


UC Staff Home - Location of information in MyUC Staff

The following table describes the location of staff information previously found on the UC website under Staff Home, now found in MyUC Staff. The first column labelled 'UC Website - Previous Staff Home link' indicates the link previously on the Staff Home site. The second column labelled 'MyUC Staff Access Path' describes where you will now find the corresponding information in MyUC Staff.

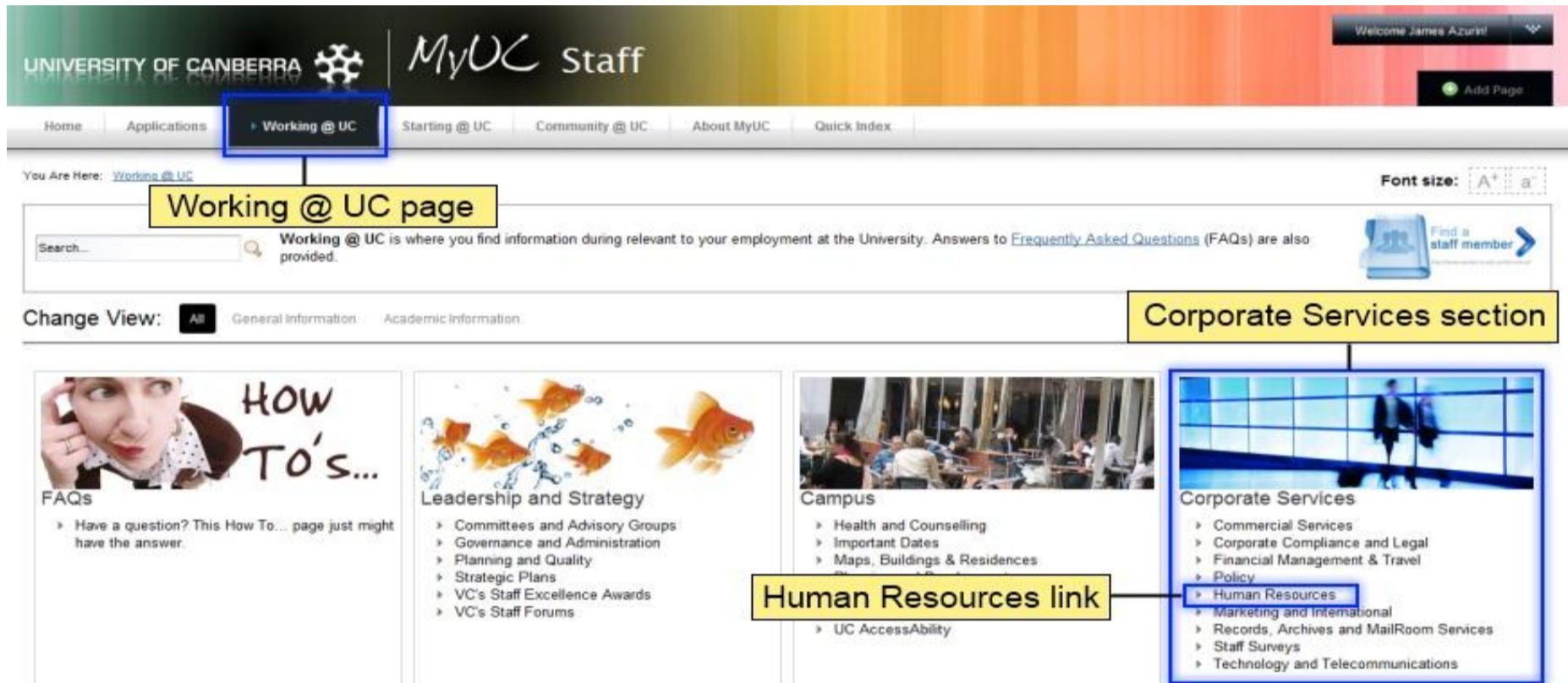
Before accessing any staff information you will need to be logged into MyUC Staff.

