



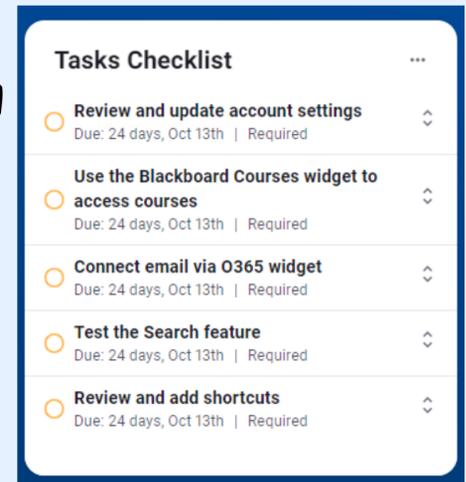
EMPLOYEE BASICS

The myGateway dashboard will provide quick, user-friendly access to systems and resources you use every day. Here is a sneak preview of widgets and functionality available via myGateway when the system launches this Wednesday.

01

Tasks Checklist

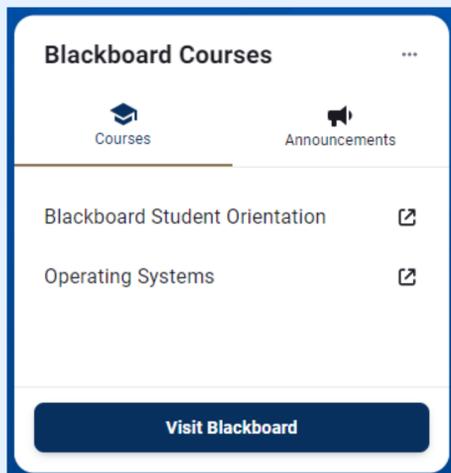
This widget will populate with up-to-date information regarding to-do items. Click the name of the item to be redirected to the required forms or additional details. Mark things as complete directly in the widget or select Tasks from the menu for a page view that provides additional details.



02

Blackboard Courses

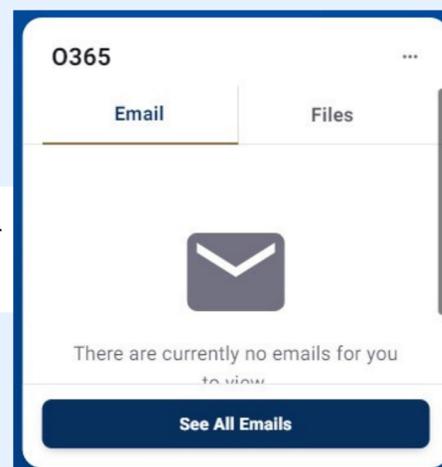
Use these course links to go directly to your Blackboard courses or to quickly view announcements from your myGateway dashboard.



03

O365 Email & OneDrive

View the most recent emails in your inbox or click to open Office 365 to see all messages. Use the Files tab to view and access OneDrive documents.

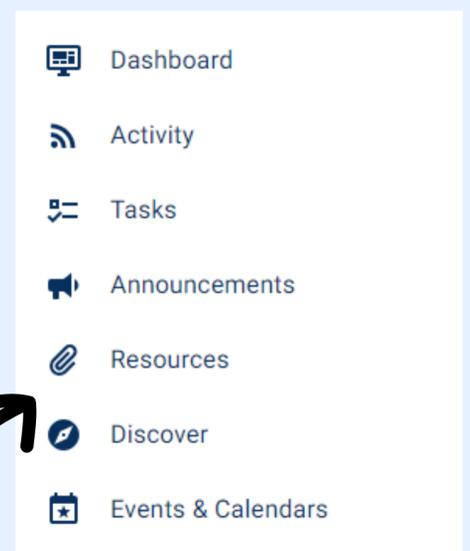


04

Resources

This area provides quick, consolidated access to several categories of resources:

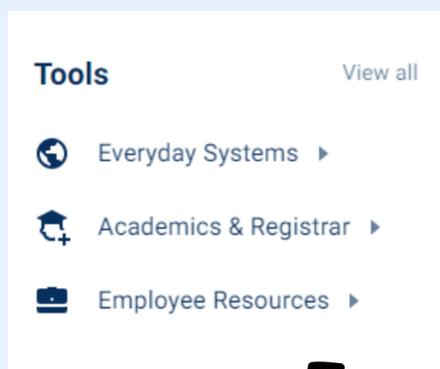
- Documents previously accessible on the F drive under the HPU Information folder
- Documents, forms, and other resources migrated from HPU Gateway
- OneDrive documents via the tab at the top of the Resources page



05

Tools

You will find access to HPU systems here. Links to many applications will be under Everyday Systems while key Academics & Registrar resources have been separated for ease of use. Click on a category to expand the list.



06

Shortcuts

Use shortcuts to make the system your own and personalize your view. A few shortcuts have been added for you, but we encourage you to add other Tools by selecting View All to the right of the Tools heading. Click the star next to any links you would like to shortcut. Regularly used Resources can also be added in the same way.

