

## Datatel UIWeb 4.3 Student Schedule Directions for Library Personnel

- Datatel UIWeb 4.3 is the web version of the database program that stores student information on the WSU UNIX computer system.
- If you are new to UIWeb 4.3 (also known as Colleague), a [Colleague Account application \(blue form\)](#) needs to be completed, signed, and returned to the Finance Office in order for a username and password to be assigned to users needing access to Colleague.
- A Colleague UserID needs to be typed in UPPERCASE letters.
- Criteria for a Colleague password are the same as the WSC network password.

A password MUST be 8 characters in length and include 1 upper case letter + 1 lower case letter + 1 number. Passwords cannot contain any portion of your username or previous passwords.

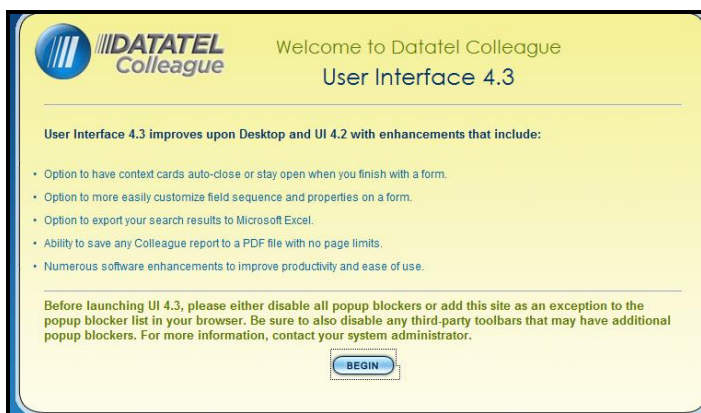
Please contact the University Technology Services Help Desk (UTS website or 508.929.8856) if you have any questions. See also Timed Username/Password Expirations document on the UTS website ( <http://uts.worcester.edu/> ).

- **[Be Certain to Follow WSC Policies regarding FERPA](#) .(Family Education Rights and Privacy Act) when working with student information.**

Go to <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for additional information

### Logging Into Colleague UIWeb

1. Double-click the **UIWeb 4.3** icon on your Desktop.
2. When the “Welcome” screen displays, click the **Begin** button.



The Datatel/Colleague Login screen displays.

If you have difficulty, keep only basic Internet Explorer (or Firefox) toolbars available. Close toolbars such a “Google”. Then, see if Colleague launches.

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## Logging into Colleague

3. In the UserID box, type the **Colleague UserID** provided to you by Information Technologies.

(Usually, 1<sup>st</sup> initial and 1<sup>st</sup> six letters of last name – all CAPS e.g. JLANCER)



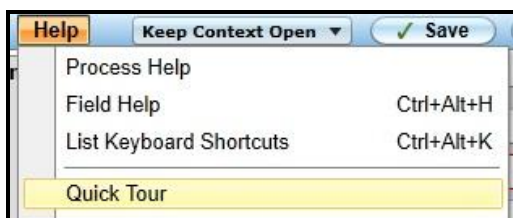
4. In the **Password box**, type your Colleague password. Then, click the **LOGIN** button or press the **<Enter>** key.

Colleague User Interface 4.3 opens displaying the “Quick Tour” screen.



5. Watch the tutorial by clicking the forward pointing arrow in the center of the screen, if desired. Then, click **inside** the “**Don't Show Me Again**” checkbox in order to hide the screen.

**Note:** The “Quick Tour” video is available anytime from the Help menu.



**If you have difficulty, keep only basic Internet Explorer (or Firefox) toolbars available.**

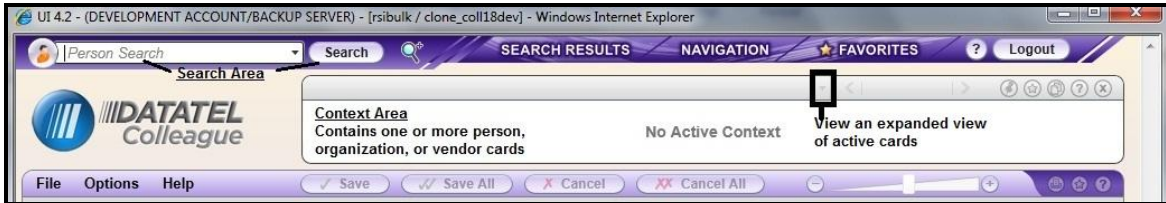
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## Logging Into Colleague UIWeb 4.3

6. Once the Quick Tour screen is closed, the UIWeb 4.3 Search and Context areas are visible.

A “Person search” indicates a search for a person, organization, or vendor will be performed.  
A “Form search” indicates a search for a particular form (e.g. STSC) or category (Financial Forms) will be performed.