To access MyUC Staff:

1. Go to the UC website (<http://www.canberra.edu.au>)
2. Click the  tab at the top right
3. Enter your UC username and password (these are the same as your UC network login)

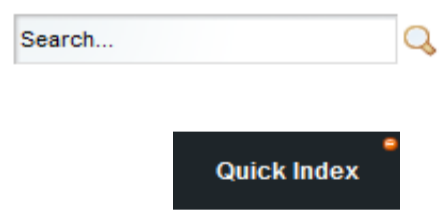
Example

MyUC Staff Access Path: Working @ UC - Corporate Services section - *Human Resources* link



Tips for finding information on MyUC Staff

In addition to using the following table to locate staff information previously on Staff Home of the UC website, MyUC Staff contains a **Search field** and a **Quick Index**. Once you log into MyUC Staff, use these to locate information quickly.



Enter keywords into the **Search field** then press [Enter] or click the magnifier. For example, searching for 'induction' will display pages about staff induction.

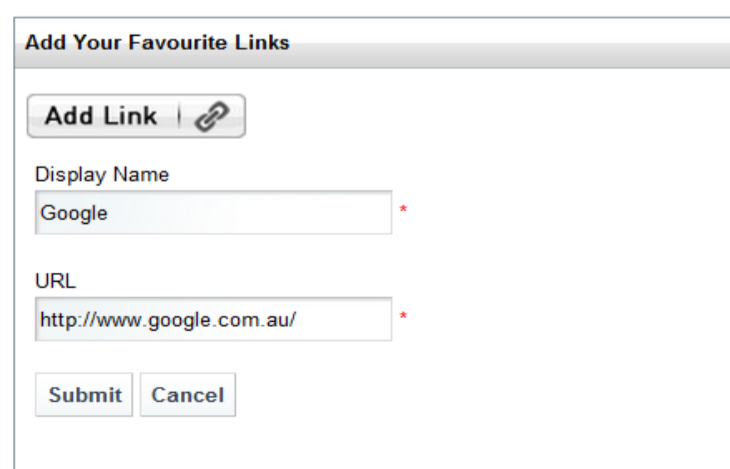
Click the **Quick Index** button on the horizontal navigation bar at the top of MyUC Staff to display an alphabetical listing of pages that are one click away.

MyUC Staff Overview

An overview of MyUC Staff can be found on the ITM site at: <http://www.canberra.edu.au/icts/website-support/staff-portal> or within MyUC Staff once you have logged in (click 'About MyUC' button on the main navigation bar at the top, then the Portal Overview link on the left).

Adding Your Favourite Links

MyUC Staff allows you to create and manage links to favourite pages, websites or resources on the internet.



Manage your favourite links from the Home page of MyUC Staff .

To add a link:

1. Click the **Add Link** button
2. Enter a name for the link in the **Display Name** field
3. Enter (or copy and paste) the address for the link in the **URL** field
4. Click the **Submit** button

The example shown will add a favourite link to Google.

