How to Use the Intranet

LOGING IN

- The intranet is available in beta as we continue to work on authentication issues using a new sign-on system. During this time you will need to bookmark the direct link log into the intranet: https://intranet.webbeta.lib.ou.edu/user.

- After logging in with your 4x4, you will be taken to your profile. We encourage everyone to fill out their profiles. These are only available internally and can include images and information that reflect your personality.

- Once you have logged in and completed your profile, you can click Home to get to many of the features described below.

HEADER AREA

- **My Resources**
  This area serves as your Intranet dashboard. It features quick links to add content for which you have permissions to do so. There are also links to submit problem reports, and edit your profile. This dashboard also lists all of the content you have created on the Intranet.

HOMEPAGE

- **Alerts**
  These include information about outages and other issues adversely affecting library resource access. They also include messages about planned migrations and related events performed by Library Technology Platforms.

- **Upcoming Events**
  These are pulled from the main OU Libraries' website calendar, and as such, include all library-hosted events. You may click on the "View Calendar" link

to see the overall calendar, and check different months. The full calendar will show all events (HR deadlines, internal events, *and* public events).

- **Community News**
  This section contains news items and announcements shared by OU Libraries employees. These postings are informal, and tend to include things occurring on campus that may interest members of the OU Libraries community.

- **Public Services Resources**
  This section serves as a toolbar for use by the Public Services team. Features include quick links to materials most frequently used by members of this team.

HOMEPAGE- SIDEBAR CONTENT

- **Deadlines**
  These primarily concern the deadlines for OU Libraries employees' hourly timesheets and monthly leave certification forms submission. Click the "View Deadlines" link to see all such dates currently in the system.

- **Weekly Update**
  This section contains links to the four most recent issues of the OU Libraries Weekly Update. You may also access all of the issues in the archive by clicking the "View All Updates" link.

- **Openings**
  This section contains abbreviated information pertaining to open positions in OU Libraries. You may click the title link to view all information about the position.

- **Get To Know…**
  This section features a brief highlight of an OU Libraries employee. The highlight rotates upon page refresh, and is designed to help familiarize colleagues with those whom they may not interact on a daily basis. Please note that you may *deselect* this feature when filling out your profile information, if you would rather not appear in the rotation.

ABOUT

This page features information about the organization, particularly its structure. You may view a welcome message from the dean, links to each of OU Libraries' Pillars, senior team, active committees, and links to each unit/department page on the main website.

If you are an owner of a committee or unit, contact Web Services about filling out its dedicated page.

DIRECTORY

This is the employee directory, mirroring the one on the main Libraries website. Features differing in this one include the ability to filter your employee search by location, self-reported skill, and role.

- **User Profile Page**
  This page is designed to reflect the individuality of the user. You can upload a cover photo, as well as a user photo. You have the option to share links to your social media and other web pages. It also provides space to place information about professional activity and achievements. The Get to Know section in the sidebar is meant to offer a bit more personal information about your interests and likes.

DOCS & FORMS (Coming Soon)

This area will not be available until the new sign-on system is finished. However, once authentication is available, this area will allow you to upload internal documents, such as meeting minutes or handouts, and share them with authenticated users. The Toolkits will be collections of specialized documentation on critical topics. The Essential Forms section will feature those forms most

frequently utilized by UL employees. The Collections will hold photos, templates, and resources for reference and use.

STATS (Coming Soon)

This area will not be available until the new sign-on system is finished. However, once authentication is available, this area will provide a glimpse at real time statistics to show physical and virtual traffic, computer usage, and service contacts made at help desks across the organization. Features will include an overview of the libraries' impact in four areas (physical traffic, virtual traffic, service contact, and computer usage), a centralized place for links to all systems within which we report stats, links to dashboards that provide access to the raw data being collected, and in-depth reports that show trends over time.

COMMUNITY (Coming Soon)

This area will not be available until the new sign-on system is finished. However, once authentication is available, this section will be for social engagement across the organization. The purpose is to provide a place to have fun, socialize, and build a stronger sense of community and cohesion.

- **The Story Wall**
  This section will feature a collage of images capturing everyday life at OU Libraries. These snapshots will provide a visual narrative of our culture, services, and innovation.

- **Photo Contest**
  This area will be where you can submit your photography based around a monthly theme. Submissions will be anonymous and winners will be selected by community up-voting.

- **Brag Wall**
  This will be a place for us to highlight our accomplishments, and to recognize individuals who have reach important milestones.

- **Crossword Puzzle**
  Each month a new puzzle will be posted. We will be welcoming guest contributions, so contact Web Services if you have an idea for a crossword puzzle.