My Manchester - Start Up Guide

My Manchester — What's new?

Welcome to the new-look My Manchester, for staff and postgraduate research students

Our taught students have been enjoying **My Manchester** as their online entry point to University systems for quite some time — now staff and postgraduate research students will be able to experience similar benefits with an improved online 'hub' of their own.

The updated My Manchester platform takes all of the existing information from Staff Portal, adds new applications and tools, along with news feeds, from StaffNet, then brings these together as one.

This Handy Guide provides an overview of the new portal, to help you to start using My Manchester quickly and easily.

Please note that when you first log on to My Manchester, you will see the following message, prompting you to update your profile. This is so that we can ensure that your information is accurate and up to date.

Quick Guide to the Homepage

Quick Guide to Icons and Settings

Quick Guide to Customising Options

Quick Guide to Using One Search

Further Sources of Help and Support

Quick Guide to the Homepage

One Search search box – allows you to search for members of staff, information, resources or systems

Settings icon— allows you to view and edit your Homepage Settings

Task Summary icon— allows you to view and edit your current Tasks

Profile icon— allows you to view and edit your Profile

Home icon – takes you back to the Homepage

Favourites icon—allows you to view and edit your Favourite Links

MANCHESTER 1824
The University of Manchester

Search people, resources, information...   Go

Deborah Mercer

PGR | Customise this view | A-Z

Is *your profile* up to date?

Current Persona

President's Update
This week REF, Doctoral Training and interviews

Filter by: Communicate Collaborate Manage Organise Process Request Show all

Teaching
Access Blackboard
Campus Solutions Student System
Book audio visual equipment
a teaching room
reading list service
Services
xam papers
ng policies and proc
ng and Learning Su
gh demand requests
View All

Research
My eProg progression
Book Staff Training
My publications
Search for res...   ...ortunities

...sonal
My library summary
View my payslips
Library ePayments balance
My research equipment booki...

Food in Advance top up
View All

The double arrow icon allows you to hide or reveal the news section

Customise this view link— allows you to add and edit your Favourite Links

A-Z search functionality

Manchester

YOUR VOICE OUR MANCHESTER
Please send in your suggestions and ideas ready for the re-launch

Buy 2014 annual season tickets at 2013 prices
Apply by 11 Dec to beat the public transport price rise

People
Book Staff Training
Employment information
Find job vacancies
e search
r Career Development
rs Service website
News
View All

Communities
Manchester Doctoral College
Graduate Education Support
View my University Intranet
Find other University Intranets
PSS Guide
RCUK
HEFCE
The Russell Group
Skills Training Essentials (STEPS)
View All

Guidance
Code of Practice for postgraduate research
Ordinances and regulations
Crucial guide
Alternative guide to funding
University Documents
Research governance and integrity
University Ethics Guidance
Research Code of Conduct
Code of good research conduct
Research misconduct policy
View All

Category

Links

News
Christmas ecard is ready for you to send
Replay, Revisit and Revise – official launch of Podcasting to students
Rachel Brealey is making a difference
Staff Carol Service (please note change of venue)
Praise for the University Language Centre
Read More

RSS

Staff discounts   Show marketplace

Glossary | Page Con   ...ation (Last Updated: 21/11/2013)
Accessibility   Copyright no...   Privacy   Disclaimer   Sign Out

Comments and suggestions   Print   My Manchester Student

Comments and suggestions - feedback link

My Manchester Taught Student Allows PGR students to access My Manchester for Students portal. *(Works for PGR persona only)*

View All - allows you to view all the links within a category

Quick Guide to Icons and Settings

The Home Icon

Found in the Header Bar at the top of the Homepage.

Returns you to the Homepage from another window.

The Favourites Icon

Found in the Header Bar at the top of the Homepage.

Takes you to the My Favourites page (see below):

The Settings Icon

Found in the Header Bar at the top of the Homepage.

Takes you to the My Settings page (see right):

The 'My Favourites' and 'My Settings' pages offer a unique and powerful way to make the Homepage personal and relevant to you.

For more information about these, and other customising options, please refer to our Handy Guide section on the IT Services website

Alternatively, you can access the following Knowledge Base article:
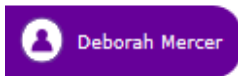
Personalising your homepage

The Task Summary Icon

Found in the Header Bar at the top of the Homepage.

Takes you to the Task Summary page (see below):

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Search people, resources, information...   Go

Task Summary

If you have no active tasks, you will see this message

Sorry, you have no active tasks.

