

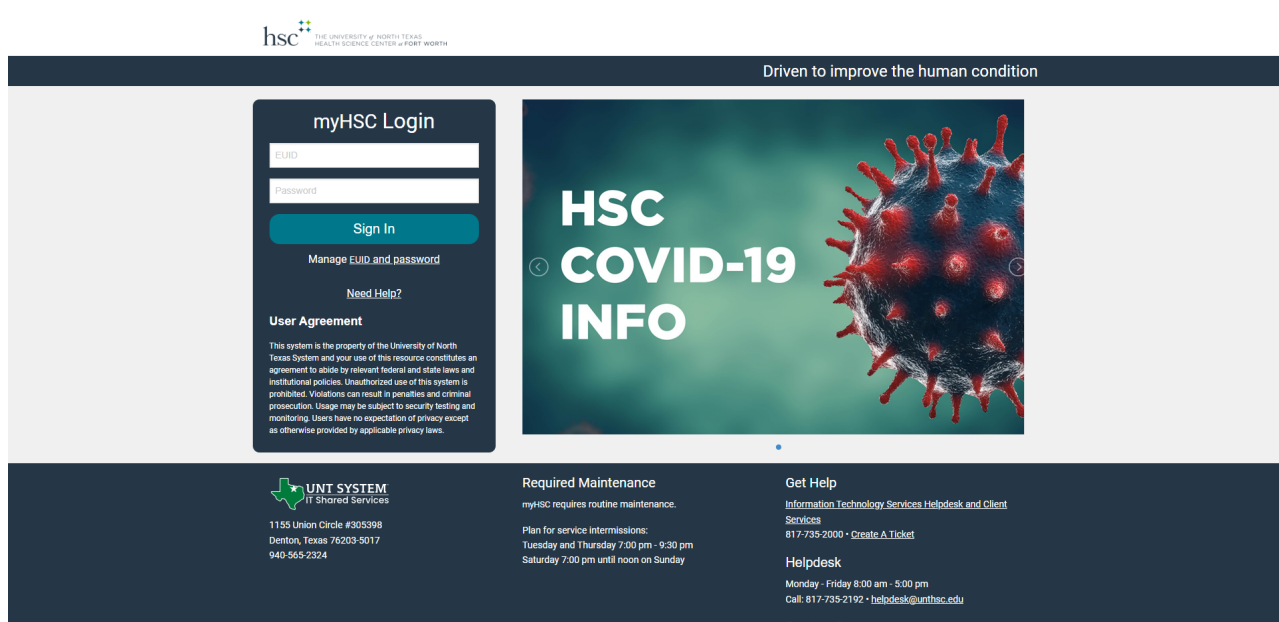
Basic Navigation for Faculty Users

The following guide will assist with navigating through the layout of myHSC and help you get to the pages you need to conduct your daily work.

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myHSC Sign On Page

You will log in to the EIS Academic Portal ([MyHSC](#)) using your EUID and password.

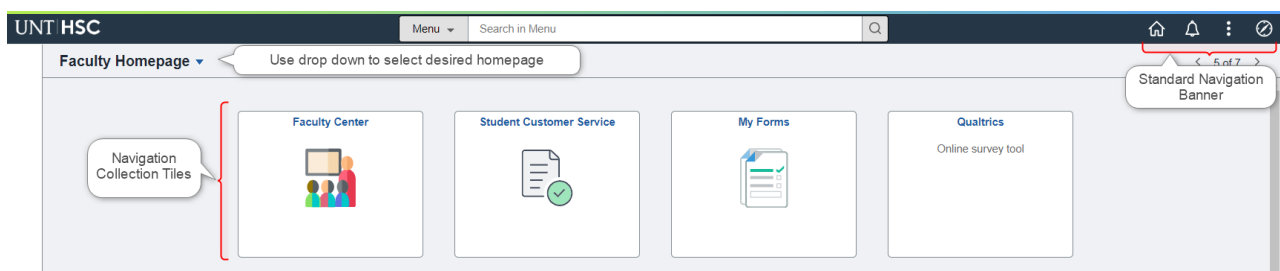


Faculty Homepage

As a faculty member, when you login you will likely be taken to the Faculty Homepage.

An overview of your home page

Below you will find a description of common elements you will find on all myHSC homepages.

