Accessing Faculty Resources on the UST Intranet

There are many resources for faculty in the UST Training Resources Center located within the UST Intranet. See the instructions below on how to access information on Murphy Online, Academic Calendars, IDEA, and much more. Please note: You will only see resources associated with your role at St. Thomas. For example, a faculty member may have different access than a staff member.

Logging In

1) Go to www.stthomas.edu
2) Click on the Tools menu in the upper right corner to open the UST tool box
3) Click on the Intranet link
4) You may or may not need to enter your Net ID or full email address depending on where and how you access the intranet.
   a. **On Campus PC:** If you are ON campus, using a PC with Internet Explorer as your browser, you will most likely NOT be prompted to login. SharePoint should pick-up on your workstation login account and just pass you through. If you are using a PC with another browser (such as Firefox), you will need to enter your Net ID username and password.  
      *Username:* username (without the @stthomas.edu)  
      *Password:* your regular UST password  
   b. **On Campus Mac:** You will need to enter your Net ID username and password.  
      *Username:* username (without the @stthomas.edu)  
      *Password:* your regular UST password
c. **Off Campus**: You should be prompted to login with your full UST username and password.
   
   **Username**: username@stthomas.edu
   
   **Password**: your regular UST password

5) A SharePoint page will open. Click on the Training Resources Center link in the upper left corner.

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**Accessing the Resources**

There are three views to choose from in order to access the faculty resources.

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**Software Name**: Links are organized by software name. Scroll to the Murphy Online listing. Click the + sign to expand a selection, view tools related to that use, and view the resources link. You may only access one of the two resources using this option; the Murphy Online resources.

1) **Faculty Resources-MURPHY Online** (Module topics are listed below)
   
   a. Advising Tools
   
   b. Grading Resources
   
   c. IDEA
d. Logging In  
e. Registration Overrides  
f. Student Contact Information

**Common Use:** Links are organized by their common use or purpose. Scroll to the Faculty Resources links. Click the + sign to expand a selection, view tools related to that use, and view the resources link. You will see two listings for faculty:

1) *Faculty Resources-MURPHY Online* (Module topics are listed below)  
a. Advising Tools  
b. Grading Resources  
c. IDEA  
d. Logging In  
e. Registration Overrides  
f. Student Contact Information

2) *Faculty Resources-Shared* (Module topics are listed below)  
a. Academic Calendar  
b. Faculty Resources Guide  
c. FERPA  
d. Graduate Academic Policies  
e. IDEA  
f. Registrar Module on BlackBoard

**Content Owner:** Links are organized by the UST organization that provides the resources. If you use this option, select the link associated with the Office of Institutional Effectiveness. Click the + sign to expand a selection, view tools related to that use, and view the faculty resources links.

1) *Faculty Resources-MURPHY Online* (Module topics are listed below)  
a. Advising Tools  
b. Grading Resources  
c. IDEA  
d. Logging In  
e. Registration Overrides  
f. Student Contact Information

2) *Faculty Resources-Shared* (Module topics are listed below)  
a. Academic Calendar  
b. Faculty Resources Guide  
c. FERPA  
d. Graduate Academic Policies  
e. IDEA  
f. Registrar Module on BlackBoard

If you have questions about the content of these faculty resources, please contact Linda Dorn at 651-962-6697 or ljdorn@stthomas.edu.