



**Office of
Technology
Services**
OTS Training

Towson Online Services Staff Navigation Reference Guide

Table of Contents

| | |
|--|-----------|
| Introduction | 3 |
| Logging In..... | 3 |
| Switching Homepages | 4 |
| Overview of the Environment | 4 |
| Navigation | 5 |
| Using the Navigator | 5 |
| Using the Peoplesoft Desktop Menu | 7 |
| Opening a New Window | 7 |
| Additional Navigation Techniques | 8 |
| Recent Places | 8 |
| My Favorites | 8 |
| Logging Out of Towson Online Services (PeopleSoft)..... | 9 |
| Student and Faculty Dashboard | 10 |
| Launching..... | 10 |
| Running the Transfer Credit Report | 10 |



Introduction

Towson Online Services is used by an array of departments and offices throughout the Towson University Campus. This includes Admissions, the Registrar's Office, Advising, Student Affairs, Financial Aid and the Bursar's Office. With the upgrade to PeopleSoft, you will see enhancements to the Towson Online Services user experience with an updated, simplified, and contemporary user interface. But you will also be able to access the familiar PeopleSoft menu as well. This reference guide will step you through these enhancements with topics including logging in, overview of environment, navigation, creating favorites and more.

Note: This self-help document is a macro view of Towson Online Services and does not necessarily address specific tasks performed by a particular department.

Logging In

1. From your favorite browser, type **towson.edu** and press ENTER.

Note: TU Online Services is not supported by Internet Explorer.

2. In the top navigation, click **Faculty & Staff** and then **MyTU**.

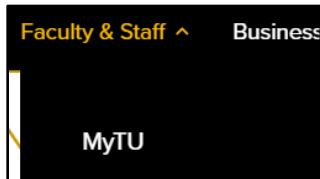


Figure 1

Note: Alternatively, you could type **towson.edu/mytu** in the address bar and skip steps 1 and 2.

3. Click the **Towson Online Services/PeopleSoft** tile.



Figure 2

4. You may be prompted to enter your **Username (NetID)** and **Password** and click **Login**.

Note: You may have to authenticate through Duo.

5. You will enter **My Homepage**. You can choose to navigate to other departmental homepages that you have access to. There you will see tiles that reflect your departmental access level.

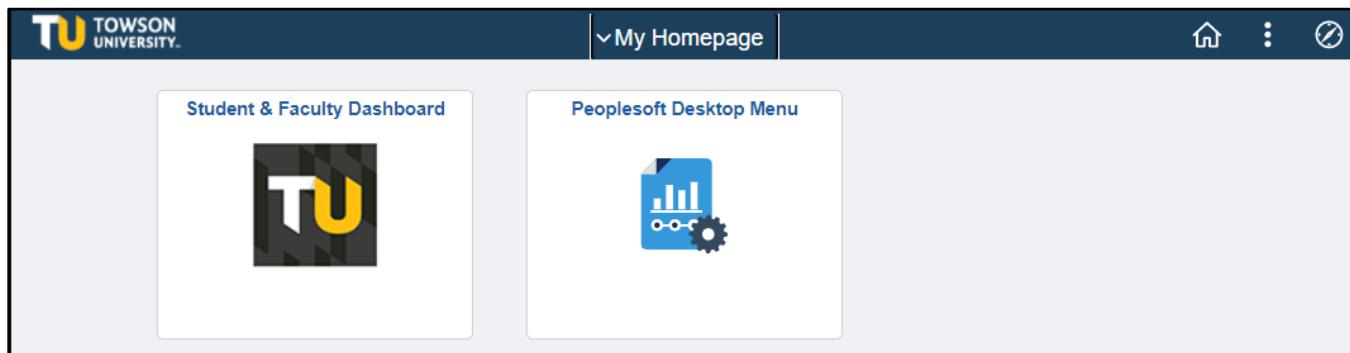


Figure 3

Switching Homepages

1. The default view is to see **My Homepage**. Simply click on the **Homepage drop-down arrow** to see other departmental homepages that you have access to.

