Quick-Guide
WaveNet Update: Staff View

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

<table>
<thead>
<tr>
<th>#</th>
<th>Illustration:</th>
<th>Description:</th>
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<tbody>
<tr>
<td>1.</td>
<td><img src="image1" alt="WaveNet Portal" /></td>
<td>The new WaveNet portal, go live occurred on Jan 6th, 2013. Updates to the Finance Center view are available beginning in December 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" alt="Log into WaveNet" /></td>
<td>Log into WaveNet</td>
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</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 and if you have no other roles at the university the header will simply provide your name and campus wide ID as shown here.
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View the typical Staff 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.

3. Menu Bar: Staff Services, Staff Resources and Computer Support/IT help.

4. Your Employee Information.

5. Finance Center.


7. Typical Staff View Page-lets.

Note: Click on the WaveNet logo in the upper left to return you to your home page.
6. It is possible to have multiple roles at the University. For example as staff member you could be enrolled in a graduate program. In that case you will have an alternative view for each role with a pull-down menu allowing you to select which role you want to view.

Your default role would be student if you have both staff and student roles.

7. View as: Staff
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8. The Search Box allows you to enter a search term (such as Simpler Training 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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<tr>
<td><strong>9.</strong></td>
<td>Return to the homepage by clicking anywhere on the WaveNet logo in the upper left.</td>
<td><img src="image" alt="WaveNet logo" /></td>
</tr>
<tr>
<td><strong>10.</strong></td>
<td>The menu bar at the top is sectioned into three major categories. Each category provides a linked list to important <strong>Staff Services</strong>, <strong>Staff Resources</strong> and <strong>Computer Support and IT</strong> help.</td>
<td><img src="image" alt="Menu bar" /></td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td>The menu-bar linked list under <strong>Staff Services</strong> provides quick access to those staff services where you have permissions to access.</td>
<td><img src="image" alt="Staff Services" /></td>
</tr>
</tbody>
</table>
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12. Under Staff Services the Employee Self Service view is where you can update your personal Information. Remember to click on the WaveNet logo in the upper left of the page to get back to the Home Page. (see illustration #9)

13. The Staff Resources menu list: Courses, the Community site Finance forms, the Holiday schedule, PeopleSoft/Simpler Training schedule and other training related information, Libraries and the link to the PeopleSoft Security Access allowing users to electronically submit the form to add or change their security access.

14. 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.

Also note that this panel will only be displayed during certain times of the year as a reminder to make any appropriate updates.
The **Finance Center** with quick access to the various PeopleSoft modules or reporting tools for which you have permissions.
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|   |   | **16.**  
|   |   | The **News and Announcements** pane provides important University notices and links to the top current community news headlines.  
|   |   | **17.**  
|   |   | 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.  

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18. The Emergency Preparedness page-let provides several important quick links. It is recommended to review these materials.

19. For those that have access to HR Simpler Systems, the Department Roster, and/or the Student hire module, you’ll find them in this Manager Self Service page-let.
The *Faculty Hire Center* page-let is only available only for certain staff members, deans and associate deans.
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<td><strong>16.</strong></td>
<td>The <strong>Discounts</strong> pane gives quick and easy access to various discounted entertainment, services and amenities.</td>
</tr>
<tr>
<td>![Discounts Screen]</td>
<td></td>
</tr>
<tr>
<td>Disneyland Resort</td>
<td>Knott’s Berry Farm</td>
</tr>
<tr>
<td>Magic Mountain</td>
<td>SeaWorld/Aquatica</td>
</tr>
<tr>
<td>Movies</td>
<td>Restaurants/Services</td>
</tr>
<tr>
<td>Computer Store</td>
<td>AT&amp;T Wireless Discount</td>
</tr>
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<td></td>
<td></td>
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<tr>
<td><strong>17.</strong></td>
<td>Don't forget the <strong>Logout</strong> link in the upper right corner.</td>
</tr>
<tr>
<td>![Logout Screen]</td>
<td>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.</td>
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<tr>
<td><strong>18.</strong></td>
<td>That’s it! Thank you for taking to time to familiarize yourself with the new and improved WaveNet</td>
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