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UC Website - Previous Staff Home link	MyUC Staff Access Path <i>(subject to change)</i>
UC Staff Home	
http://www.canberra.edu.au/staff	
Working at UC	
Announcements	
Preliminary Examination Timetable, Semester 2 2011	Home - Announcements section (All announcements are now located on the Home page of MyUC Staff) If you require an announcement to be removed (e.g. the announcement is out of date or no longer relevant for staff viewing) email a request to ServiceDesk, stating the title of the announcement to be removed. Please provide your full name and contact details in the request to expedite actioning.
Study Abroad Photo Competition 2011 Sem 2	
Capital Works projects commencing across campus Monday 26 September	
Voice Survey 2011 results	
New Campus Signage	
Bradley Report links	
e Convenors' Community Initiative - Peer Enhanced Performance Program	
Building 5 Refurbishment	
eticAL A design ideas competition for a hypothetical Australian capital city	
Quality and Improvement	
Research Strategy. Access to these documents is restricted to University staff	Working @ UC - Research Management section - [Research Centres Research Student Supervision Grants and Funding] - <i>Review of UC Research Strategy 2010</i> (left nav link)
Blogosphere and Social Media	
University Blogs (including Parker's Pen)	Community @ UC - UC Social Media section - <i>UC Blogs icon</i>
Yammer (University of Canberra staff)	Community @ UC - UC Social Media section - <i>Yammer icon</i>
Facebook (University of Canberra)	Community @ UC - UC Social Media section - <i>Facebook icon</i>
Twitter (University of Canberra)	Community @ UC - UC Social Media section - <i>Twitter icon</i>
The University	
Building a Better Campus	Working @ UC - Campus section - <i>Planning and Development link - How we're expanding and improving UC</i> (in-page link)
Building Access	Working @ UC - Campus section - <i>Security and Lost Property link - Building Access on Campus</i> (left nav link)
Campus maps	Working @ UC - Campus section - <i>Maps, Buildings & Residences link</i>
Dean of Students including information for staff on student matters	Working @ UC - Student Services section - <i>Student Equity and Support Unit link</i>
Faculties, units and centres	Working @ UC - Leadership and Strategy section - <i>Governance and Administration link - Faculties, Business Units and Centres</i> (left nav link)
Justices of the Peace, Statutory Declarations and certifying true copies	Working @ UC - Corporate Services section - <i>Corporate Compliance and Legal Services link - JPs, Statutory Declarations etc</i> (left nav link)
Logos, templates, etc. (available to UC Staff only)	Working @ UC - Corporate Services section - <i>Marketing and International link - Marketing and International Resources (Logos, Templates, Images etc)</i> link (left nav link)
Order office supplies (from Complete Office Supplies. Designated staff only)	Working @ UC - Corporate Services section - <i>Commerical Services link - Procurement Services link</i> (left nav link) - <i>Ordering Office Supplies</i> (left nav link) OR Working @ UC - FAQs section - <i>How To - Property Management, Equipment & Supplies</i> (left nav link) - <i>readmore</i> (in page link under Office Supplies heading)
Principal dates	Working @ UC - Teaching and Learning Resources section - <i>Academic Calendar link</i>
Scrivener Building	Working @ UC - Campus section - <i>Planning and Development link - How we're expanding and improving UC</i> (in page link) - <i>Scrivener</i> (left nav link)
Staff directory	<i>UC Directory (Find a staff member) image link</i> (top-right) of each page (Additionally: Applications - Frequently Used section - <i>Staff Directory link</i>)
Staff Notices	NA - link to outdated (pre-2007 staff notices)
Team UCAN representing the University in community events.	Community @ UC - UC Life section - <i>Team UCAN logo</i>
University Art Collection	Community @ UC - Community Links section - <i>University Art Collection link</i>
Vice-Chancellor's Staff Excellence Awards	Working @ UC - Leadership and Strategy section - <i>VC Staff Excellence Awards link</i>
Expertise Directory	
How to list yourself and your expertise on Expertguide, UC's preferred expertise directory	Community @ UC - Community Links section - <i>UC Expert Guide link</i>

