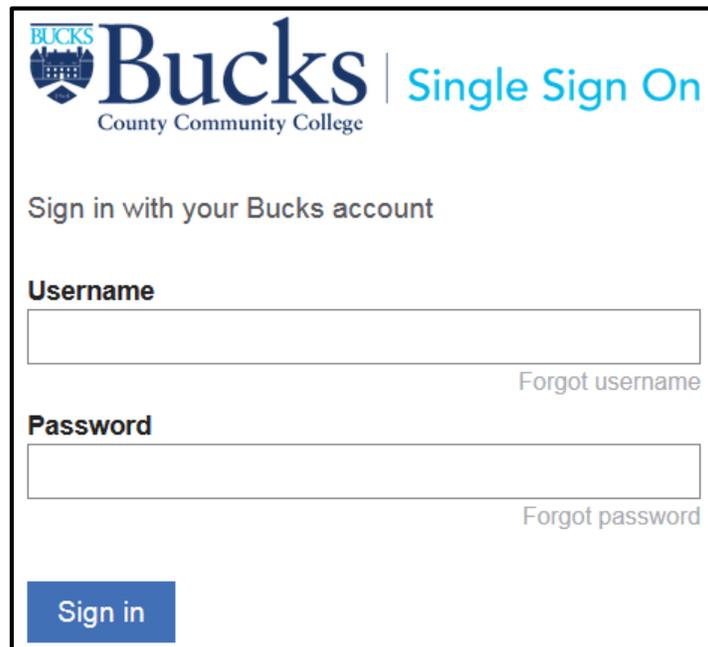


## MyBucks for Faculty and Staff

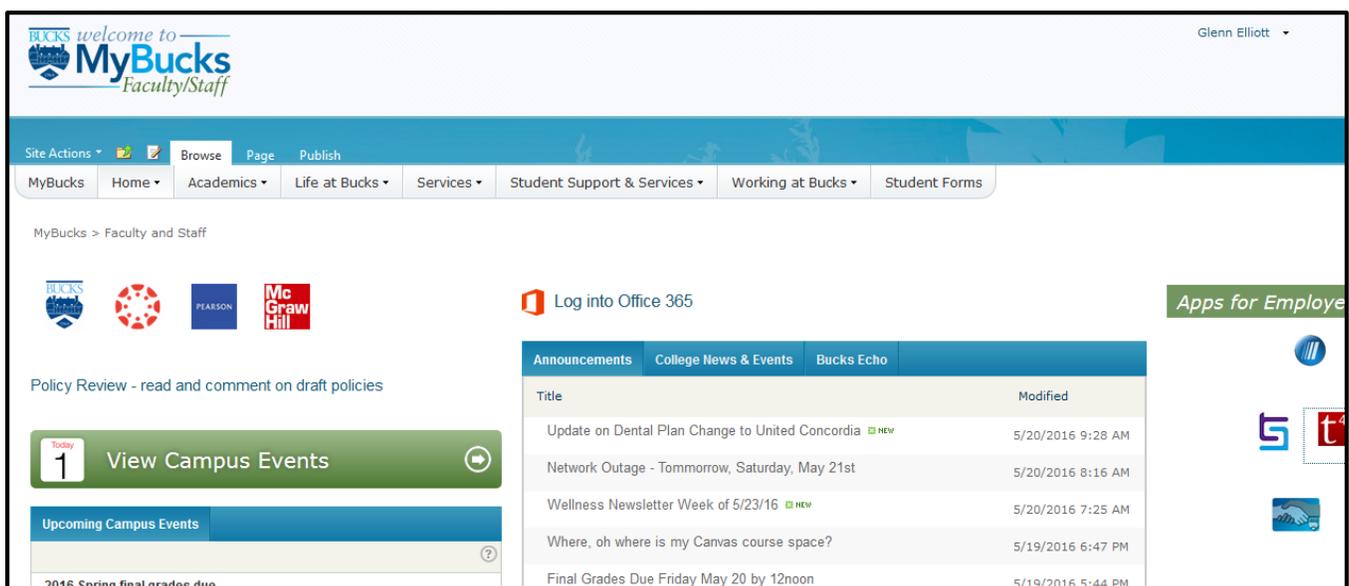
MyBucks is the central area where college related information is located. Additionally, MyBucks provides access to the various college systems such as WebAdvisor, Datatel, Canvas, Exchange Mail, announcements and a lot more. The following information will help the user become familiar with the College's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



The screenshot shows the login page for Bucks County Community College. At the top, it features the Bucks logo and the text "Single Sign On". Below this, it says "Sign in with your Bucks account". There are two input fields: "Username" and "Password". To the right of each field is a link: "Forgot username" and "Forgot password". At the bottom left, there is a blue "Sign in" button.

