



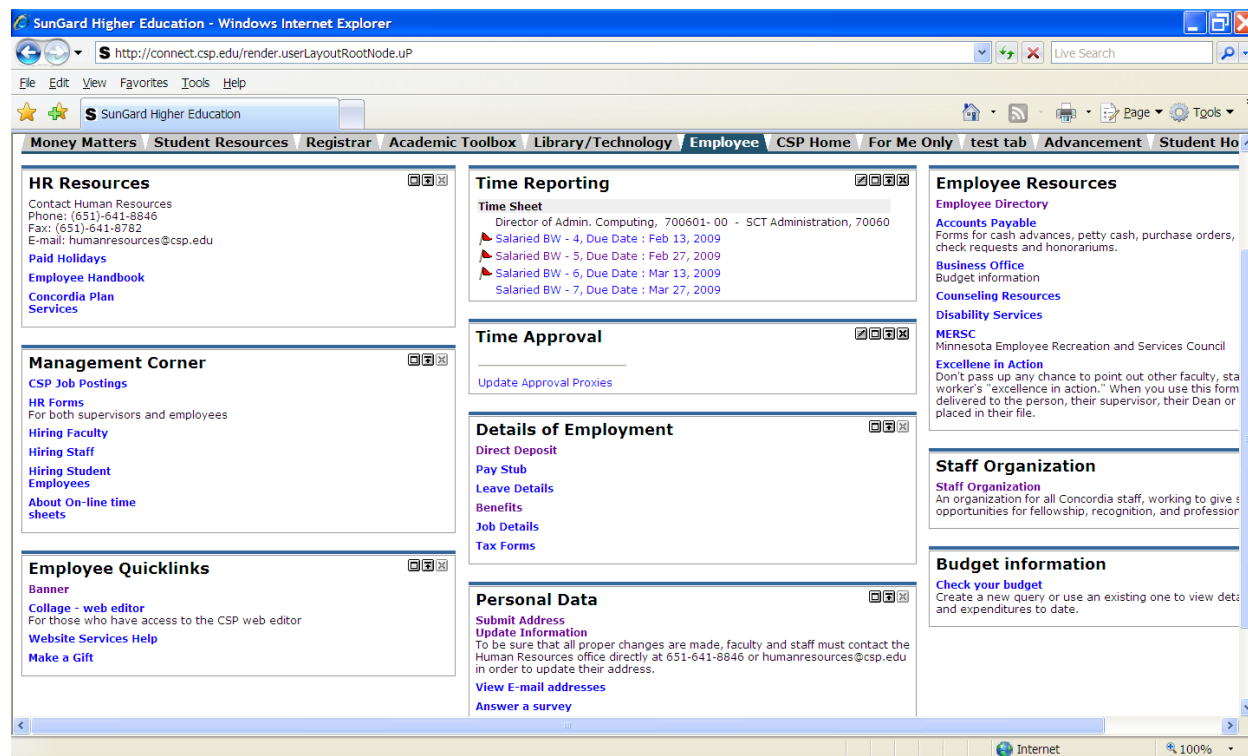
## CSPConnect Basics for Employees

Located at <https://connect.csp.edu/>

CSPConnect replaces Concordia’s longstanding portal of <http://concordia.csp.edu/> With the new portal the sites are better organized, you see only what you need to see, and you can personalize the site to meet your needs. It also provides single sign-on into the Bear Path. If you need more information, there are several pages of helpful hints and ideas on the CSP Support Wiki, located at <http://support.csp.edu/Category:Portal> .

You log into the portal with your network username and password.

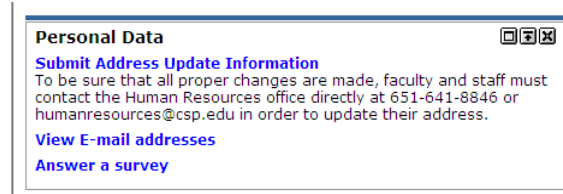
### Employee Tab



Areas that were reached through the Bear Path can be reached instead through the portal. For those who approve time cards, if any are waiting for approval they will be listed in the Time Approval box. If no time cards are waiting, the box will be empty. The red flag next to the dates in the Time Reporting box indicate that the pay periods are past due and have been processed by HR. If you want to list more (or fewer) weeks, click on the pencil icon in the upper right corner of the channel, change the information, then click Apply, followed by Back.

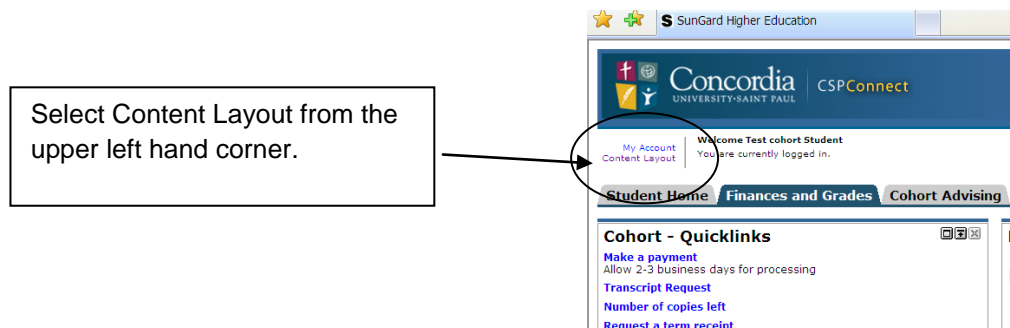
## Personalizing your site

You can personalize your site by moving channels, adding new ones, and (in some cases) removing those that you don't need.