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Human Resources	
Development and training	Working @ UC - Corporate Services section - <i>Human Resources</i> link - <i>My development</i> (in page link) - <i>Development and Training home page</i> (in page link)
Employment conditions and awards	Working @ UC - Corporate Services section - <i>Human Resources</i> link - <i>Employment Conditions</i> (left nav link)
Equity and Diversity	Working @ UC - Corporate Services section - <i>Human Resources</i> link - <i>Equity</i> (left nav link)
HR-Online	Applications - Frequently Used section - <i>HR Online</i> link OR Working @ UC - Corporate Services section - <i>Human Resources</i> link - <i>HR Online</i> (left nav or in page link)
Positions vacant (externally advertised)	Working @ UC - Corporate Services section - <i>Human Resources</i> link - <i>Job Vacancies</i> (left nav link)
Positions vacant (internal applicants only)	Working @ UC - Corporate Services section - <i>Human Resources</i> link - <i>Job Vacancies</i> (left nav link) - <i>internal applicants</i> (in page link)
Staff induction program	Starting @ UC - Get to Know UC section - <i>readmore</i> link - (various in page links)
Health & Safety	
Emergency response	Home - Emergency Contact List section - <i>Emergency Preparedness and Response</i> link
Employee assistance program	Working @ UC - Staff Support Services section - <i>Employee Assistance Program</i> link
Health and Counselling Centre	Working @ UC - Campus section - <i>Health and Counselling</i> link
Health & safety training	Starting @ UC - Get to Know UC section - <i>readmore</i> link - <i>Health and Safety</i> (in page link below Online Health & Safety Induction heading)
Safety on campus	Working @ UC - Campus section - <i>Security and Lost Property</i> link - <i>Safety on Campus</i> (left nav link)
Information and Technology Management	
Audio visual support	Working @ UC - Corporate Services section - <i>Technology and Telecommunications</i> link - <i>Audio Visual Support</i> (left nav link)
Computer & printing support	Working @ UC - Corporate Services section - <i>Technology and Telecommunications</i> link - <i>Computer Support</i> (left nav link)
Computer Lab Locations and Usage	Working @ UC - Corporate Services section - <i>Technology and Telecommunications</i> link - <i>Computer Support</i> - <i>Computer Labs</i> - <i>Lab Usage</i> (left nav link)
Email via Web	Applications - Frequently Used section - <i>Webmail (Exchange)</i> link OR Working @ UC - Corporate Services section - <i>Technology and Telecommunications</i> link - <i>Staff E-Mail Migration</i> - <i>Web Access (OWA)</i> (left nav link)
Telephone support	Working @ UC - Corporate Services section - <i>Technology and Telecommunications</i> link - <i>Communication</i> - <i>Telephone Support</i> (left nav link)
Web site support	Working @ UC - Corporate Services section - <i>Technology and Telecommunications</i> link - <i>Web Site and MyUC Support</i> (left nav link)
Wireless network zones (UCanCONNECT)	Working @ UC - FAQs section - <i>Have a question?</i> link - <i>How To</i> - <i>Wireless & Mobile Devices</i> (left nav link)
Service for Staff	
Booking an official vehicle	Working @ UC - FAQs section - <i>How To</i> - <i>Book Official Vehicle</i> (left nav link)
Campus Planning and Development	Working @ UC - Campus section - <i>Planning and Development</i> link
Cleaning Services (contact by email)	Working @ UC - Campus section - <i>Planning and Development</i> link - <i>Cleaning and Rubbish Removal</i> (left nav link)
Financial Services	Working @ UC - Corporate Services section - <i>Financial Management & Travel</i> link
Lost Property, see Security	Working @ UC - Campus section - <i>Security and Lost Property</i> link
Maintenance Requests	Working @ UC - Campus section - <i>Planning and Development</i> link - <i>Work Requests service</i> (in page link)
Planning and Quality	Working @ UC - Leadership and Strategy section - <i>Planning and Quality</i> link
Printing	Working @ UC - FAQs section - <i>Have a question?</i> link - <i>How To</i> - <i>Academic Administration</i> (left nav link)
Procurement	Working @ UC - FAQs section - <i>Have a question?</i> link - <i>How To</i> - <i>Property Management, Equipment & Supplies</i> (left nav link)