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



The screenshot shows the MyBucks Faculty/Staff dashboard. At the top left, it says "welcome to MyBucks Faculty/Staff". In the top right corner, the user's name "Glenn Elliott" is displayed. Below the header is a navigation bar with "Site Actions" and several menu items: "MyBucks", "Home", "Academics", "Life at Bucks", "Services", "Student Support & Services", "Working at Bucks", and "Student Forms". The main content area is titled "MyBucks > Faculty and Staff". It features several sections: "Policy Review - read and comment on draft policies", a "View Campus Events" button with a "1" icon, and a table of "Upcoming Campus Events". To the right, there is a "Log into Office 365" button and a table of "Announcements".

Title	Modified
Update on Dental Plan Change to United Concordia <span>NEW</span>	5/20/2016 9:28 AM
Network Outage - Tomorrow, Saturday, May 21st	5/20/2016 8:16 AM
Wellness Newsletter Week of 5/23/16 <span>NEW</span>	5/20/2016 7:25 AM
Where, oh where is my Canvas course space?	5/19/2016 6:47 PM
Final Grades Due Friday May 20 by 12noon	5/19/2016 5:44 PM

## The MyBucks Interface

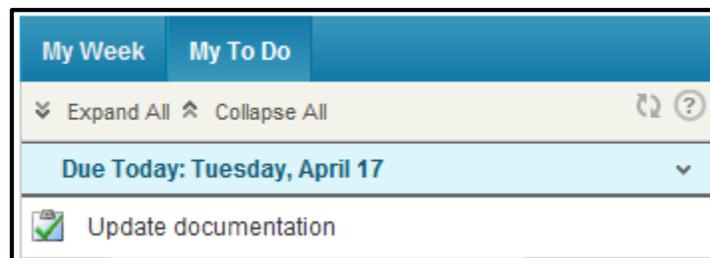
MyBucks is made up of three areas: 1) your personal calendar, 2) your email and announcements, and 3) your access to college systems such as Datatel, WebAdvisor, and the Course Management systems such as Canvas, and Course Compass as well as access to team sites, personal documents that can be uploaded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

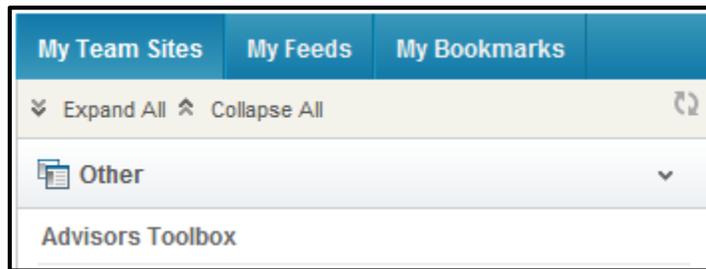


Announcements		College News & Events	Bucks Echo
<input type="checkbox"/>		Title	Modified
<input type="checkbox"/>		Buck's Grille Weekly Specials	4/17/2012 8:58 AM
<input type="checkbox"/>		Bucks County High School Poet of the Year Reception <span style="color: green;">NEW</span>	4/16/2012 6:20 PM

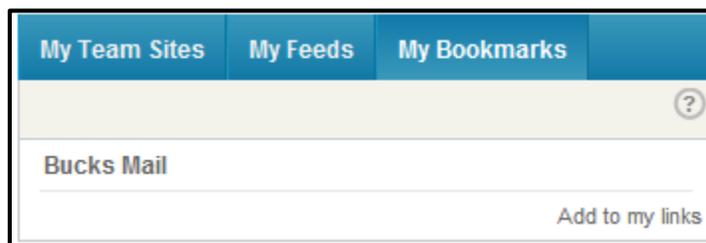
Water Cooler		Suggestion Box	
<input type="checkbox"/>		Title	Modified
<input type="checkbox"/>		Barbara Forsyth's Retirement Party - Save the Date!	4/10/2012 5:10 PM

My Team Sites	My Feeds	My Bookmarks	
Expand All		Collapse All	
	Other		

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.



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



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

Use this page to add a link to My Site.

\* Indicates a required field

**Link Information**  
Enter the title and address of the link.

**Add to Group**  
Use these options to organize your links by adding them to appropriate groups.

**Show to**  
Choose who can view these links. The privacy setting you select here affects who can see these links when they visit your profile.