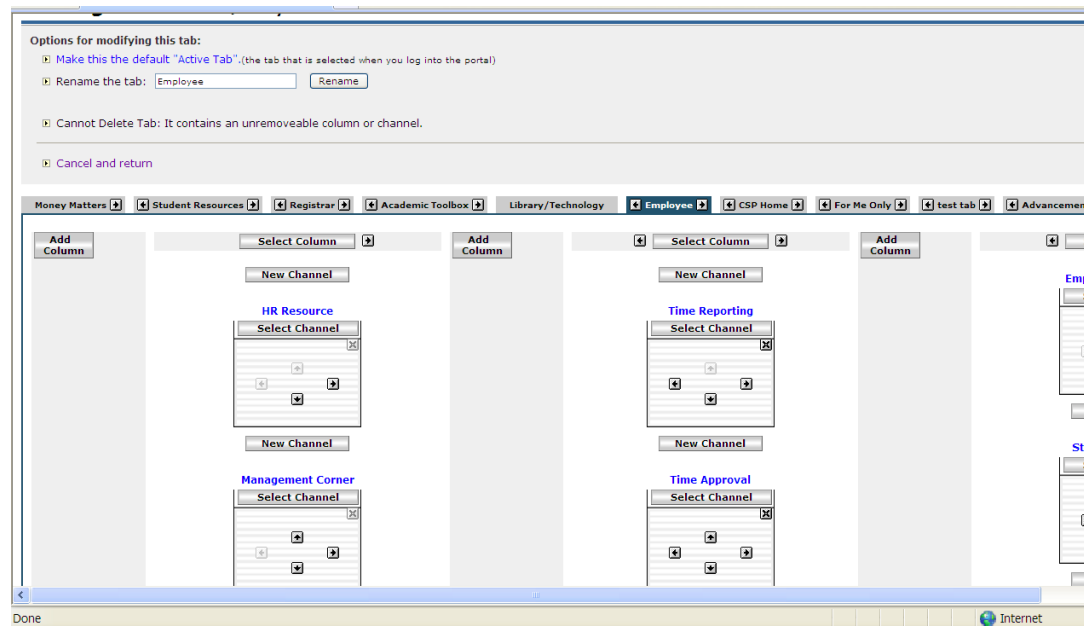


Each channel has three options in the upper right corner. If the X is not grayed out, you have the option to delete the channel. You can also minimize or maximize the cell size.

## Editing a tab



## The content layout page



If the arrows are not grayed out, you can move the channel around on that tab. To add a new channel, click on "New Channel" in the place where you want to place it. Select the category type for the channel and then simply add it to your tab. Under the News and Other categories, you'll find links to feeds from local and national news outlets.

## Groups

Another area available within the portal is the Group Studio. This feature allows for the creation of groups that target specific sets of people at Concordia. There are three types of groups. One type is open to the public for anyone to join; a second type can be restricted based on specific criteria. With both of these, an individual can see the group exists and request to join it. The third type of group is hidden, with membership restricted to only those the leader chooses to invite. An example of an open group would be Spanish Club; a hidden group could, perhaps, be the staff organization executive board. Restricted groups are rare and none currently exist.

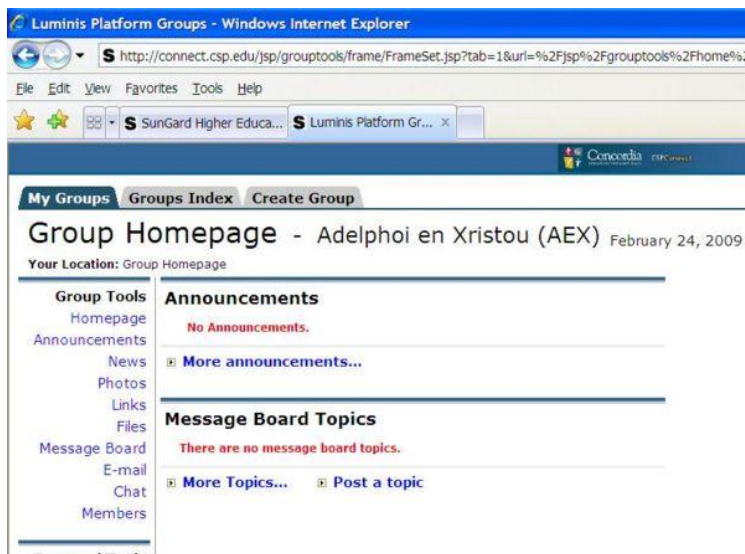
To request the creation of a new group, select the Request Group tab in Group Studio.

### How to join a group

First, select the Groups icon in the upper right corner. Then select Groups Index tab. From the categories that are listed, click a category that interests you. For example, the AEX group would be under religious. Each group has a green or yellow flag icon. A green icon means the group is open to the general public, a yellow icon means membership is somehow restricted.

### Once you are a member

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**Announcements:** allows the group's leader to send brief announcements to group members

**Chat:** allows you enter the group's dedicated chat room

**Links:** allows you to view all of the links that have been posted by the group and to submit links for potential posting.

**Members:** allows you to view a list of other group members

**News:** allows you to read articles that have been posted by other members, and to submit articles for posting

**Photos:** allows you to view all of the photos that have been posted by the group and to submit photos for potential posting.

All groups must have a staff or faculty member serving as the group leader, and this person will also be responsible for approving information prior to it being posted to the entire group.