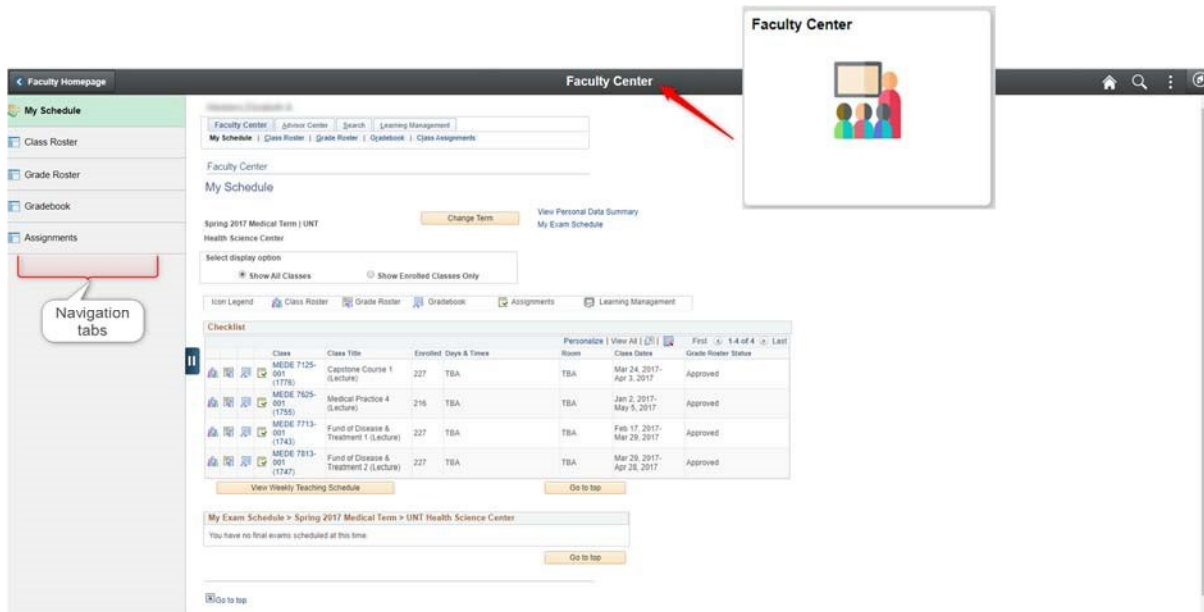


Navigation Collection Tiles

The Navigation Collection Tiles are your gateway to your Faculty Center, class and grade rosters, and resource links. Simply click on the tile to get to a different part of your Faculty homepage.

Faculty Center Tile

This tile takes you to the main Faculty Center page. Here you will find your class rosters, grade rosters and other term information.



Class Roster Tab

The Class Roster tile will take you directly to the *first* class roster in your current class schedule. From there you can email, review students enrolled, etc. You also can change classes by clicking the **Change Class** button.

Grade Roster Tab

The Grade Roster tile will take you directly to the *first* grade roster in your current class schedule. From there you can add, edit, and submit grades. You also can change classes by clicking the **Change Class** button.

The Navigation Banner: Standard Elements

Standard Banner

The standard banner will appear in the upper right hand corner of every myHSC page. The standard buttons include:



Home - click this to return to your homepage.



[Search](#) - click this to access the Global Search. (*Faculty will not be using this function*)



Notifications - view any notifications and alerts.



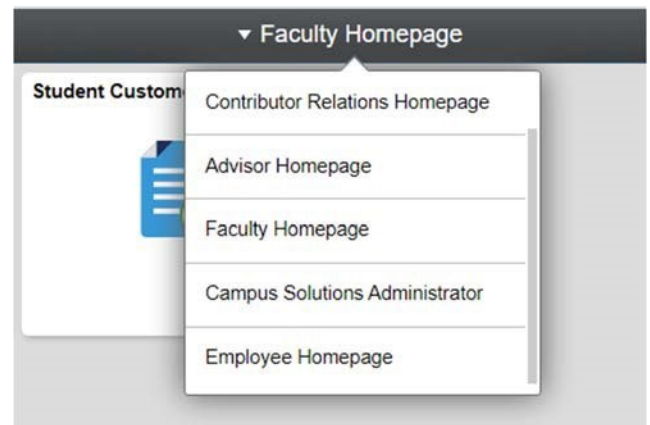
Actions List - click here to see a list of actions for the current window. Actions may include Add to Favorites, Help and Sign Out (this option is always available).



[Nav Bar](#) - click here to access navigation options described below.

Homepage Selector

Many users have differing roles on campus - staff member, student, faculty member. Each of these roles have a different landing (home) page in myHSC. To navigate between these landing pages, you will use the center drop down menu visible from any landing (home) page - called the Homepage Selector.



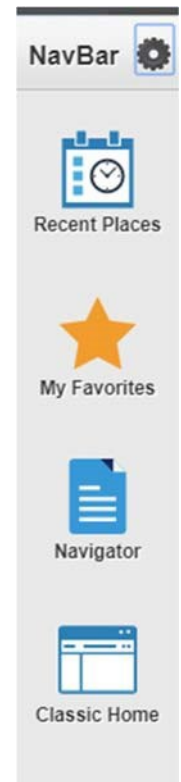
Depending on your access, you will have the ability to toggle between one to three different home pages; Campus Solutions Administrator, Student Homepage and Faculty Homepage.

The Navigation Banner: Nav Bar

On the Faculty Homepage page, you will note the center of the screen houses tiles representing all your Faculty Center navigation. While it is unlikely you will be using the traditional navigation, you may use the **NavBar to access the full myHSC menu navigation.**

1. To open the Nav Bar, click the compass  icon in the far upper right hand of the screen.

2. This will open the **NavBar**. The NavBar houses four options for navigating the system. The first three options are navigation options and will open navigations in the actual NavBar. The final option will open a classic navigation in a separate page.
 - a. **Recent Places** - this will store the last 5 pages you have visited.
 - b. **My Favorites** - this will store the pages you have added as a favorite. You can always add or edit your favorites as you see fit!
 - c. **Navigator** - this is the full navigation menu. It will show all navigations you have access to. All of these navigations are found under the tiles on your Faculty Homepage as well.
 - d. **Classic Home** - click this icon to open the Classic Navigation.



Mobile Navigation Tips

myHSC is *mobile ready*, meaning, you do not need to use an app or a different URL to access a myHSC on your phone or tablet. The tiles and navigation menus work very similarly in a mobile environment as the desktop environment. There are a few small navigational items to be aware of when working in a mobile environment.

Mobile NavBar

The NavBar is reduced to a More Options menu. The main items of importance found here are the Home link and the Sign Out link. There are other navigations found in the More Options menu, but it is unlikely you will be using these functions in the system.

