# 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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><img src="image1.png" alt="WaveNet Illustration" /></td>
<td>The new WaveNet portal is set to go live on Jan 6(^{th}), 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 Illustration" /></td>
<td>Log into WaveNet</td>
</tr>
</tbody>
</table>
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.
5. **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.
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.
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.
<table>
<thead>
<tr>
<th>9.</th>
<th><img src="image" alt="WaveNet Logo" /></th>
<th>Return to the homepage by clicking anywhere on the WaveNet logo in the upper left.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td><img src="image" alt="Menu Bar" /></td>
<td>The menu bar at the top is sectioned into three major categories. Each category provides a linked list to important Staff Services, Staff Resources and Computer Support and IT help.</td>
</tr>
<tr>
<td>11.</td>
<td><img src="image" alt="Staff Services" /></td>
<td>The menu-bar linked list under Staff Services provides quick access to those staff services where you have permissions to access.</td>
</tr>
</tbody>
</table>
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, and PeopleSoft/Simpler Training schedule and other training related information.

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.
The Finance Center with quick access to the various PeopleSoft modules or reporting tools for which you have permissions.
<table>
<thead>
<tr>
<th>16.</th>
<th>The <strong>News and Announcements</strong> pane provides important University notices and links to the top current community news headlines.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Image of News and Announcements" /></td>
<td><img src="image2" alt="Image of IT/System Notices" /></td>
</tr>
<tr>
<td>17.</td>
<td>The <strong>IT/System Notices</strong> 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.</td>
</tr>
<tr>
<td><img src="image2" alt="Image of IT/System Notices" /></td>
<td><img src="image2" alt="Image of IT/System Notices" /></td>
</tr>
</tbody>
</table>
The Emergency Preparedness page-let provides several important quick links. It is recommended to review these materials.

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.
16. The Discounts pane gives quick and easy access to various discounted entertainment, services and amenities.

17. 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.

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