

## Getting Started: Navigation Tools and Preferences

### Overview

- In this document, Navigation tools in the form of menus, links and options available at the top of the HRSS Home Page and other related web pages will be introduced.
- To ensure smooth transition from one page to another, it is IMPORTANT that you use the navigation links provided rather than your browser's back button.
- Although the Navigator and Favorites menus located at the top of the HRSS web pages will be introduced, detail relative to using these will be provided in *Module 4: Optional Navigation Methods*, as use is optional.

### Navigation Tools

- To begin, enter the web address: **hrss.siu.edu**
- Then, Login to your Personal Home Page.
  - User Name (SIU85xxxxxxx for SIUC and *entire* email address for SIUSOM)
  - Password
- At the top of your Home Page is the **Favorites** menu and links for **Logout, Preferences and Help**.
  - These are also available at the top of all HRSS web pages and at the bottom of the pages.

### Favorites

- To begin the review, select the Favorites **Down Arrow**.
  - One item is on the list, the **Manage Favorites** link.
  - This link is used to create a Favorites list of Main Menu functions and web pages that you access frequently.
  - For more detail on creating a Favorites list review *Module 4: Optional Navigation Methods*.
- Clicking anywhere on the web page closes the Favorites menu.

### Links

- **Logout** – clicking this link logs you out of the system. Remember you MUST click this link to return to the Login screen to be completely logged out of the system, otherwise your User ID remains active in the system.
- **Preferences** – clicking this link allows you to view information related to your Responsibility, as well as Change Password.
- **Help** – clicking the Home Page Help link will allow you to view elements on the Home Page as described by Oracle. On HRSS web pages, Help links are not established at this time. If you need help, contact your HRSS representative on Campus or your Help Desk.

### Other Navigation Tools and Options

- To view more Navigation tools and options, click the **Preferences** link.
- At the top of the Preferences web page, the **Navigator** menu and **Home** link are available. These options appear on all HRSS web pages, except your Home Page.
- **Navigator** menu - clicking the Navigator **Down Arrow** will display a menu/picklist.
  - Your Main Menu responsibilities are listed. For most, this will be your “Employee Online Services” responsibility.
    - The available functions and web pages for your responsibility are nested.
  - A **Manage Navigator** link is at the bottom of the list. It is used in the same manner as the *Personalize* button on the Main Menu, to *Hide* and *Show* a Responsibility.
  - For more detail relative to the Navigator menu, review *Module 4: Optional Navigation Methods*.
  - Clicking anywhere on the page will close the Navigator picklist.
- **Home** – clicking this link returns you to your Personal Home Page.

- Clicking the Preferences link activated the **General Preferences** web page.
- On the left side of your screen is a navigation panel for General Preferences.
  - Panels such as this one often appear when a web page contains too much information to display at once.
  - The panel contains links that represent a different section of the selected page.
- Two links are available for General Preferences.
  - **Display Preferences**
  - **Access Requests**
- Click on a link to display the respective section of that page on your screen.

## Preferences Change Password

- If you want to change your password while logged in HRSS, begin by selecting the **Preferences** link.
- The General Preferences page opens; the option to **Change Password** is displayed by default.
- To change your Password:
  - Enter your Old Password.
  - Then, enter your New Password twice in the respective fields.
  - **Remember:** When changing your Password, be discreet and use the combination of letters, numbers and characters required to create a unique Password. e.g., 12A#bcX(
- Click **Apply** to complete the process.
- A **Confirmation** message appears at the top of the page to let you know that the Password is changed.

## Access Requests

- The second option for General Preferences is **Access Requests**.
- Clicking the Access Requests link on the left panel allows you to view a list of your assigned Roles (Responsibilities) in AIS and the Status.
- Click the Display Preferences link on the left panel or the Home link to exit Access Requests.