

Staff Connect Self Service User Guide System Access

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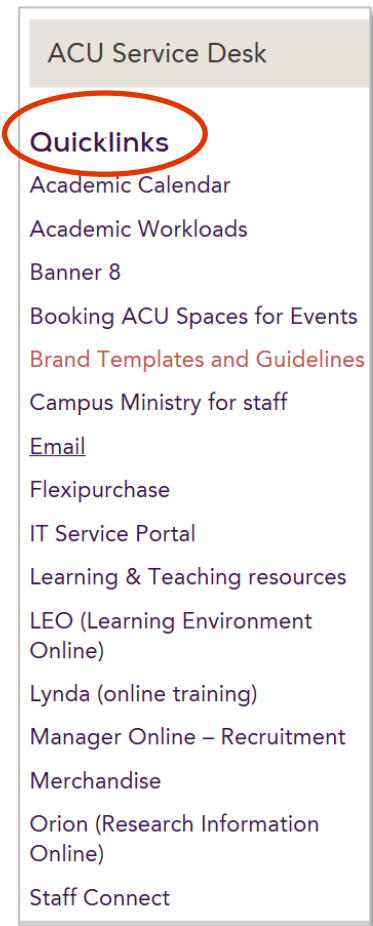
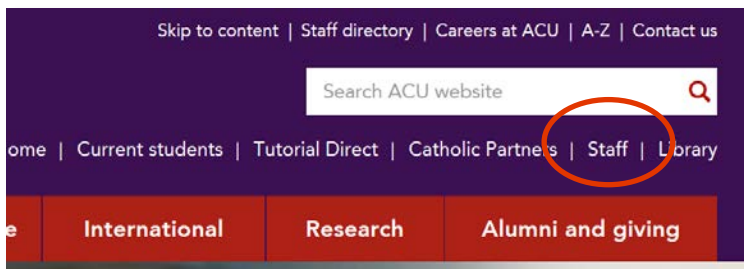
1. WHAT IS STAFF CONNECT?

Staff Connect is the University's Self-Service tool for staff, supervisors and managers across ACU. Staff Connect is designed to provide staff and supervisors with a facility for easily accessing and managing a range of personal, payroll, leave and administrative information using a standard web browser or your mobile device.

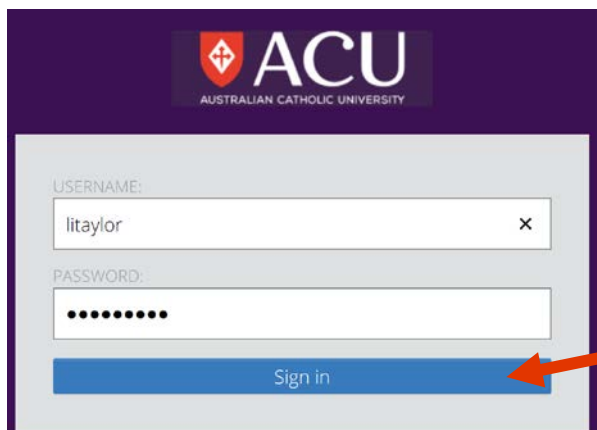
Staff Connect can be accessed through your browser on your computer desktop or your mobile device, such as smart phone or tablet. The portal interface automatically adjusts to the screen size of your device.

2. LOGGING IN

1. Open your web browser (e.g. Explorer or Firefox).
2. On the ACU home page, click on **Staff**.

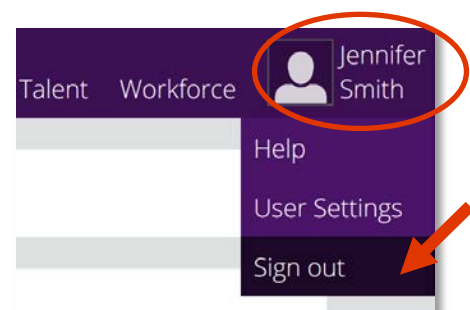


3. Scroll down to **Quicklinks** and click on **Staff Connect**.
4. Enter your username and password which is the same as your **network** login details.
5. Click on **Sign in**.