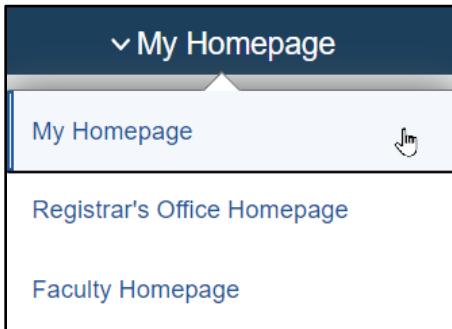


Figure 4

2. Click on the desired **Homepage** and the tiles will reflect your permission level.

Overview of the Environment

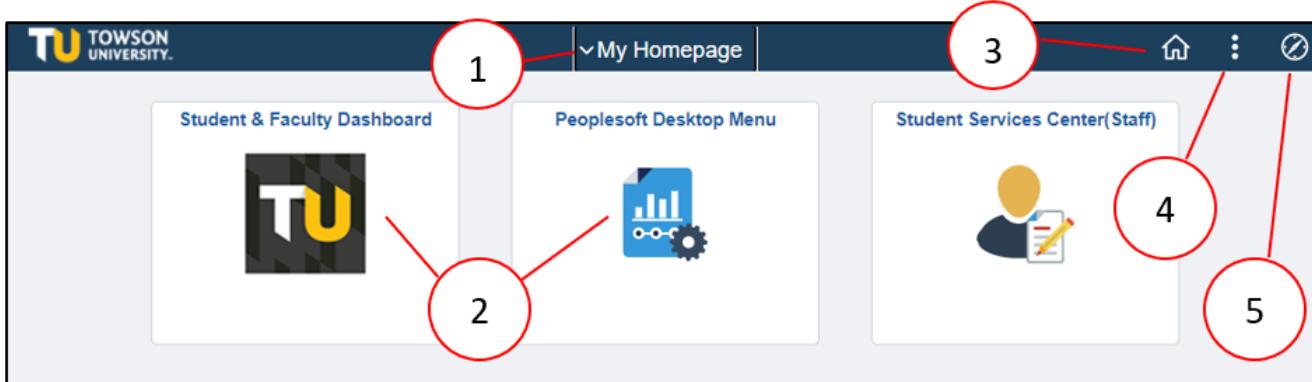


Figure 5

| NUMBER | TITLE | DESCRIPTION |
|----------|--------------------|---|
| 1 | Homepage Drop-Down | By default, you will see My Homepage. The Departmental Homepages that you have access to appear here as well. |
| 2 | Tiles | Shortcut to most frequently used commands for whichever departmental homepage is chosen. |
| 3 | Home | Returns you to the main web page (starting point on the site). |
| 4 | Actions Menu | From this menu, you can open a new window, revise your preferences or Sign Out. |
| 5 | Navigator | Reveals a menu where you can return to recent places, go to your favorites or open the Navigator. |

Navigation

There are 2 main ways to navigate the new Towson Online Services environment - using the Navigator or using the PeopleSoft Desktop Menu. The **Navigator**, which mimics previous versions, is menu driven. The **PeopleSoft Desktop Menu** is the classic way to navigate.

Using the Navigator

If you have used a previous version of Towson Online Services, the Navigator will allow you to move through a series of menus to reach your destination in a similar manner. If you had the navigation steps memorized, the good news is - the steps are the same. The biggest difference is the Navigator is now on the right and the menu options are larger and easier to maneuver. Please note, you may not be able to perform all tasks using the tiles – so this is another reason to use the Navigator.

1. Click the **NavBar** icon in the upper right-hand corner of the window.



Figure 6

Note: You will see a **PeopleSoft Desktop Menu** item. You may click on this to revert to the classic Peoplesoft navigation.

2. Click the **Navigator** menu item. The **Navigator** will expand with the menu options available to you based on your access level. In this example, we will navigate to **Manage Service Indicators**.
3. Click **Campus Community**.



