

# How Do I.....

## Get Started with Dakota Wesleyan University's TigerNet? (Staff Version)

### How Do I Log In?

Enter <http://bozeman.dwu.edu/> into the Address window of your web browser (e.g., Internet Explorer), and press the Enter key. You will see the TigerNet home page. You can access this page from any location with an Internet connection.

The screenshot shows the TigerNet login page. At the top is the Dakota Wesleyan University logo. Below it is a navigation bar with links for 'Sign In | Portal Homepage' and 'My Homepage'. A welcome message reads: 'Welcome to DWU. Fall 2004 semester begins August 23rd.' The main content area is divided into three sections: 'Login', 'Announcements', and 'Course Search'. The 'Login' section contains a form with 'User ID:' and 'Password:' labels, input fields, and a 'Sign In!' button. The 'Announcements' section features a 'Calendar' for August 15, 2004, with a table showing the days of the week and dates. The 'Course Search' section has a dropdown menu for 'Term' (set to 'Indefinite'), and input fields for 'Course Code' and 'Course Title'.

In the Login area, enter your DWU ID number on your ID card (the short, 5- or 6-digit number, not the barcode number) as the User ID and the last four digits of your SS# as the password, then click on Sign In!.

### How Do I Personalize My Home Page (My Homepage)?

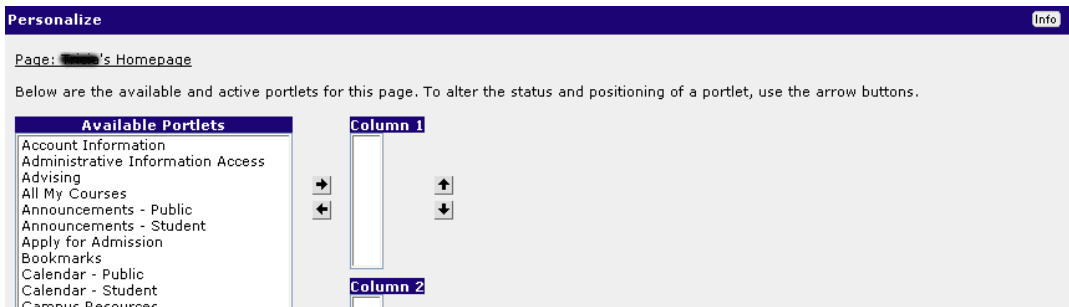
The first time you sign in, you will see a page with no content. (NOTE: This is a student homepage, but the staff homepage is virtually the same.)

The screenshot shows the 'My Homepage' page. It features the same Dakota Wesleyan University logo and navigation bar as the login page. The navigation bar includes links for 'Sign Out | My Info | Portal Homepage' and 'My Homepage | Student'. A welcome message reads: 'Welcome to DWU. Fall 2004 semester begins August 23rd.' Below the navigation bar is a section titled 'My Homepage (Personalize)'. At the bottom of the page, there are links for 'Help | About | Contact Us | Privacy' and a copyright notice: '©2001-2004 Jenzabar, Inc.'

Click on (Personalize), and you will see this screen.

The screenshot shows the 'Personalize' page. It has a title bar with 'Personalize' and an 'Info' button. The page is divided into two main sections: 'Page Properties' and 'Page Portlets'. Under 'Page Properties', there are labels for 'Page caption:' (with a value of 'My Homepage') and 'Page layout:' (with a value of '3 Column'). Under 'Page Portlets', there is a label '(none)'. At the bottom, there is a link: 'Return to your homepage'.

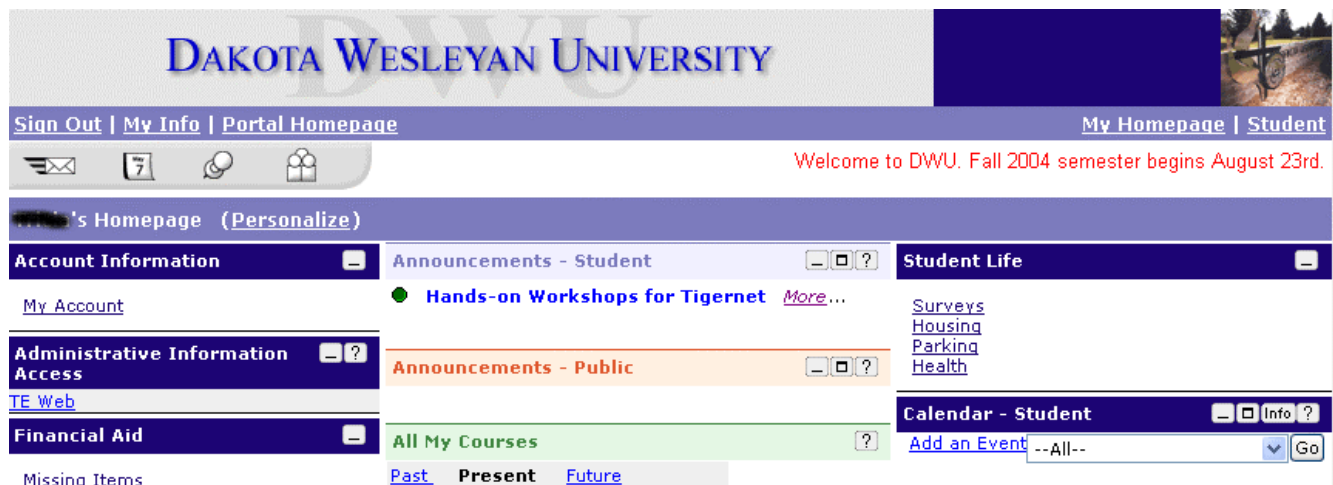
Click on Page Properties to customize the name of your Homepage and set the number of columns on the page. (You can call your home page anything you want. Only you will see it.) Then click on Page Portlets to add content.



Under Available Portlets, you will see all the information sources that you can install in your personal home page in TigerNet. Select a portlet by clicking on it, then click on the Right arrow (➔) next to the column in which you wish to place the portlet. When you are finished placing all the desired portlets in the selected columns, click on the [Save Changes](#) button at the bottom of the screen (not shown here). You can change the order of the portlets in a column with the Up and Down arrows.

As you can see, you can access a wide variety of campus information via TigerNet. We strongly encourage Staff to put the following on your home page: **Announcements – Staff, Calendar – Staff, Calendar – Public, Staff, Staff Portlet, Task Manager – Staff, and Timecard**. You may wish to add more portlets, according to your campus role.

If you were a student and entered the added the following to your home page: **Account Information, Administrative Information Access, All My Courses, Announcements – Student, Announcements – Public, Calendar – Student, Student Life, and Financial Aid**, this is what your home page would look like.



## How Do I Get Help?

- The **Information Systems Help Desk** (helpdesk@dwu.edu) for assistance in accessing TigerNet, or to request assignment to different roles.
- **Human Resources** for questions regarding your personal information in the system.
- The **Business Office** for matters related to your financial account.