MyBucks for Faculty and Staff

MyBucks is the central area where college related information is located. Additionally, MyBucks provides access to the various college systems such as WebAdvisor, Datatel, Canvas, Exchange Mail, announcements and a lot more. The following information will help the user become familiar with the College’s MyBucks.

1. To log into MyBucks, type in the following URL at your preferred browser such as Internet Explorer, Google Chrome, or Mozilla Firefox – https://portal.bucks.edu/. Enter the username and password that you use to log into your college computer. Click the Sign in button.

2. After logging in, MyBucks window shown below opens.
The MyBucks Interface

MyBucks is made up of three areas: 1) your personal calendar, 2) your email and announcements, and 3) your access to college systems such as Datatel, WebAdvisor, and the Course Management systems such as Canvas, and Course Compass as well as access to team sites, personal documents that can be uploaded in the system and web page bookmarks.

The Exchange Calendar and My To Do List

The Exchange Calendar located on the left section of the window will display three days of appointments from the selected date in the calendar. For example, as shown below, the actual date is April 14, but the appointments displayed are from April 26 through April 28 since April 26 was selected. If there are no scheduled events for a particular day, the date will display *No events.*

In addition to the calendar, the **My To Do** list can be displayed. These are tasks that have been assigned in Exchange Outlook. The illustration below shows that there are several tasks listed. The list can be expanded or collapsed.
Email, Announcements, College News & Events, Water Cooler and My Feeds

The middle section of MyBucks displays email information, official college announcements and events, and Bucks Echo Newsletter, the Water Cooler which is unofficial college announcements, a suggestion box, My Team Sites, My Feeds and My Bookmarks. This area will also display targeted announcements such as a school closing due to inclement weather. Also, if there are unread email messages, you will be able to click the link to open and read your email messages.
The **Team Sites** tab is the area where shared documents and workspaces reside. You will see only the areas that you share with others in the college.

![Team Sites Tab](image1)

You can store personal bookmarks to other websites for easy access. Click **Add to my links** to add a new bookmark.

![Add Bookmark Dialog](image2)

Type in the title and address as well as any additional information. Click **OK** when finished.
Apps and WebAdvisor

The Apps tab provides access to Datatel Colleague, the Web Content Management System (Direct Edit in Terminal Four) and Help Desk submissions.

The WebAdvisor tab provides all of the modules that you have access to. This list varies depending on your role in the college.

Drop-Down Menus

Along the top of MyBucks, there is a series of drop-down menus that will relate to your role in the college. For example, under the Home drop-down menu illustrated below, Faculty and Staff is the current view. Students will have a different set of menus.
As shown above, each drop-down menu contains additional information. Some of the menu items will link to the Bucks web site and others such as the Benefits option under the Working at Bucks drop-down menu will open to a landing page where all that you need concerning benefits is located. This is illustrated below.

Each of the listed items under Benefits has a plus sign (+) to the left indicating that additional resources are available. When the plus sign is clicked, the documents for that item are listed and can be downloaded.

Logging Out of MyBucks
As with any computer system you are working in, it is very important to always log out correctly so that any sensitive information is protected. To log out of MyBucks, click the down arrow to the right of your name at the upper right side of the window. A drop-down menu will open. From the menu, choose the **Sign Out** option. You must close your browser to complete sign out of your account.