The top area of the form where the Person Card displays is known as the Context area.

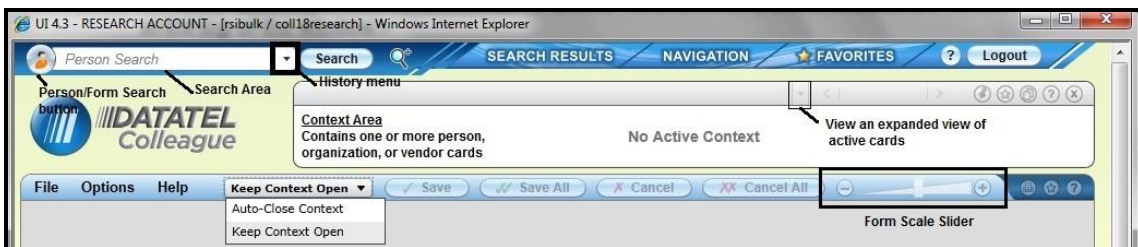


If desired, view the [Colleague UIWeb 4.3 Basic New Features](#) document to view recent changes. The document is located on our <http://uts.worcester.edu> site under the Colleague/Datatel category.

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- Always be aware of what is active in your context area. It might be necessary to close out both the form AND the context area if there are active records you no longer want to use.
- When you're done with a form, it's best to close out the context area instead of the form, especially if you're done with the form and the individual, institution, or groups. That way, you'll clear out your context area and the form and will be starting with a clean slate.
- When working with one person, it might be preferable to bring up the form first and perform a standard name lookup.

### The Search Area – Opening a Person Card and Form



1. In the **Search** area, click the round **Person/Form** button until a **Person** displays on the front of the button.
2. Type the **Person's Name** (at least two letters of the Last Name, Two letters of the First Name, separated by a comma) or **Student ID#** for the person (vendor, or institution) whose data you wish to obtain in the Person Search box, and click **Search** or Press <Enter>.

If a group of students has been saved to Favorites (Favorites will be discussed later in this guide), click the Favorites tab to locate them.

Person Cards that match the requested search criteria display in the Context area.



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### The Search Area – Opening a Person Card and Form

3. **Select a Person card** by typing the **number displayed to the left of the desired card name** in the **Select box at the bottom of the window**. In addition, multiple cards can be selected by **clicking inside the Select All box** at the top of the window **or white boxes to the left of each desired Person's ID #**. Click **Open** at the bottom of the screen or Press <Enter> to display the selected cards in the Context area at the top of the window.

**Selected people cards open in the Context area. The Person card displayed in front is the “active” card. Move between desired cards by clicking the Previous ( < ) or Next ( > ) arrows.**

A screenshot of a user interface element. It features a light green background. On the left, there is a small icon of a magnifying glass. To its right is the text "Select #:" followed by a white text input field containing the number "1". To the right of the input field is a blue button with the word "Open" in white text.

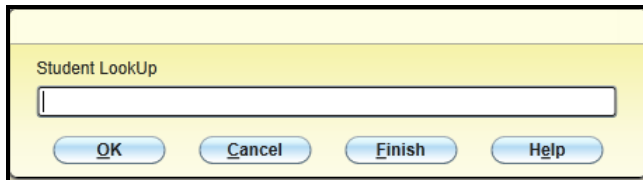
- A student's class schedule for a specific semester can be accessed using the Student Schedule form.

**This time, try opening the form first. Then, open the Person card for the student whose schedule you want to view.**

### Using Student Schedule (STSC) to Obtain a Student's Class Schedule

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.
2. Type **STSC** in the Search box, and click **Search** button or Press <Enter>.

If a Person card is not active, the Student LookUp dialog displays.

A screenshot of a dialog box titled "Student LookUp". The dialog has a light yellow background. At the top, the title "Student LookUp" is displayed. Below the title is a white text input field. At the bottom of the dialog, there are four blue buttons with white text: "OK", "Cancel", "Finish", and "Help".