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Records, Archives and MailRoom Services	Working @ UC - FAQs section - <i>Have a question?</i> link - <i>How To - Records Management & Mailroom</i> (left nav link) - <i>readmore</i> link (under Mailroom Services heading) - <i>Records, Archives and Mailroom Services</i> (in page link)
Statistics (UC Staff username and password required for access.)	Applications - Frequently Used section - <i>UC Statistics</i> link
Transport (Public Transport)	Working @ UC - Campus section - <i>Public Transport</i> link
Travel (on University business, etc.)	Working @ UC - Corporate Services section - <i>Financial Management & Travel</i> link
UC1 Card	Starting @ UC - Establish Yourself @ UC section - <i>readmore</i> link - <i>UC1Card</i> (in page link under Get a Staff Card heading)
UCU	Community @ UC - UC Life section - [<i>UClife</i> <i>UClive</i> <i>UCfit</i> <i>UCeat</i> <i>UCevents</i>] <i>logos</i>
Services for Students	
General Student Services	Working @ UC - Student Services section - <i>General Student Support</i> link
Learning Support Services	Working @ UC - Student Services section - <i>Learning Support</i> link
The Bradley Report on UC/CIT	Home - Announcements section - <i>The Bradley Report on UC/CIT</i> link
Reconciliation	The Ngunnawal Acknowledgement statement is scheduled to appear in the footer region of each page with links to PDF and RTF versions of the Reconciliation Action Plan.
Academe	
General information & support	
Academic Program	Working @ UC - Teaching and Learning Framework section - <i>Academic Policy and Review</i> link - <i>Academic Program</i> (left nav link)
Access from off-campus	Working @ UC - Corporate Services section - <i>Technology and Telecommunications</i> link - <i>Web Site and MyUC Support</i> (left nav link) - <i>Access from Off-Campus</i> (left nav link)
Audio-visual support	Working @ UC - Corporate Services section - <i>Technology and Telecommunications</i> link - <i>Audio Visual Support</i> (left nav link)
Callista student management system help (Service Desk ext.5500)	Applications - Teaching Administration section - <i>Callista Staff Connect</i> link - <i>Help button</i> (left navigation bar)
Course requirements (DCPs)	Working @ UC - Teaching and Learning Framework section - <i>Academic Policy and Review</i> link - <i>Determination of Course Particulars (DCPs)</i> (left nav link)
Courses and Units	Working @ UC - Teaching and Learning Framework section - <i>Courses and Units</i> link
Courses and Unit Outlines - Search page	Working @ UC - Teaching and Learning Framework section - <i>Courses and Units</i> link - <i>Search Course and Unit Outlines</i> (left nav link)
Digital lecture recording service	Working @ UC - Corporate Services section - <i>Technology and Telecommunications</i> link - <i>Audio Visual Support - Digital Lecture Recording Service</i> (left nav link)
Examinations	Working @ UC - FAQs section - <i>Have a question?</i> link - <i>How To - Assessments & Exams</i> (left nav link) - <i>Further information about Examinations and Results</i> (in page link)
Handbook and Handbook archive	Information about the University, UC Courses and for students available via various links in MyUC Staff
Personal Adviser Scheme for International Students	Working @ UC - Student Services section - <i>Student Equity and Support Unit</i> link - <i>Student Equity and Access Programs</i> (left nav link) - <i>Personal Adviser Scheme</i> (in page link)
Teaching support (IT)	Starting @ UC - Academic section - <i>readmore</i> link - <i>audiovisual equipment</i> (in page link under Audio Visual Support heading)
Timetable information (Lectures, Tutorials etc.)	Working @ UC - Teaching and Learning Resources section - <i>Timetable</i> link
Unit outline repository	Working @ UC - Teaching and Learning Resources section - <i>Teaching and Learning Centre</i> link - <i>Unit Outlines Template</i> - <i>Unit Outline Repository</i> (left nav link) - http://www.canberra.edu.au/learningsupport/logon.do (in page link)
Unit outlines	Working @ UC - Teaching and Learning Resources section - <i>Teaching and Learning Centre</i> link - <i>Unit Outlines Template</i> (left nav link)
University of Canberra College	Working @ UC - Student Services section - <i>University of Canberra College</i> link
Winter Term	Working @ UC - Teaching and Learning Framework section - <i>Courses and Units</i> link - <i>Winter Term: Student Information</i> (left nav link) - <i>Information for University Staff</i> (left nav link)