3. LOGGING OUT

1. Click on your name in the right upper corner of the screen. Select **Sign out**.
2. You are immediately signed out.



4. USER SETTINGS

If you are taking an extended period of leave, you can have your self-service mail re-directed to a colleague or to your Supervisor.

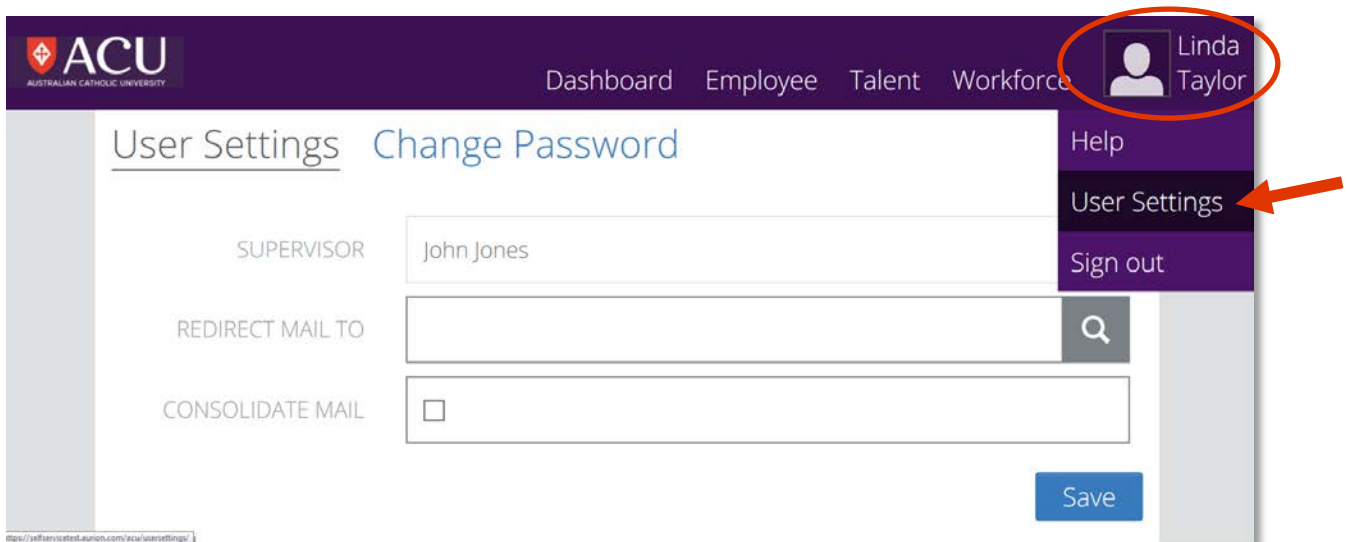
4.1 Redirect Mail

1. Click on your name in the right upper corner of the screen. Select **User Settings**. The User Settings page is displayed.
2. Click the magnifying glass in **Redirect Mail To** box.
 - i. Select your supervisor from the drop-down list or start typing the name of the person you would like to re-direct your mail to.
3. Click on the **Save** button. All Self Service messages will be redirected to the nominated person.

4.2 Consolidate Mail

When this option is selected, Staff Connect will send one mail message reminder that you have multiple actions requiring attention on the Dashboard, rather than a message for each action.

1. Click on your name in the right upper corner of the screen. Select **User Settings**. The User Settings page is displayed.
2. Click on the **Consolidate Mail** check box.
3. Click on the **Save** button.



