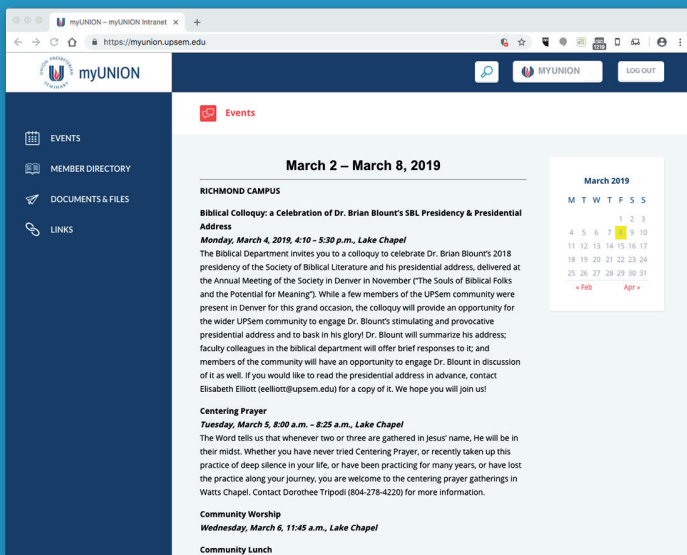


UNION PRESBYTERIAN SEMINARY

# Intranet Guide



FOR THE TECH SAVVY AND  
THE HOPELESSLY LOST



UNION  
PRESBYTERIAN  
SEMINARY

## WHAT IS AN INTRANET?

An Intranet, as opposed to *the Internet*, is a private network. The Seminary community has an Intranet called **myUNION** that is accessible only by logging on with a username and password. Users can find resources such as an event calendar, a member directory, job openings, documents 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 fall 2018. At that time, we set up an account for you and sent you an email so you could create your own password and sign on. In the future, all students, faculty, and staff will have an account set up for them when they join our community.

## SETTING UP

Once you were entered into our system, a very important email was generated with instructions for activating your account so you can get onto the Intranet. The header of the email should look something like this:

**From:** MyUnion <no-reply@myunion.upsem.edu>  
**Date:** Thursday, March 28, 2019 at 3:30 PM  
**To:** "Sample, Lee" <Lee.Sample@upsem.edu>  
**Subject:** Please activate your Seminary Intranet account

If you can't find the email, check your spam folder. If you still can't find it, or if you deleted the original email we sent you, contact Mike Frontiero immediately at [mike.frontiero@upsem.edu](mailto:mike.frontiero@upsem.edu)

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



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

# GETTING THERE

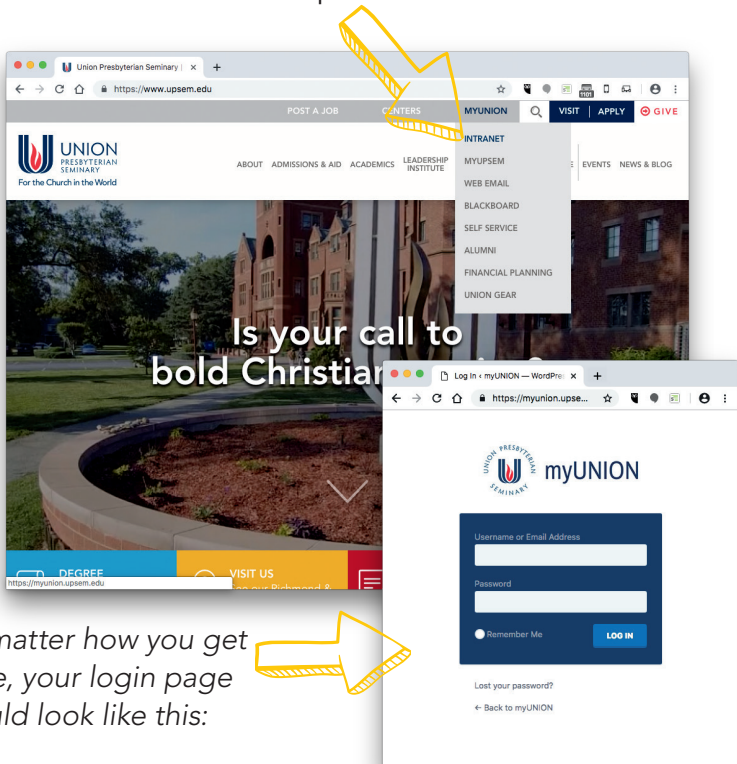
There are two ways to get to your login page:

## #1 [myunion.upsem.edu](https://myunion.upsem.edu)

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

## #2 [www.upsem.edu](https://www.upsem.edu)

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



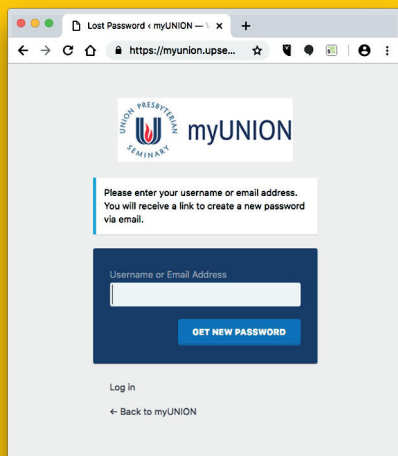
No matter how you get there, your login page should look like this:

# LOGGING IN

**Username:** Your username is **identical to your Seminary email** — the one the all-important email was sent to. Unfortunately, you can't change your username.

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

**Lost Password:** Forgot your password? No problem. Simply click on "Lost your password?" under the big blue box. Then you'll 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:

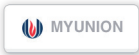
- A Top/Global Nav:** (that's coder-speak) The bar at the very top. This stays the same no matter what else you click on. Click on:



**myUNION** to come back to this home page



to search the myUnion Intranet



to check out your account settings



to leave

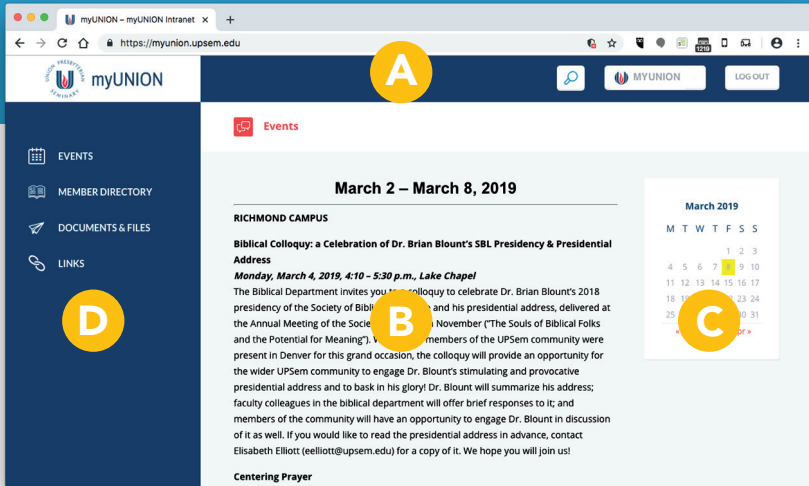
- B Main Section:** Updated with weekly with current events. Richmond events are at the top. Scroll down for Charlotte events.

- C Calendar:** To be developed (TBD). Stay tuned.



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

Contact [mike.frontiero@upsem.edu](mailto:mike.frontiero@upsem.edu) for more help.



**D** **Sidebar:** Allows you to navigate to other sections:

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