# Quick-Guide

## WaveNet Update: Faculty View

**Purpose:**
1. Introduce the WaveNet portal features for the Faculty view.
2. Illustrate and describe the Faculty Home page, Faculty Services, Academic Resources, Computer & other key IT links.

<table>
<thead>
<tr>
<th>#</th>
<th>Illustration:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><img src="image1.png" alt="WaveNet Portal" /></td>
<td>The new WaveNet portal is set to go live on Jan 6th, 2013. Enter the URL: <a href="http://wavenet.pepperdine.edu">http://wavenet.pepperdine.edu</a> to view the new WaveNet login screen. The login screen will provide the login access button just like the current WaveNet. The panels to the left will have important Information Technology notices, the recommended supported browsers to use while in WaveNet and any upcoming WaveNet downtime.</td>
</tr>
<tr>
<td>2.</td>
<td><img src="image2.png" alt="WaveNet Experience" /></td>
<td>Log into WaveNet</td>
</tr>
</tbody>
</table>

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3. Log into the Central Authentication Service, also known as CAS, with your Network ID and Password.

4. In the header at the top right is the Welcome message with your name and campus wide ID.
   
   The View as box specifies your **default role** as **Faculty**.
   
   The pull-down menu allows for selection of your alternate role as **Staff**.

5. Use the pull-down to select your **alternate role** as **Staff** in order to view **Staff Services** and **Staff Resources**.
View the typical Faculty Home Page:

1. Welcome message identifying you and your CWID.

2. Quick links to your ID Card Deposit, Storage, Campus Faculty/Staff Directory, Kronos Timesheet and E-mail.


4. Your Employee Information.

5. News and Announcements.

6. Typical Faculty View Page-lets.

Note: Click on the WaveNet logo in the upper left to return to your home page.
<table>
<thead>
<tr>
<th>7.</th>
<th>Default – View as Faculty</th>
<th>Access to Faculty Services and Academic Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image1.png" alt="WaveNet User Interface" /></td>
<td><img src="image2.png" alt="WaveNet User Interface" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.</th>
<th>Select alternate View as: Staff</th>
<th>Access to Staff Services and Staff Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image3.png" alt="WaveNet User Interface" /></td>
<td><img src="image4.png" alt="WaveNet User Interface" /></td>
</tr>
</tbody>
</table>

Note: See the Quick Guide WaveNet Update: Staff View for more information on Staff Services and Staff Resources.
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9. The Search Box allows you to enter a search term (such as “internship” shown here) resulting in hits for both Community as well as the Pepperdine site.

Note that this search function has undergone a major enhancement and will provide improved search results.
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   Return to the homepage by clicking anywhere on the WaveNet logo in the upper left.

11. The menu bar at the top is sectioned into three major categories. Each category provides a linked list to important **Faculty Services**, **Academic Resources** and **Computer Support and IT** help.

12. The menu-bar linked list under **Faculty Services** provides quick access to the Faculty Center.
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| 13. | ![Academic Resources Menu](image1.jpg) | The **Academic Resources** menu list (varies based on your faculty role). |
| 14. | ![Computer Support/IT Menu](image2.jpg) | The **Computer Support/IT** menu list: the link to reset your password, the service request form and the Pepperdine help desk. |
The Employee Information panel provides easy access as well as a gentle reminder to keep your personal information current.

Use the pencil icon to make those necessary edit changes.

Note that you’ll only see these vital items in this view as your other addresses and phone numbers can be accessed from the Employee Self Service under the Staff Services menu list.

By switching from Faculty view to Staff view under Staff Services the Employee Self Service view is where you can update your other personal information.
17. **The News and Announcements pane** provides important University notices and links to the top current community news headlines.

18. **The IT/System Notices** will appear in this section of your homepage, should there be a scheduled WaveNet downtime.

This page-let will describe any or all WaveNet unavailability with a quick summary of the event with an **additional details** link for more information.
19. The **Emergency Preparedness** page-let provides several important quick links. It is recommended to review these materials.

20. The **Faculty Hire Center** page-let is only available only for certain staff members, deans and associate deans.
21. The **Discounts** pane gives quick and easy access to various discounted entertainment, services and amenities.

<table>
<thead>
<tr>
<th>Discount Type</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disneyland Resort</td>
<td>Knott’s Berry Farm</td>
</tr>
<tr>
<td>Worlds of Discovery</td>
<td>Movies</td>
</tr>
<tr>
<td>Restaurants/Services</td>
<td>Computer Store</td>
</tr>
<tr>
<td>AT&amp;T Wireless Discount</td>
<td></td>
</tr>
</tbody>
</table>

22. Don't forget the **Logout** link in the upper right corner.

As a reminder, logout when you are finished with WaveNet and close the browser.

Also note the inactivity timeout remains the same... after 30 minutes of inactivity WaveNet will automatically log you out.

23. That’s it! Thank you for taking to time to familiarize yourself with the new and improved WaveNet.