## Datatel UIWeb 4.3 Student Schedule Directions for Library Personnel

### Using Student Schedule (STSC) to Obtain a Student's Class Schedule

3. Enter the **Student ID number or at least two letters of the last name, a comma, a space, and at least two letters of the first name** for the student whose schedule you wish to view. Then, click **OK**.

The Term LookUp dialog box displays.



4. Type the **term** for the schedule you wish to view in a **two digit year**, followed by a **forward slash (/)**, and a **two digit term format** (i.e. 11/FA or 11/SP). Then, click **OK**.

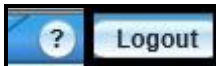
The student's schedule for the specified semester displays.

5. Click the **Cancel** button when finished viewing the current schedule, followed by **Cancel** when the "Cancel record or Return to editing" Alert displays. Click **Cancel All** to close the form.

If "Person cards" were used, select the **Next button to proceed to the next student's schedule** if more than one Person card was opened.

### Logout of Datatel UIWeb

1. If you are finished using UIWeb 4.3, make certain to **Logout** by clicking the **Logout** button on the far right-hand side of the window.



2. Close the browser window.

## Datatel UIWeb 4.3 Student Schedule Directions for Library Personnel

### IMPORTANT NOTE REGARDING FERPA GUIDELINES:

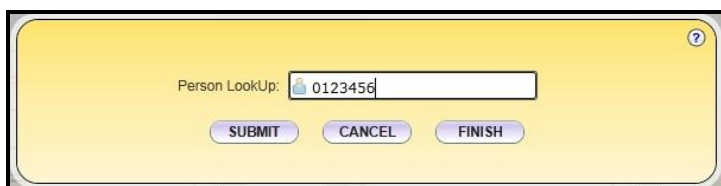
Only designated agents of Worcester State University (i.e. department faculty members, chairs, administrative assistants) are authorized to obtain a student's schedule or location in order to perform their official WSC duties.

**ANYONE ELSE REQUESTING A STUDENT SCHEDULE OR LOCATION MUST BE SENT TO OUR WORCESTER STATE UNIVERISTY POLICE DEPARTMENT (508 929-8911 or 508 929-8044 for emergencies, Wasylean Hall, Room 102-D).**

- Obtain a student's schedule using the Student Schedule Inquiry command.

### Using Student Schedule (STSC) to Obtain a Student's Class Schedule

6. In the Search area, click the radio button (circle) to the left of **Form** to select it.
7. Type **STSC** in the Search box, and Press **<Enter>**.
8. If a Person card is not open and active, the Person LookUp dialog displays.

A yellow dialog box titled "Person LookUp:" with a question mark icon in the top right corner. It contains a text input field with the value "0123456" and a person icon to its left. Below the input field are three buttons: "SUBMIT", "CANCEL", and "FINISH".

9. Enter the **Student ID number** for the student whose schedule you wish to view. Then, click **Submit** or Press **<Enter>**

The Term LookUp dialog box displays.

A grey dialog box titled "Term LookUp" with a close button (X) in the top right corner. It contains a text input field with the value "09/FA" and a magnifying glass icon to its right. Below the input field are three buttons: "SUBMIT", "CANCEL", and "FINISH".

10. Type the **term** for the schedule you wish to view in a **two digit year, two digit term format** (i.e. 09/FA or 10/SP). Then, click **Submit** or Press **<Enter>**.

The schedule displays.

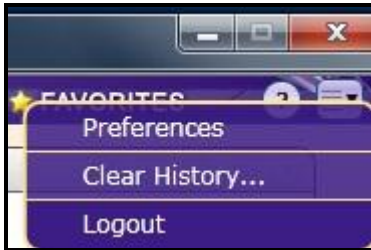
11. Click the **Cancel** button when finished viewing the current schedule, followed by **Cancel** when the "Cancel record or Return to editing" Alert displays. Click **Cancel All** to close the form.

If "Person cards" were used, select the **Next button to proceed to the next student's schedule** if more than one Person card was opened.

## Colleague User Interface 4.0 (UIWeb) for Administrative Assistants and Chairs

### Logout of Colleague

3. If you are finished using Colleague, make certain to **Logout** using the **drop-down menu** on the far right-hand side of the window.



4. Close the browser window.