5. COMPATIBILITY – WEB BROWSERS & DEVICES

5.1 Web Browsers

Staff Connect is compatible with the latest version and two previous major versions of the following web browsers on desktop:

- [Chrome](#)
- [Firefox](#)
- [Internet Explorer](#)

Staff Connect is compatible with the latest version of the following web browsers on desktop:


- [Safari](#)

5.2 Devices


Staff Connect is compatible with the latest device models on the following mobile platforms:

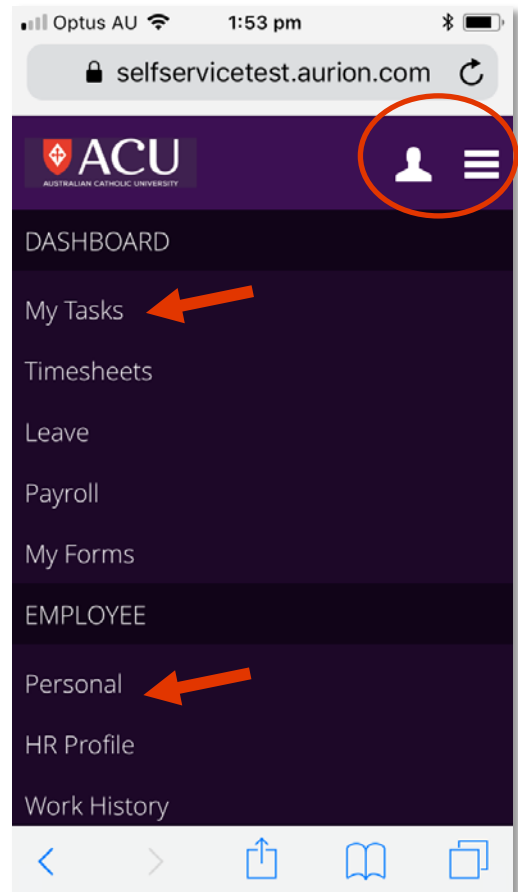
- Android
- IOS

5.3 Mobile Use – Accessing the Menu

On a PC, the menu bar can be seen across the top of the page. On small mobile devices, the top menu may collapse to a tribar icon that looks like this .

Select the tribar to see all of the menu options available in a single list. The same four menu items are listed down the page (Dashboard, Employee, Talent and Workforce, with pages listed underneath each menu item. Using a finger, swipe the screen to scroll the menu.

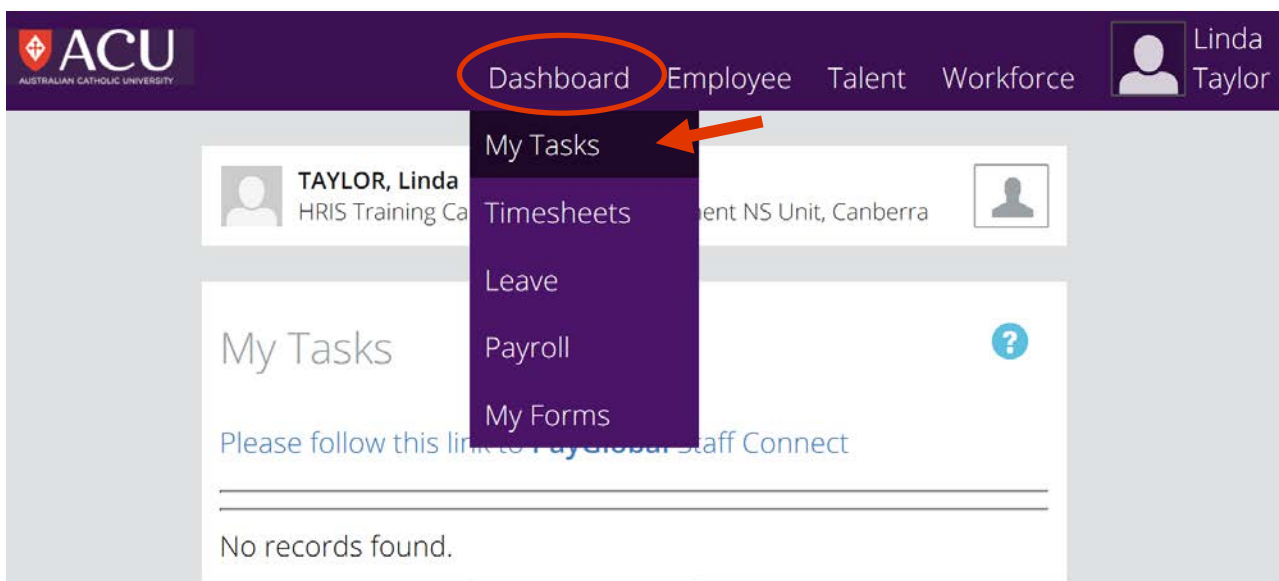
The user icon  allows you to select a different user/employee to perform actions as if they were logged in. This applies only if you have permissions to do so.

