Creating a Desktop Shortcut for Ellucian (Datatel) Colleague WebUI

If you do not currently have a desktop icon for the new Datatel Web UI, these directions will show you how to create a desktop shortcut. These directions are for Internet Explorer 9.

1. Open your web browser and login to MyBucks. On the right side of MyBucks, click on the Web UI icon under Apps for Employees.

2. The Colleague Web UI page will open. Right click anywhere on the page, and choose Add to favorites…

3. Rename the favorite if you desire. Click Add to continue.
4. In the upper right hand corner of Internet Explorer 9, click the Favorite icon. Locate the Datatel User Interface favorite created from previous steps. Right click on the favorite and choose Copy.

5. Return to your desktop (minimize all windows). Right click on your Desktop and click Paste.

6. The new icon will appear on your desktop. Simply double click on it to open the new Datatel web interface. Remember to delete your old Datatel icon as it will no longer be used!