Glossar

Comments and suggestions   Print   My Manchester Student

Accessibility

The Profile Icon

Deborah Mercer

Found in the Header Bar at the top of the Homepage.

Takes you to the My Profile page where you can also access My View and update your Academic profile.

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The University of Manchester

Go   Deborah Mercer

My Profile

My Profile
Some text to explain where the data comes from and how to update it.

My Favourites
My Research
My Progression
My Research Students
My ResDOT
My Training & Development
My Course Units
My Staff
My Taught Units

Name:
Email:

Position: Staff
Identifiers

Formal Name:
University ID:
Network Username:
Alias:
Intranet ID:

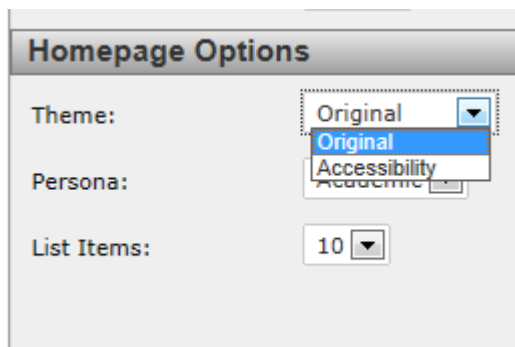No image available

MyView
Access MyView
Update Profile

For more information about My Profile, please refer to our Handy Guide section on the IT Services website
Alternatively you can access the relevant Knowledge Base article: User Profile

President's Update
This week REF, Doctoral Training and interviews

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The double arrow icon allows you to hide the news section

Manchester Gold Staff Mentoring Programme 2014
Manchester Gold Staff is the successful and unique career mentoring programme managed by the Staff Training and Development Unit at The University of Manchester

New name wanted for Core Brief
Please send in your suggestions and ideas ready for the re-launch

YOUR VOICE OUR MANCHESTER

Buy 2014 annual season tickets at 2013 prices
Apply by 11 Dec to beat the public transport price rise

Clicking on the reversed arrow icon will reveal the news section again

News
Public support for Oxford Road bus priority package proposals
Fire strike safety advice
Staff benefits update
Skill sharing masterclasses for experienced academic staff
Be Active Courses - now on-line for 2nd Semester 2014

>>

Filter by: Communicate   Collaborate   Manage   Organise   Process   Request   Show

Teaching   **Research**

Campus Solutions Student System   Google
Access Blackboard   Seek guidance rega
Book audio visual equipment   Manage my researc
Book a teaching room   View my research p
High demand requests   Research project fir

Quick Guide to Customising Options

My Manchester has several features which allow you to make the Homepage more personal and relevant to you including:

- Homepage theme

- Personas
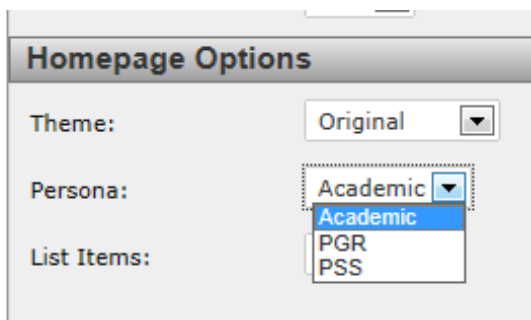
- Adding or hiding Links within categories

There are currently two Homepage Themes :

- Original

- Accessibility
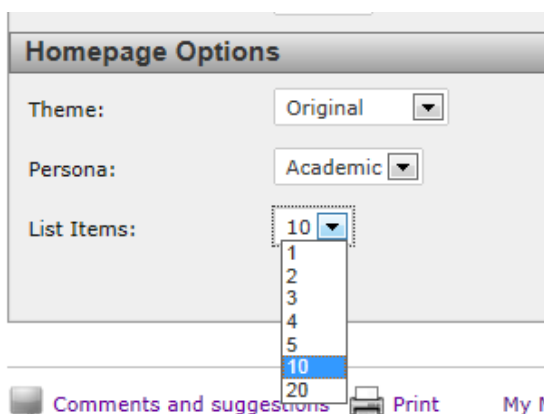
You can choose the option which is appropriate for you.

Your default **persona** will be based on your role within the University, but you also have the option to change this setting yourself. The three available personas are:

- Academic

- PGR (Post Graduate Research Student)

- PSS (Professional Support Services)

The persona will determine which categories and links appear on your Homepage by default, although these are also customisable.