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Work Integrated Learning	Working @ UC - Teaching and Learning Framework section - <i>Work Integrated Learning</i> link OR Working @ UC - FAQs section - <i>How To - Work Integrated Learning Project</i> (left nav link) - <i>readmore</i> (in page link under What are the benefits of WIL heading) - <i>WIL website</i> (in page link)
Learning & teaching resources	
Academic Skills Program	Working @ UC - Student Services section - <i>Academic Skills Centre</i> link
Leadership for Learning and Teaching Exchange	Working @ UC - Teaching and Learning Resources section - <i>Leadership for Learning and Teaching Exchange</i> link
Teaching and Learning Centre	Working @ UC - Teaching and Learning Resources section - <i>Teaching and Learning Centre</i> link
Learning and Teaching	Working @ UC - Teaching and Learning Framework section - <i>Teaching Quality Framework</i> link - <i>Welcome to Learning & Teaching</i> (left nav link)
LearnOnline (Moodle)	Applications - Teaching section - <i>LearnOnline (Moodle)</i> link
Library	Working @ UC - Teaching and Learning Resources section - <i>Library Services for Staff</i> link
Library catalogue	Applications - Frequently Used section - <i>UC Library Access</i> link
Library news	Community @ UC - UC Social Media section - <i>UC Blogs icon - Library</i> link (right nav under UC Blogs heading)
Teaching Commons / Student Commons	Working @ UC - Teaching and Learning Resources section - <i>Learning & Academic Success Network</i> link - <i>Student Commons and Teaching Commons</i> (left nav link)
Research resources	
Review of UC Research Strategy	Working @ UC - Research Management section - <i>Research @ UC</i> link - <i>Research Services</i> (left nav link) - <i>Review of UC Research Strategy 2010</i> (left nav link) - <i>Review of UC Research Strategy documents</i> (in page link)
Research centres at UC	Working @ UC - Research Management section - <i>Research Centres</i> link
Research ethics	Working @ UC - Research Management section - <i>Research @ UC</i> link - <i>Research Services</i> (left nav link) - <i>Ethics</i> (left nav link)
Research gateway (databases and e-journals from the Library)	Working @ UC - Teaching and Learning Resources section - <i>Library Services for Staff</i> link - <i>Research Gateway</i> (left nav link)
Research education program	Working @ UC - Research Management section - <i>Research @ UC</i> link - <i>Research Services</i> (left nav link) - <i>Research Education Program</i> (left nav link)
Research Services Office	Working @ UC - Research Management section - <i>Research @ UC</i> link - <i>Research Services</i> (left nav link)
Research Students Office	Working @ UC - Research Management section - <i>Research @ UC</i> link - <i>Current & Future Students</i> (left nav link)
Faculties, Business Units and Centres	
Executive	
Vice-Chancellor	
Deputy Vice-Chancellor Education	
Deputy Vice-Chancellor Research	
Registrar	
Academic Faculties	
Applied Science	
Arts and Design	
Business and Government	
Education	
Health	
Information Sciences and Engineering	
Law	
Centres	
University Research Centres	
Institute for Applied Ecology	
National Centre for Social and Economic Modelling	
Cooperative Research Centres	
eWater Cooperative Research Centre	
Invasive Animals Cooperative Research Centre	
Collaborative Research Centre	
Centre for Labour Market Research	
Other Centres	
ANZSOG Institute for Governance	
Australian Institute for Sustainable Communities	
Australian National Museum of Education (ANME)	
Centre for Customs and Excise Studies	

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Centre for Research and Action in Public Health (CeRAPH)	Working @ UC - Leadership and Strategy section - <i>Governance and Administration</i> link - <i>Faculties, Business Units and Centres</i> (left nav link)
Centre for Tourism Research	
Donald Horne Institute for Cultural Heritage	
Human Computer Communication Laboratory	
Lifelong Learning Network	
National Capital Centre for Literacy Research	
National Centre for Biometric Studies	
National Centre for Forensic Studies	
National Institute of Sport Studies (UCNISS)	
National Security Institute	
Ngunnawal Indigenous Higher Education Centre	
Peter Cullen Trust	
Business Units	
Academic Skills Program	
Advancement	
Audit and Governance	
Campus Planning and Development	
Commercial Services	
Dean of Students' Office	
Financial Services	
Fundraising and Alumni	
Health and Counselling	
Human Resources	
Information and Technology Management	
Innovation	
Library	
Marketing and International	
Planning and Quality	
Procurement	
Quality and Improvement	
Research Services	
Student Administration	
Student Equity and Support	
Teaching and Learning Centre	
Controlled Entities	
UCU Limited (formerly the University of Canberra Union)	
University of Canberra College incorporating UC English Language Institute (UCELI)	
Governance & Administration	Working @ UC - Leadership and Strategy section - <i>Governance and Administration</i> link
Academic Board proceedings	
Academic Policy and Review Group	
Alcohol Sale and Consumption	
Annual Report	
Complaints and Grievances	
Corporate Compliance and Legal Services	
Copyright at UC	
Elections	
Freedom of Information (FOI)	
Governance including all UC Committees	
Human Rights Act 2004 - Guidance and Advice	
Key University Documents	
Office of Development	
Policy Database	
Privacy	
Quality	
Strategic Plan	
Student and Academic Services	
Student Statistics	
TRIM Records Database (restricted to UC Staff)	
University Act	
University Council proceedings	
University legislation	
Vice-Chancellor's Distinction Awards	
Shopping, Banking and Eating	Community @ UC - Community Links section - <i>Facilities</i> link
Workplace Giving (Smith Family) Program	Working @ UC - Community Engagement section - <i>Workplace Giving Program (Smith Family)</i> link

