

## Quick Answers: My.Scranton for Employees

My.Scranton is the portal to all of your University of Scranton resources, such as your email, class schedule, courses, calendar, University announcements and more.

### ○ Home Tab Resources

- Where can I access **Campus Announcements** and how do I submit them?  
On the Home tab, under the portlet labeled Campus Announcements, you can view the announcements and below this portlet is the application to Submit Portal Announcements.
- Where can I change/update my **emergency information**?  
On the Home tab scroll down and under Emergency and Password Information select Local Contact/Emergency Notification System Registration. In this same portlet, you can also submit your reset questions by clicking on Select Your Password Reset Questions.
- Where can get assistance from **Information Technology**?  
On the Home tab, the information can be found in the Royal IT Support portlet.
- Where can I change/update my **personal information**?  
On the Home tab, under Update My Personal Information, you can find information on Update Addresses, Update E-mail, Update Emergency Contacts and Change Pin.
- What is **University Links** on the Home Tab of the portal?  
Many applications and links to important information including Check Vouchers, Physical Plant Work Order System, Key Request, Important Links to Offices, Travel information, Purchasing Card, Parking and Public Safety information, etc.

### ○ Employee Tab Resources

- Where do I access my **payroll information**?  
On the Employee tab, under Payroll Information. This will give you access to your Direct Deposit Advice, Earnings, Staff Time Sheet and Staff Leave Balances.
- Where can I find the **Faculty/Staff Directory** and **Faculty Office Hours**?  
On the Employee tab, under Directory.
- What is a **Royallist** and where do I request access?  
You can access it on the Employee tab, under Royallists (used to create and manage electronic mailing lists) for collaboration, discussion, and announcements.
- Where do I access the **Student Advising Profile Video Resources**?  
You can access them on the Employee tab, under Office of the Registrar and Academic Services.

### ○ Upper Right Corner Icons

- What are the **icons** in the upper right corner of the my.scranton portal?  
These are easy access links to your email, RoyalDrive, LMS (Desire2Learn), CMS, and RoyalSync products.

### ○ Library Tab Resources

- What can I find on the **Library tab** in the portal?  
You can find resources, including Hours, Catalog and Periodical Searches, Information on Wireless Printing, Library Events, and Ask a Librarian.

## ○ Banner ERP Tab Resources

Where can I go to learn more on *Banner 9 Admin*?

You can access it on the Banner ERP tab, under Banner ERP Information. There are quick reference guides for all of the main function areas (i.e. HR/Payroll, Finance, Accounts Receivable, Student, Admissions, Advancement, Student Formation, CTLE, Budget Supervisor, Running CAPP Reports, and Frequent FORMS Student Usage). There is additional information on navigation and quick tips (how to set-up quickflow, do a data extract, setting up personal names, and some videos to help with Banner).

What is the *Data Standards Manual* and how does it relate to me?

You can access it on the Banner ERP tab, under Banner ERP Information. It is important to anyone that is responsible for the creation and maintenance of Person Records.

What are the *Employee Applications*?

These are easy access links to department specific applications and ARGOS Reports. There are public applications and you can keep a list of your favorites.

What other *Banner Resources* are there available?

Any Banner user can have an Ellucian Hub account. This will provide you with information on Banner 9, Self Service Banner, and give you access to Ellucian Communities. To self-register, go to <https://clientapps.ellucian.com/SignUp>



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