

UNION PRESBYTERIAN SEMINARY

Intranet Guide

~~FOR DUMMIES~~

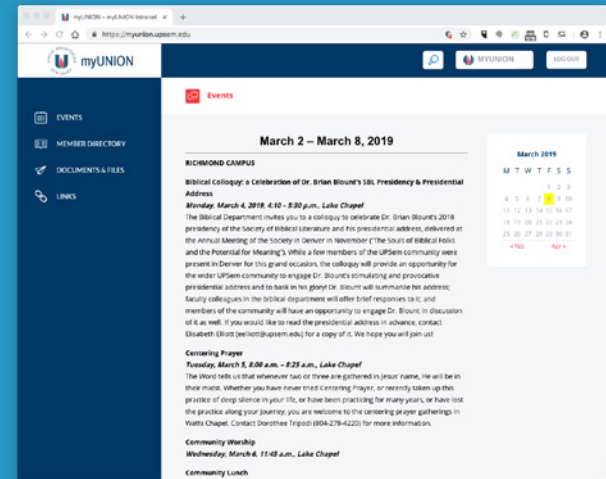


For the Church in the World

Richmond / Charlotte

www.upsem.edu

myunion.upsem.edu



FOR THE TECH SAVVY AND
THE HOPELESSLY LOST



WHAT IS AN INTRANET?

An Intranet, as opposed to *the Internet*, is a private network. The Seminary community has an Intranet called **myUnion** accessible only by logging on with a user name and password. Users can find resources such as an event calendar, member directory, job openings, document and files, and more.

HOW DO I GET AN ACCOUNT?

You already have one—you just have to activate it!

An intranet account was created for all students and faculty during the Fall of 2018. At that time, an account was set up for you and an email was sent so you could create your own password and sign on. In the future, all students, faculty, and staff will have accounts set up for them when they join our community.

SETTING UP

Once you were entered into our system, a very important email was generated. It will allow you to activate your account so you can get into the Intranet. The header of the email will look something like this:

From: MyUnion <no-reply@myunion.upsem.edu>
Date: Tuesday, February 5, 2019 at 4:42 PM
To: "Frontiero, Mike" <Mike.Frontiero@upsem.edu>
Subject: [myUNION] Your username and password info

If you can't find the email, check your spam folder. If you still can't find it, contact Mike Frontiero immediately at mike.frontiero@upsem.edu

In the email, you will find a link to set up your password and a link to this guide.

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Setting up your password is SUPER IMPORTANT because you can't access the Intranet's resources without it.

GETTING THERE

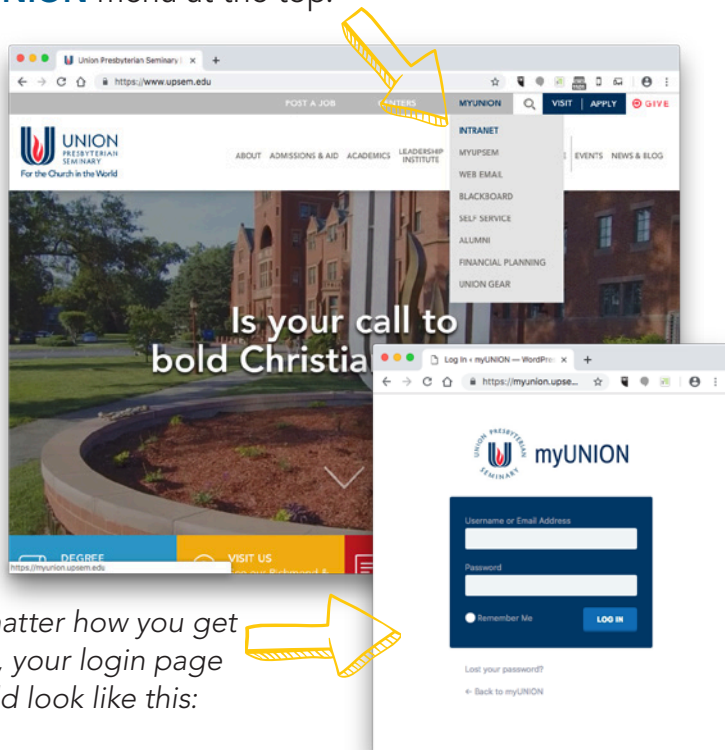
There are two ways to get to your login page:

