

9.0 Introduction to MyCWU and the Administrative Systems

**Keyboard Shortcuts and Hot Keys**

There are many keyboard shortcuts available if you would prefer not to “mouse” all the time. To view a printable list of these shortcuts while on line, press `[Ctrl]+[K]` while on a search or lookup page.

**List of Hot Keys**

**Alt 1** -- Executes different buttons depending on the page type:
- Save button on the Toolbar in a page.
- OK button on a secondary page.
- Search or Add button on a Search or Lookup page.

**Alt 2** -- Return to Search

**Alt 3** -- Next in List

**Alt 4** -- Previous in List

**Alt 5** -- Valid Lookup Values

**Alt 6** -- Related Links

**Alt 7** -- Insert Row in grid or scroll area

**Alt 8** -- Delete Row in grid or scroll area

**Alt 0** -- Refreshes the page by invoking the Refresh button on the Toolbar

**Alt .** -- Next set of rows in grid or scroll area [e.g., Alt period]

**Alt ,** -- Previous set of rows in grid or scroll area [e.g., Alt comma]

**Alt /** -- Find in grid or scroll area [e.g., Alt forward slash]

**Alt ’** -- View All in grid or scroll area [e.g., Alt prime]

**Alt \** -- Toggle between Add and Update on the Search page [e.g., Alt backslash]

**Ctrl J** -- System Information

**Ctrl K** -- Keyboard Information

**Ctrl Y** – Toggle menu between collapse and expand

**Ctrl Tab** – toggles focus through the frame set

**Enter** -- Invokes the following buttons where present: OK, Search, Lookup

**Esc** -- Cancel

**Alt ;** -- Context Menu

**List of Access Keys**

**Alt 9 Enter** – Takes you to the Help line

**Alt \ Enter** -- Takes you to the Toolbar [e.g., Alt backslash Enter]

**Ctrl Z Enter** -- Takes you to the Search box of the Menu

To move among the data-entry fields on a page, press the [Tab] key or click once on the field. `[Shift]+[Tab]` moves you back a field rather than forward.
## Campus Solutions Definitions

<table>
<thead>
<tr>
<th>Campus Solutions Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Group</td>
<td>College</td>
</tr>
<tr>
<td>Academic Organization</td>
<td>Academic Department</td>
</tr>
<tr>
<td>Academic Plan</td>
<td>Major/Minor</td>
</tr>
<tr>
<td>Academic Program</td>
<td>Matriculated, Non-Matriculated or International (UESL or AUAP)</td>
</tr>
<tr>
<td>Appointment</td>
<td>Registration Time</td>
</tr>
<tr>
<td>Campus</td>
<td>Center</td>
</tr>
<tr>
<td>Catalog Number</td>
<td>Course Number</td>
</tr>
<tr>
<td>Class Associations</td>
<td>Used to combine like sections with multiple components</td>
</tr>
<tr>
<td>Class Number</td>
<td>Call Number</td>
</tr>
<tr>
<td>Class Section</td>
<td>Section Number</td>
</tr>
<tr>
<td>Component</td>
<td>Identifies Course Type (LEC, LAB, SEM, etc)</td>
</tr>
<tr>
<td>Consent</td>
<td>Permission</td>
</tr>
<tr>
<td>Course Attributes</td>
<td>Class Notes</td>
</tr>
<tr>
<td>Course ID</td>
<td>System generated number - used to tie cross listed or equivalent courses together</td>
</tr>
<tr>
<td>Course Offering Nbr</td>
<td>Used in sequencing cross listed or equivalent courses</td>
</tr>
<tr>
<td>Course Topic ID</td>
<td>Identifies Approved Professional Development course topics</td>
</tr>
<tr>
<td>Combined Sections</td>
<td>Cross Listed courses</td>
</tr>
<tr>
<td>Degree</td>
<td>Degree</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Effective dates in tables allow for audit trails and also allow processing to occur in the past and future.</td>
</tr>
<tr>
<td>Empid</td>
<td>CWU ID number</td>
</tr>
<tr>
<td>Academic Level</td>
<td>Class Standing</td>
</tr>
<tr>
<td>Academic Load</td>
<td>Academic Load</td>
</tr>
<tr>
<td>Location</td>
<td>Center Location</td>
</tr>
<tr>
<td>National ID</td>
<td>SSN</td>
</tr>
<tr>
<td>Term</td>
<td>Term</td>
</tr>
<tr>
<td>Requirement Designation</td>
<td>Gen Ed Requirement</td>
</tr>
<tr>
<td>Service Indicators</td>
<td>PS has both positive and negative (holds) service indicators</td>
</tr>
<tr>
<td>Student Group</td>
<td>Special Program; also used as identifier for requirements and/or reserves</td>
</tr>
<tr>
<td>Sub-Plan</td>
<td>Specialization</td>
</tr>
<tr>
<td>Units</td>
<td>Credits</td>
</tr>
<tr>
<td>Facility</td>
<td>Building and Room or Site</td>
</tr>
<tr>
<td>Meeting Pattern</td>
<td>Days a Class Meets</td>
</tr>
<tr>
<td>Campus Solutions</td>
<td>Student Administration System</td>
</tr>
<tr>
<td>Comments</td>
<td>Anecdotal Comments</td>
</tr>
<tr>
<td>Student Specific Permission</td>
<td>Faculty or Department adds CWU id to system for student to give class permission and permission is granted</td>
</tr>
</tbody>
</table>
## System Contact Information