Figure 7

4. Click **Service Indicators**.



Figure 8

Note: Notice as you navigate, you can click the **Back** arrow to return to the previous menu. You can also click the **Back to Root** button located on the right-hand side of the Navigator menu as well.

5. Click **Person**.



Figure 9

6. Click **Manage Service Indicators**.



Figure 10

7. The **Manage Service Indicators** screen will appear.

The screenshot shows the "Manage Service Indicators" search interface. At the top, it says "Manage Service Indicators". Below that, a message says "Enter any information you have and click Search. Leave fields blank for a list of all values." A "Find an Existing Value" button is visible. Under "Search Criteria", there are five dropdown fields: "ID begins with", "Campus ID begins with", "National ID begins with", "Last Name begins with", and "First Name begins with". There is also a "Case Sensitive" checkbox. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Figure 11

Using the Peoplesoft Desktop Menu

The Peoplesoft Desktop Menu can be found in 2 locations. Both will take you to the classic Peoplesoft navigation.

1. From **My Homepage**, click the **Peoplesoft Desktop Menu** tile.

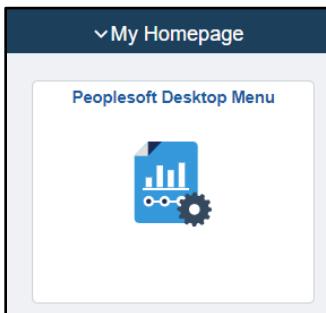


Figure 12

2. You may also click the **NavBar** icon and then click on the **Peoplesoft Desktop Menu** item.



Figure 13

Opening a New Window

You may open a new browser window so you can navigate anywhere without disturbing the original page you are on. You can open as many windows as needed.

There are 2 ways to open a New Window, depending on your location within the system.

1. Click the **Actions Menu** icon and then click **New Window**.

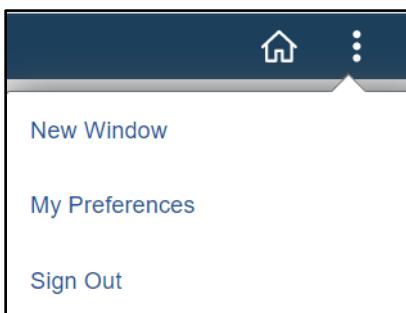


Figure 14

OR

Click the **New Window** link located in the upper right-hand corner of the window.



Figure 15

2. A new browser tab will open. Click on either a tile or the Navigator to reach your desired destination. Notice the tabs will reflect the destination in each window.



Figure 16

Additional Navigation Techniques

Recent Places

Recent Places will save the last 10 places you have visited.

1. Click the **NavBar** icon in the upper right-hand corner of the window.
2. Click **Recent Places**.

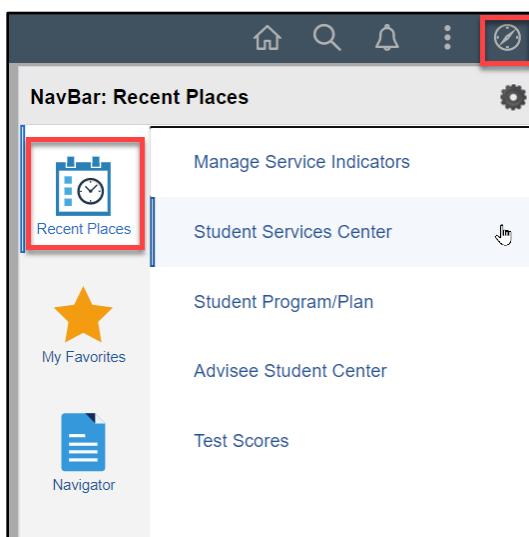


Figure 17

3. Click on one of the last 10 places you navigated to and you will return there.

My Favorites

If you have certain tasks you perform on a regular basis, you may add them to My Favorites in the Nav Bar. This way, you can quickly return to them in a couple easy steps. Please note that your current favorites will be imported into the new system.

