

2016 Web Site Tour Guide

REVIEW & UPDATE YOUR PERSONAL INFORMATION EACH YEAR

<http://www.myu.umn.edu>

MyU Portal

The University provides a single sign-on portal that is customized for each individual person. You will access your portal by going to myu.umn.edu. You sign in using your Internet ID and password. It has some links already built in based on the different tabs, e.g., Teaching (access to your Moodle course sites) My Pay, My Info, Research, etc.

Paychecks

All employees in DHA are required to sign up for and are paid via **Direct Deposit** to their checking or savings account at their financial institution. Please sign up for direct deposit as soon as possible. Direct deposit ensures that you always receive your pay on time; pay statements are available online for up to two years. To view your pay receipt for direct deposit and other personnel items (change deductions, address change, etc.) click on My Pay on your MyU portal.

Graduate Assistant Medical Insurance

<http://www.shb.umn.edu/twincities/graduate-assistants/gahp/graduate-assistant-health-plan.htm>

IMPORTANT! Check out this web site to see if you are eligible for medical insurance and for the requirements to enroll. Please be aware that there is a limited enrollment period. All enrollment forms must be completed by September 9, 2016. Forms are available online.

DHA's Intranet Web site

<http://dha.design.umn.edu>

DHA has a wealth of information available on its web site. Please review the DHA's Instructor's Guide for important information related to teaching. This is updated each year. (*Click on DHA Intranet > Curriculum & Teaching Resources > 2016-2017 Instructor's Guide*). Also, there are links to view program pages, Research and Outreach, News and Events, etc. Also visit the College of Design Web site for information.

College of Design Web site

<http://design.umn.edu>

Teaching Resources

<http://cei.umn.edu>

In addition to the DHA's Instructor's Guide, please review the Center for Educational Innovation web site. This web site has helpful information for all instructors. Click on "Courses and Programs". During your first year of study, graduate students are required to take one workshop on teaching offered by the Center or by the Center for Writing. Returning graduate students will benefit from taking additional workshops.

Class lists, wait lists, etc.

<http://www.myu.umn.edu>

Sign in with your internet ID. You will have access only to your class information. Permission numbers are managed by the department during registration time. All instructors who receive a request for a permission number from a student should instruct them to email their request to cdespn@umn.edu. The students will receive instructions on how to wait list for classes and will be automatically placed on a wait list. The department works with the lead instructor to review student requests.

Grades

<http://www.myu.umn.edu>

Grades are to be submitted online within three days following the scheduled final exam or last day of class. Go to your class on your MyU portal and click on the "grade roster" link, bottom of the page on the left side are links to enter grades and change grades. Use the "Request Grade Change" link on the grade roster to change a student grade already entered into the system.

Final Exam Schedule

<http://onestop.umn.edu>

Your class final exam schedule is set by the University. To review the prescheduled date for your class final exam, click on Calendars> Final Exams. You are not permitted to change the scheduled exam time.

Lab Safety Training

http://www.dehs.umn.edu/training_newlabsafety.htm

Check out this web site for enrolling in the required lab safety training if you will be teaching in a lab that uses chemicals, dyes, needles or razor blades. Annual refresher training is required. Training is available in person or online. Give certification of completion receipt to Julie Hillman.