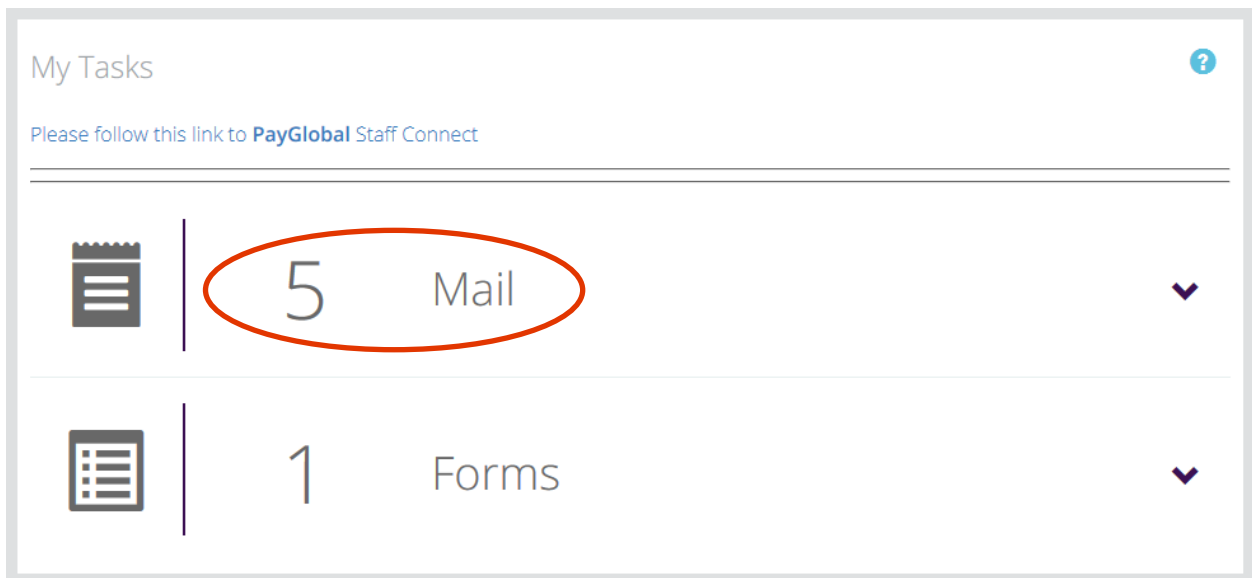


6. NAVIGATING THROUGH STAFF CONNECT

Logging into Staff Connect lands you on the **My Tasks** page (see image below). It is listed under the **Dashboard** dropdown header.

The **My Tasks** page shows workflow tasks and messages awaiting attention, grouped by task type. Select a task type to view the individual tasks displayed from the newest to oldest. Click an individual task to view its details.





The menu bar runs across the top of the page and shows four drop down menus:

- **Dashboard** – provides access to the most common employee and manager functions, such as applying for leave, viewing payslips and completing a timesheet. Dashboard also includes the Tasks list, which is a list of outstanding items to review and action.
- **Employee** – provides access to an employee's individual data, such as personal details, work history and an employee's HR Profile. You will have access to certain functions relevant to your role at ACU.
- **Talent** – allows you to apply for training and courses and manage performance evaluations for those who supervise others.
- **Workforce** – contains the Workforce and Staff Schedule reports. Again, you will have access to certain functions relevant to your role at ACU.

Under the user icon,  you can access:

- **Aurion Help**
- **User Settings**, and
- **Sign out**.

Refer to the [Staff Connect](#) website for further information and user guides.