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Staff Directory	UC Directory (<i>Find a staff member</i>) image link (top-right) of each page (Additionally: Applications - Frequently Used section - <i>Staff Directory</i> link)
Staff Directory - Requesting Changes	Information provided in Staff Directory
Staff Tools	
Find a Staff Member	UC Directory (<i>Find a staff member</i>) image link (top-right) of each page (Additionally: Applications - Frequently Used section - <i>Staff Directory</i> link)
My UC	UC Website (www.canberra.edu.au) - <i>MyUC Sign In</i> (top-right)
International SOS (Travel Assistance Program)	Applications - Finance and Travel section - <i>International SOS (Travel)</i> link
Marketing Resources (Logos, Templates, Images etc)	Working @ UC - Corporate Services section - <i>Marketing and International</i> link - <i>Marketing and International Resources (Logos, Templates, Images etc)</i> link (left nav)
UC Statistics	Applications - Frequently Used section - <i>UC Statistics</i> link
UCSpace	Community @ UC - UC Social Media section - <i>UCSpace icon</i>
Email	(OWA Access): Applications - Frequently Used section - <i>Webmail (Exchange)</i> link OR Working @ UC - FAQs section - <i>Have a question? Link - How To - Internet & Email Access Off-campus</i> link (Unsubscribing from UC Mailing Lists): As above, then <i>readmore</i> link under the heading <i>Subscribing to / Unsubscribing from UC Mailing Lists</i>
HR Online	Applications - Frequently Used section - <i>HR Online</i> link OR Working @ UC - Corporate Services section - <i>Human Resources</i> link - <i>HR Online</i> (left nav or in page link)
Important Dates	Working @ UC - Campus section - <i>Important Dates</i> link
Maintenance Requests	Working @ UC - FAQs section - <i>Have a question? Link - How To - Property Management, Equipment & Supplies</i> link - <i>Campus Planning and Development Work Request Database</i> link (under Reporting Faults and Maintenance heading)
UC Policy Database	Applications - Frequently Used section - <i>Policy Database Administration</i> link
iCMS (Expense / Credit Card Mgmt System)	Applications - Frequently Used section - <i>iCMS Expense Management</i> link
Student Professional Placement System – InPlace	Applications - Teaching Administration section - <i>InPlace</i> link
Learn Online (Moodle)	Applications - Teaching portlet - <i>LearnOnline (Moodle)</i> link
Micropay (UC College Only)	Applications - Utilities section - <i>Micropay (University of Canberra College)</i> link
Request Advertising / Publishing from Marketing & International	Working @ UC - Corporate Services section - <i>Marketing and International</i> link - <i>Requesting Your Job with Brand and Publishing</i> (left nav link)
TRIM	Working @ UC - Corporate Services section - <i>Records, Archives and Mailroom Services</i> link
Unit Outline Repository	Applications - Teaching section - <i>Unit Outline Repository</i> link
Quick Links	
Campus maps	Working @ UC - Campus section - <i>Maps, Buildings & Residences</i> link
Courses & Units	Working @ UC - Teaching and Learning Framework section - <i>Courses and Units</i> link
Events & dates	Working @ UC - Teaching and Learning Resources section - <i>Academic Calendar</i> link
Policy Database	Applications - Frequently Used section - <i>Policy Database Administration</i> link
Security	Working @ UC - Campus section - <i>Security and Lost Property</i> link - <i>Building Access on Campus</i> (left nav link)
Student Administration	Working @ UC - Student Services section - <i>Student Administration</i> link
Timetables	Working @ UC - Teaching and Learning Resources section - <i>Timetable Information</i> link OR Starting @ UC - Academic section - <i>readmore</i> link - <i>Welcome to the University of Canberra Timetable</i> (in page link under Timetable heading)