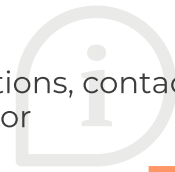# EMPLOYEE ORIENTATION INFORMATION TECHNOLOGY

WELCOME TO THE UNIVERSITY OF SCRANTON.

We hope that your technology orientation will help you learn to navigate the University's portal (my.Scranton) and will give you an overview of technology resources across campus. Please make sure to review our University technology policies and processes.

TSC If you have any questions, comments or suggestions, contact the Technology Support Center at 570-941-4357 or techsupport@scranton.edu.

ROYAL CARD

The Royal Card is the multipurpose photo ID card for all students, faculty and staff at The University of Scranton. It provides easy access to University buildings and resources. The Royal Card office is located on the first floor of Alumni Memorial Hall (inside the TSC). For more information, visit www.scranton.edu/royalcard.

Your **Royal Card** is your 🔑 to a range of resources, facilities & services on campus.

M365 PROGRAMS

Microsoft Office 365 programs, including Word, Excel and PowerPoint, can be downloaded to five additional home devices. These are the full-versions of the programs with the same functionality as those already on your University computer. Do not download these on your office computer as they have already been installed. For more information visit www.scranton.edu/office365.
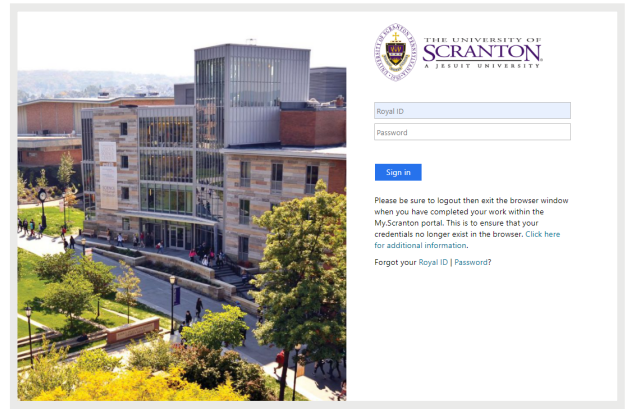
Microsoft 365

DUO TWO STEP LOGIN

The Two Step Login process uses two forms of authentication to verify your identity. More information is available at scranton.edu/twostep.

MY.SCRANTON PORTAL

My.Scranton is the portal to University resources and services. It is accessible on and off campus by opening a browser and going to http://my.scranton.edu. Once you have logged in, you will be able to check your email, read University announcements, review your payroll information, reserve non-instructional rooms for events or meetings, and access numerous applications and systems.
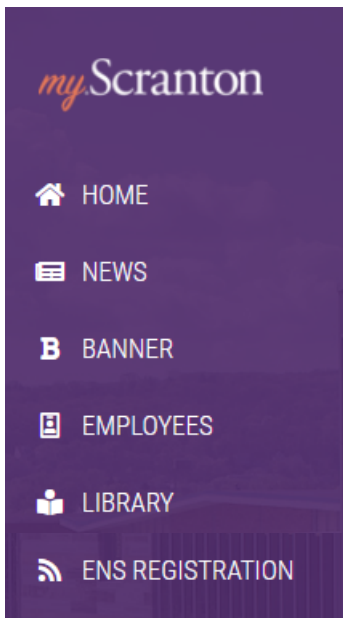
MOST IMPORTANT MY.SCRANTON INFORMATION:

HOME TAB

•Under Manage Your Personal Information, you can update your alternate email address, emergency contact information, or update your password (referred to as PIN).
•Make sure to visit Emergency Notifications to designate which phone number you would like to use for emergency notifications.
•Royal IT Support lets you enter IT requests or issues.
•CMS Service Desk allows you to request help and training in the CMS (website Content Management).

EMPLOYEES TAB

Under Employee Links you will find various helpful links relating to HR, Payroll, Events, Facilities, etc.

WAFFLE MENU

→ TOP RIGHT CORNER OF THE PAGE

•Save your files in OneDrive and SharePoint. More information at sharepoint.scranton.edu.
•Outlook gives you access to your email through the web-based version of Outlook.
•Self Service links to your personal information, such as time-sheet, pay stub and W-2 forms.
•What's New offers a video tour of the my.scranton portal.

SCRANTON.EDU/TECHSUPPORT