Title: \*  
[Text Input Field]

Address: \*  
http:// [Text Input Field]

Add to a Group:  
 Existing group:  
General [Dropdown Menu]  
 New group:  
[Text Input Field]

Show these links to:  
Everyone [Dropdown Menu]

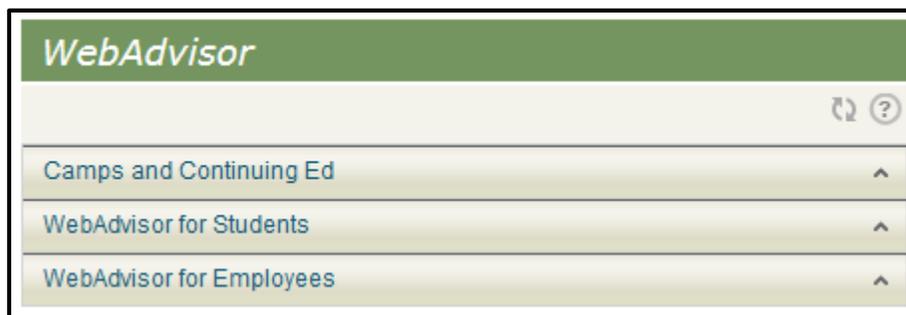
OK Cancel

## 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.

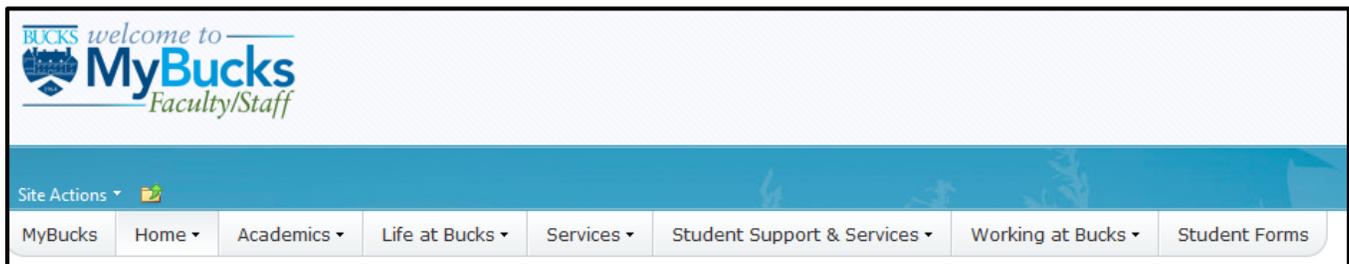


The **WebAdvisor** tab provides all of the modules that you have access to. This list varies depending on your role in the college.



## 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.

MyBucks > Working at Bucks > Benefits

## Benefits

Contact the Benefits Office with any questions regarding the information or forms on this page.  
**Tyler Hall** 208 & 209  
**Fax:** 215-504-8506

**Janet G. Puente**, Director 215-968-8497, [puentej@bucks.edu](mailto:puentej@bucks.edu)  
**Eileen M. Mack**, Benefits Specialist 215-968-8092, [macke@bucks.edu](mailto:macke@bucks.edu)

*(click here) Access Benefits Open Enrollment 2011-2012 Information & Forms*

Documents by Type of Benefit			Documents by Carrier	
Type	Name	Carrier	Type	Name
+ Benefit Type : Additional benefits (1)			+ Carrier : (1)	
+ Benefit Type : Benefit Advocate Service (1)			+ Carrier : Aetna (1)	
+ Benefit Type : Dental Benefits (7)			+ Carrier : Assurant (1)	
+ Benefit Type : Employee Assistance Program (1)			+ Carrier : BEACON (1)	

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.

Documents by Type of Benefit			Documents by Carrier		
Type	Name	Carrier	Type	Name	Benefit Type
+ Benefit Type : Additional benefits (1)			+ Carrier : (1)		
	Discount programs for Bucks employees			Discount programs for Bucks employees	Additional benefits
+ Benefit Type : Benefit Advocate Service (1)			+ Carrier : Aetna (1)		
	RSI Gallagher Information	RSI Gallagher	+ Carrier : Assurant (1)		
+ Benefit Type : Dental Benefits (7)				Long Term Disability Plan Booklet	Long-Term Disability Insurance

### 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.

Glenn Elliott ▾

- 
**My Settings**  
 Update your user information, regional settings, and alerts.
- Sign in as Different User**  
 Login with a different account.
- Sign Out**  
 Logout of this site.