

Luther College Information Technology Services

Colleague Web User Interface 5

August 2018

Ellucian has created a five minute Quick Tour video available to you when you start Colleague.

To Login Use Chrome, Internet Explorer, Firefox (not recommended on Mac), or Safari Internet browser and type colleague.luther.edu. Click to select Production, Test, or Reporting.

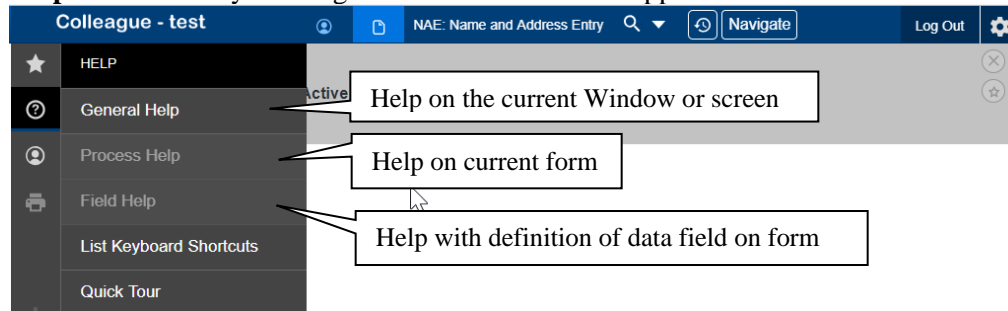
Colleague UI
By Ellucian

Enter your Norse Key as User name and user password as prompted, then click on the 'login' button.

To Log Out Click on the 'Logout' button in the upper right corner of screen.

Take the Quick Tour Click on the "play" arrow to take the five minute Quick Tour video to familiarize yourself with common tasks, menus, search, and favorites.

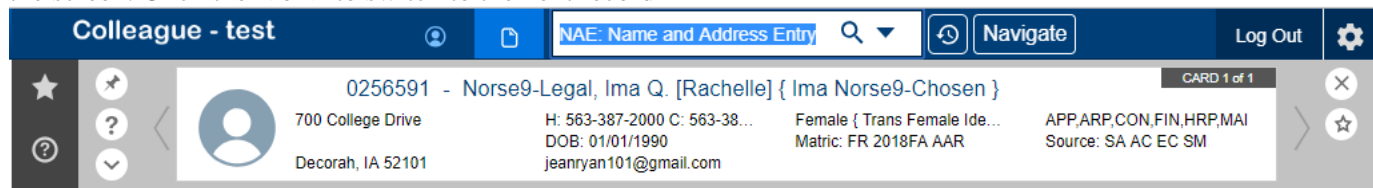
Help is available by clicking the button with the "?" upper left corner of the screen.



Search for a Person

A screenshot of the 'Person Lookup' search form. It features a text input field containing 'smith, alex', and four buttons below: 'Ok', 'Cancel', 'Finish', and 'Help'.

Click on radio button next to Person at the top left of the screen and type part or all of a name and click on the search button or press the <enter> key. Select the person(s) from the results list by checking the box next to the name, entering the number next to the name, or double-clicking on the name. This will add the person(s) to the context card at the top of the screen. Click the < or > to switch to the next record



To clear your selection and the context card stack, click on X, then Clear All. Search again for new person(s).

Search for a Form



Click on radio button next to Form at the top left of the screen and type part or all of a form name and click on the search button or press the <enter> key. Select the form name from the results list by checking the box next to the form name, entering the number next to the name, or double-clicking on the form name.

Edit The Save, Save All, Cancel, Cancel All, Delete buttons work the same as previous versions of the Colleague User Interface to save record changes.

Navigate (menu) Click on the Navigate tab to display the drop-down list of forms and reports.