1. Navigate to the place you wish to bookmark (using the Navigator or the Tiles).
2. Click the **Actions** menu and then click **Add to Favorites**.

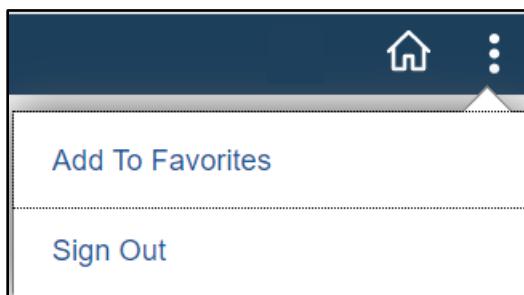


Figure 18

3. The **Add to Favorites** dialog box will appear. You can keep the label provided or type your own more meaningful label. Click **Add**.

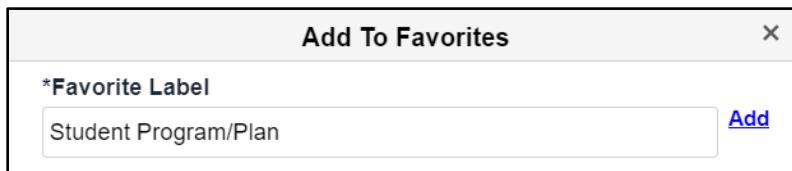


Figure 19

4. A **Message** box will confirm the addition. Click **OK**.

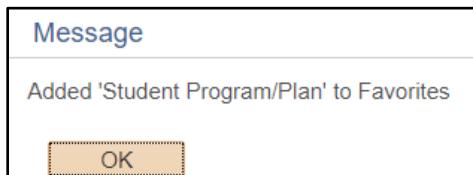


Figure 20

5. Click the **NavBar** and then click **My Favorites** to locate your favorites.

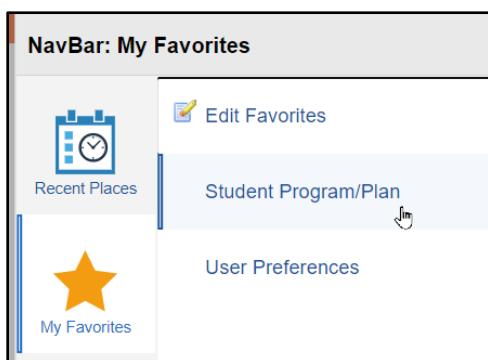


Figure 21

Logging Out of Towson Online Services (PeopleSoft)

1. Click the **Actions** icon in the upper right-hand corner of the window.
2. Click **Sign Out**.

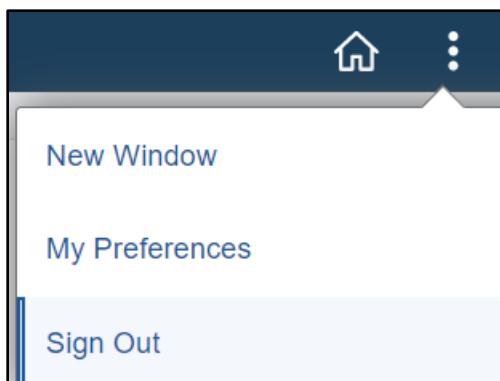


Figure 22

Student and Faculty Dashboard

Launching

If you are also a student or faculty member or you just want to see the student/faculty navigation, you can launch into the Student & Faculty Dashboard.

1. From **My Homepage**, click on the **Student & Faculty Dashboard** tile.



Figure 23

2. You will launch into the **Dashboard**.

A screenshot of the "Dashboard" page. On the left is a sidebar with links: Dashboard, Class Roster, Grade Roster, Class Information, My Schedule, Enrollment, Academics, Financials, and My Information. The main area has a "Hello Robert!" greeting and tabs for General, Academics, Financials, Teaching, and Advisor. There are several widgets: "To Dos" (You have no To Dos), "Wait List Summer 2021" (You have no wait listed classes), "Shopping Cart Summer 2021" (You have no classes in your shopping cart), "Holds 1" (Enrollment Services Reg Hold), and "Tasks" (You have no Tasks). A "Edit My Widgets" button is in the top right.