#1 myunion.upsem.edu

Enter this address and it will take you directly to login page. *Don't forget to bookmark it!*

#2 www.upsem.edu

On the Seminary website, select **INTRANET** under the **MYUNION** menu at the top:



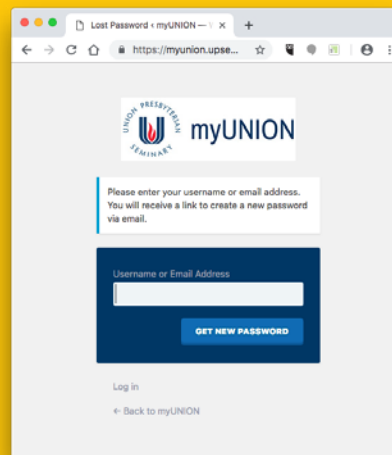
No matter how you get there, your login page should look like this:

LOGGING IN

User Name: Your username is **identical to your university email** — the one that the all-important email was sent to. Unfortunately, you can't change your user name.

Password: This is the password you created when you clicked on that link in the, yes, all-important email. You can change this anytime you'd like.

Lost Password: Forgot your password? No problem. Simple click on the "Lost your password?" under the big blue box. You'll then see this:



Once you enter your username, you'll receive an email with instructions for resetting your password

YOU'RE IN!

Now comes the fun stuff! The main (or home) page will look something like the screenshot on the opposite page. Check out the different sections:

A Top/Global Nav: (that's coder-speak) The bar at the very top. This stays the same no matter what else you click on. Click on:



myUNION to come back to this home page.



to search the myUnion Intranet.



to check out your account settings.



to leave.

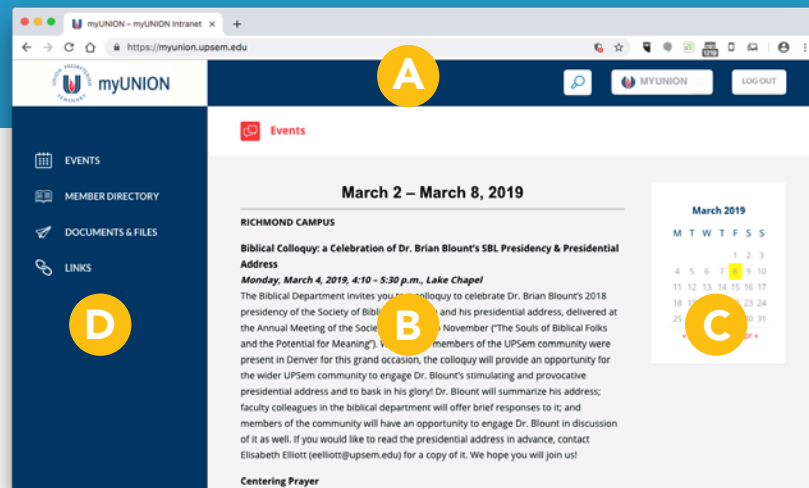
B Main Section: Updated with weekly event. Richmond's at the top. Scroll and you'll find Charlotte.

C Calendar: This is a work in progress. Stay tuned.



If you're still perplexed and having problems, we are here for you.

Contact mike.frontiero@upsem.edu for more help.



D Sidebar: Allows you to navigate to other sections

- **Events:** includes the same information as the home page
- **Member Directory:** find names and emails of faculty, student and staff
- **Documents and Files:** find various documents such as Seminary and student information.
- **Faculty List by Area:** downloadable pdf with faculty names, departments and office locations
- **Job Openings:** Seminary job openings list
- **Links:** Potpourri of links to other related pages such as Blackboard and the campus Facebook pages.