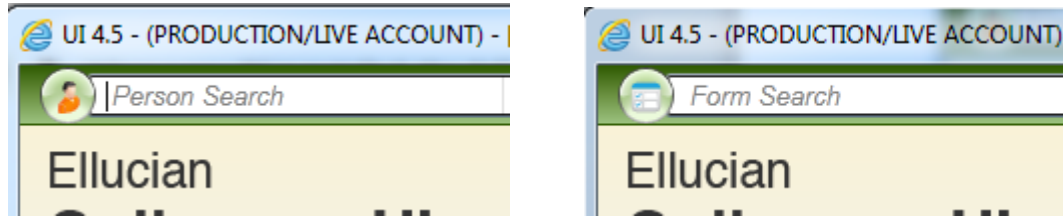


IMPORTANT COLLEAGUE TIPS FOR NEW PCs

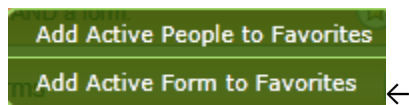
→ When a new PC is installed and you are logged in, notice the upper left hand corner. The default is Person Search instead of Form Search. **Be sure you are using Form Search**. You can toggle between the two by clicking on the round



See the difference below:

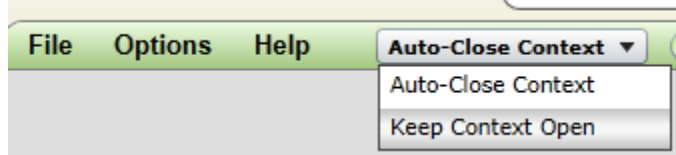


→ For the screens you use most often, add them to Favorites. While in the active screen you want to add, click on Favorites, the yellow star (add to favorites) and select **Add Active Form to Favorites**. Your favorites will carry with you to a new PC, or any PC you are using.



→ **Internet Explorer** is the preferred browser for Colleague use. Chrome will not work for Colleague use. When using IE and clicking on Favorites (yellow star in upper right corner), WSU links will appear. You will see Colleague as a choice. If you do not have a desktop icon, use this link to access Colleague.

→ On the File/Options menu bar, be sure **Auto-Close Context** is selected:



→ Please refer to Colleague as the unique name for the software product. Datatel is no longer the corporate owner as it became Ellucian in 2012. You may have different icons on your desktop for Colleague such as:



IT is in the process of updating the icon and naming convention to new PCs being rolled out.

→ When exiting Colleague, ALWAYS click on Logout and not the X to end your session. If you X out of your session, you are exiting your browser but not Colleague.