List Items:

This setting controls the number of links (or items) that appear within each category on the Homepage.

If you wish to change any of these settings, please use the drop down lists to make your selection.

Don't forget to use the Save button to save your changes afterwards.
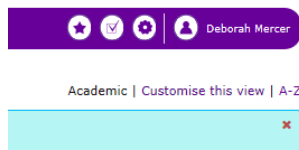
Categories and Links

The categories and links you will see by default are based on your *persona.* You can change the information you see on the Homepage by changing your persona. Alternatively, you can use 'My Favourites' or the 'Customise this view' link to edit the items (or links) within each category yourself. Both of these latter options will take you to the 'My Favourites' page:
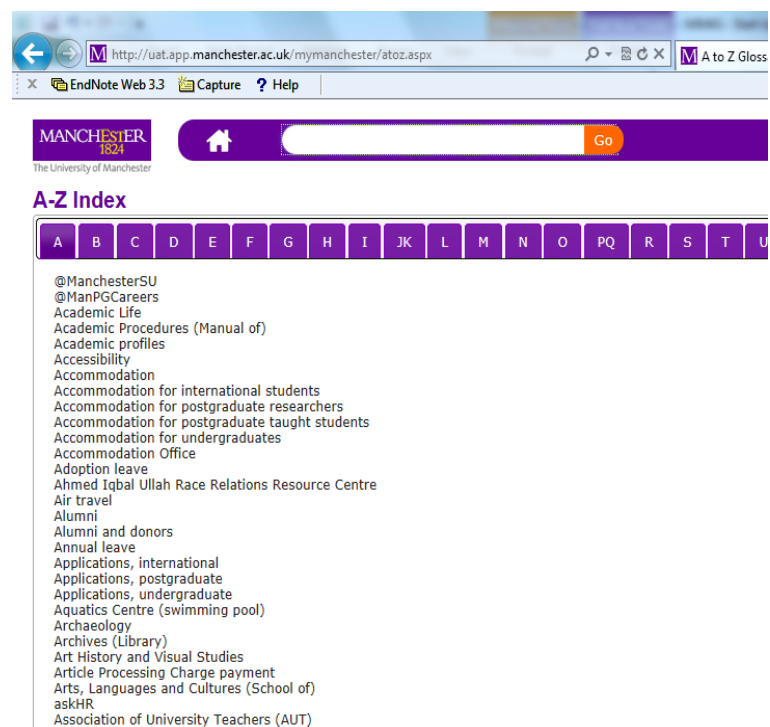

For more information about editing links, please refer to our Handy Guide section on the IT Services website
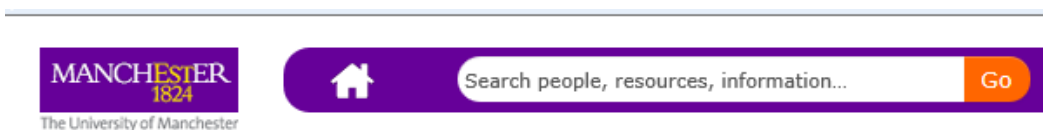
Quick Guide to Using One Search

The A—Z link will take you to the A—Z index

This is a very quick and straightforward way to search for information or resources where the search terms are known to you.

The alternative is to use the One Search functionality via the search box at the top of the Homepage:

By entering a single term, you can find information from a variety of systems such as:

- Staff Directory

- Library

- StaffNet

- University Documents System

- IT Knowledge Base

There is also an Advanced search option for enhanced search functionality.

Further Sources of Help and Support

There are several sources of guidance and support available to help you in using My Manchester, day to day.

For general support and guidance using the site, please refer to:

- The IT Services website

  http://www.itservices.manchester.ac.uk/mwe/latest

  This will provide an overview of what to expect from My Manchester plus links to sources of support.

- Handy Guides

  These can be accessed via the IT Services website, and will provide

  quick and simple guides to the functionality of the new platform.

  http://www.itservices.manchester.ac.uk/mwe/latest

- Knowledge Base Articles

  These will go into specific detail about the functionality of the platform.

  Personalising your homepage

  Tasks

  One Search

  User Profile

  Navigation and Page Hierarchy

  Staff Portal Integration

For other queries, please email the My Manchester (staff and PGR) support team:

- Support email

  myman.support@manchester.ac.uk

You can also use the Comments and Suggestions link at the bottom of each page.

The IT Service Desk can also be used for support queries:

- IT Service Desk

  http://www.manchester.ac.uk/itservices

  Phone: (0161 30) 65544