### Campus Solutions

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access &amp; Security</td>
<td>Individual Leads in charge of areas listed below</td>
<td></td>
<td>varies</td>
</tr>
<tr>
<td>Student Records</td>
<td>Lidia Anderson</td>
<td><a href="mailto:LAnderson@cwu.edu">LAnderson@cwu.edu</a></td>
<td>963-3046</td>
</tr>
<tr>
<td>Degree Progress</td>
<td>Nicole Burk</td>
<td><a href="mailto:BurkN@cwu.edu">BurkN@cwu.edu</a></td>
<td>963-3046</td>
</tr>
<tr>
<td>Admissions</td>
<td>Debbie Hunt</td>
<td><a href="mailto:HuntD@cwu.edu">HuntD@cwu.edu</a></td>
<td>963-3015</td>
</tr>
<tr>
<td>Student Financials</td>
<td>Charles Velasquez</td>
<td><a href="mailto:Velasquez@cwu.edu">Velasquez@cwu.edu</a></td>
<td>963-3048</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Jared Jakeman</td>
<td><a href="mailto:JJakeman@cwu.edu">JJakeman@cwu.edu</a></td>
<td>963-1615</td>
</tr>
<tr>
<td>Training</td>
<td>Dale Lonowski</td>
<td><a href="mailto:LonowsDa@cwu.edu">LonowsDa@cwu.edu</a></td>
<td>963-2407</td>
</tr>
<tr>
<td>Help Desk</td>
<td>Help Desk</td>
<td><a href="mailto:Helpdesk@cwu.edu">Helpdesk@cwu.edu</a></td>
<td>963-2001</td>
</tr>
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</table>
### Financial Management

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access &amp; Security</td>
<td>Tim McGuire</td>
<td><a href="mailto:McGuireT@cwu.edu">McGuireT@cwu.edu</a></td>
<td>963-2329</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Anna Fischer</td>
<td><a href="mailto:FischerA@cwu.edu">FischerA@cwu.edu</a></td>
<td>963-2621</td>
</tr>
<tr>
<td>Asset Management</td>
<td>Dave Moffatt</td>
<td><a href="mailto:MoffattD@cwu.edu">MoffattD@cwu.edu</a></td>
<td>963-2157</td>
</tr>
<tr>
<td></td>
<td>Kelly Minor</td>
<td><a href="mailto:MinorK@cwu.edu">MinorK@cwu.edu</a></td>
<td>963-1987</td>
</tr>
<tr>
<td>Budget</td>
<td>Brenda Mofford</td>
<td><a href="mailto:MoffordB@cwu.edu">MoffordB@cwu.edu</a></td>
<td>963-2337</td>
</tr>
<tr>
<td>General Ledger</td>
<td>Josh Ramsey</td>
<td><a href="mailto:JRamsey@cwu.edu">JRamsey@cwu.edu</a></td>
<td>963-1991</td>
</tr>
<tr>
<td>Grants</td>
<td>John Ebenal</td>
<td><a href="mailto:Ebenal@cwu.edu">Ebenal@cwu.edu</a></td>
<td>963-1996</td>
</tr>
<tr>
<td>Purchasing</td>
<td>Stuart Thompson</td>
<td><a href="mailto:ThomsSt@cwu.edu">ThomsSt@cwu.edu</a></td>
<td>963-1004</td>
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<tr>
<td>Training</td>
<td>Dale Lonowski</td>
<td><a href="mailto:LonowsDa@cwu.edu">LonowsDa@cwu.edu</a></td>
<td>963-2407</td>
</tr>
<tr>
<td>Help Desk</td>
<td>Help Desk</td>
<td><a href="mailto:Helpdesk@cwu.edu">Helpdesk@cwu.edu</a></td>
<td>963-2001</td>
</tr>
</tbody>
</table>

### Other Systems

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Blackboard</td>
<td>Delayna Breckon</td>
<td><a href="mailto:DBreckon@cwu.edu">DBreckon@cwu.edu</a></td>
<td>963-1172</td>
</tr>
<tr>
<td>Canvas</td>
<td>Delayna Breckon</td>
<td><a href="mailto:DBreckon@cwu.edu">DBreckon@cwu.edu</a></td>
<td>963-1172</td>
</tr>
<tr>
<td>PeopleAdmin</td>
<td>HR Front Desk</td>
<td></td>
<td>963-1202</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
<td>phone numbers vary</td>
</tr>
<tr>
<td></td>
<td>Contact your HR Consultant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty180</td>
<td>Charlene Andrews</td>
<td><a href="mailto:AndrewsC@cwu.edu">AndrewsC@cwu.edu</a></td>
<td>963-1271</td>
</tr>
</tbody>
</table>