Figure 24

Running the Transfer Credit Report

If you have advisees assigned to you, among other things, you can run the Transfer Credit Report from the Dashboard. Those steps follow.

1. Click on the **View Advisees** menu item and then click the **Act As User** button for the desired advisee.

A screenshot of the "View Advisees" menu. The sidebar includes Academics, Financials, My Information (with 1 notification), My Profile, and a red-bordered "View Advisees" button. The main area shows a table with columns: STUDENT, ACADEMIC LEVEL, and three "Act As User" buttons. The first two rows show Sophomore advisees, and the last two show Freshman advisees.

Figure 25

Note: If you receive a FERPA notification box, read and then click **Continue**.

2. After selecting the Advisee, click the **Academics** menu to expand and then click **Transfer Credit**.

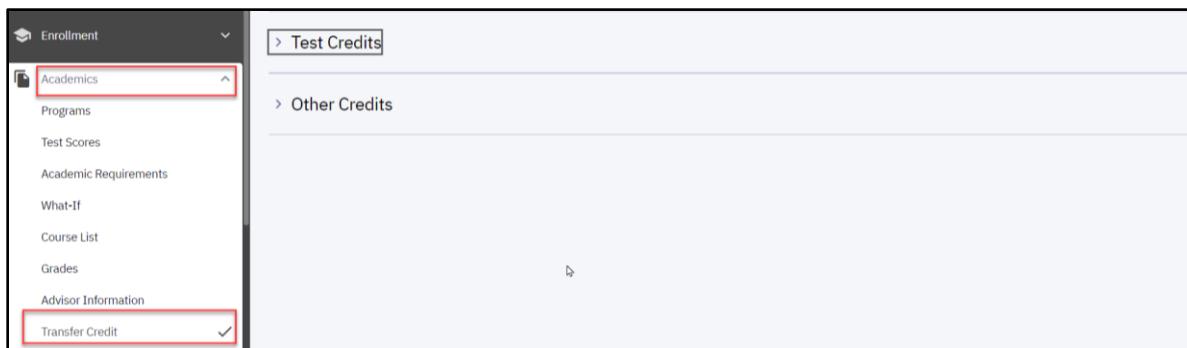


Figure 26

3. Click the **down arrow** beside any of the categories for additional information. In this example we have expanded **Course Credits** and then the **Community College**.

| Course Credits | | | | | | | |
|---|--------------------------|-------------|-------------|---|-------|-------|---|
| SOURCE INSTITUTION | | | | PROGRAM | | | |
| <input checked="" type="checkbox"/> Community Coll Baltimore Cnty | | | | Bachelor of Science | | | |
| TERM | INCOMING COURSE | UNITS TAKEN | GRADE INPUT | EQUIVALENT COURSE | UNITS | GRADE | STATUS |
| Fall 2020 | ENGL 101 (COMPOSITION) | 3.00 | B | ENGL 102 (WRITING FOR LIBERAL EDUCAT) | 3.00 | B | Posted |
| Fall 2020 | PSYC 101 (INTRO PSYC) | 3.00 | A | PSYC 101 (INTRODUCTION TO PSYCHOLOGY) | 3.00 | A | Posted |
| Fall 2020 | HLTH 101 (HLTH/WELLNESS) | 3.00 | A | HLTH 101 (WELLNESS FOR A DIVERSE SOCIETY) | 3.00 | A | Posted |

Figure 27

4. Click the **Exit** button in the upper right-hand corner.



Figure 28

Note: If you wish to return to PeopleSoft, click the **Go to My Homepage** link at the bottom of the left navigation menu.



Figure 29