Access and Customize Your Enterprise Portal Page

The Enterprise Portal is Project Enterprise’s portal web site. It provides you a single point of access to the following:

- **Enterprise Menu** – Links to the PeopleSoft applications required for your work.
- **Project Enterprise News** – Project announcements, updates, links to user manuals and Project newsletters.
- **Employee Self-Service Navigation Page** – Where you can report time, maintain personal information, view checks and history and maintain payroll information.

As is explained later in this document, you can customize your view of the Enterprise Portal to best accommodate your needs.

Portal Signon


If Internet Explorer is your web browser you might receive the following Security Information notice as the web site loads:

![Security Information](image)

If you do, this is nonessential warning. Follow the steps below to disable the notice:

- From your Internet Explorer menu select **Tools > Internet Options** and then the **Security** tab. The following screen opens:
Select the **Custom Level...** button.

The **Security Settings** screen opens. Scroll down to the **Display mixed content** section, select **Enable** and click **OK**.
If Mozilla Firefox is your web browser you might receive the following Security Warning as the web site loads:

Do not check the box and click OK.

**Portal Signon Page**

Enter your primary UMS User ID and password.

**Note:** Your UMS User ID is the same as the prefix to your maine.edu email address, and the password is the same as your maine.edu email password.

The Enterprise Portal page opens:
The first time you signon to the Enterprise Portal the following items appear by default: A Welcome Message, the Enterprise Menu, the “Employee Self-Service” navigation page, links to University of Maine System campus web sites and Project Enterprise news. Except for the Enterprise Menu, you can modify what items appear on your Portal page.

**Navigation Pages**

One of the changes you will notice with the new Enterprise Portal is the appearance of navigation pages. The “Employee Self-Service” section of the Portal is an example of a navigation page (see above). Navigation pages provide an alternative means of accessing components within a selected Enterprise Menu folder. Here’s how:

- When you Signon to the Enterprise Portal the Enterprise Menu appears on the left side of the page.
Each item on the menu is referred to as a menu folder.

- When you click on a menu folder to select it (e.g. Enterprise Applications) you will be taken to a new page that provides the Enterprise Menu on the left and the components within the selected folder listed under it.

- At the same time, a navigation page will appear on the right that displays an icon for each component within the selected folder.

- You can access the component by either clicking on it where it appears under the Enterprise Menu or by clicking on its icon in the corresponding navigation page.

**Customize Content**

To access customization options for the Portal page, select the Content link.

The Personalize Content page opens:
Links to various PeopleSoft pages (pagelets) and informational websites are available on the **Personalize Content** page. The default pagelets initially appear checked. The pagelets you see depend on the PeopleSoft roles assigned to you. To remove a pagelet from the Portal simply remove the checkmark next to it and click [Save]. To add a pagelet to the Portal, place a checkmark next to it and click [Save].

**Customize Weather Magnet**

If you add the *Weather Magnet* paglet to the portal you can change the default settings by clicking on the customize icon located in the upper-right corner of the Weather Magnet pagelet. This is where you can select what city weather information is displayed for.

**Enter alternative Welcome Message, if you wish.**
Customize Layout

To access options for customizing the Portal page layout, select the Layout link.

The Personalize Layout page opens:

Select whether you want 2 or 3 columns to appear on the Portal page in the Basic Layout section.

To move a pagelet from one column to another, click on the pagelet in its current column to select it and then click on a directional arrow to move it to an alternative column. If you choose a 3 column Basic Layout, a “Center Column” will appear, as well.
My Links

You can create links to PeopleSoft pages you frequently access. To add a page to *My Links* you must first navigate to the page. For example, if you wanted to add the **FAST to GL Translate** page to your *My Links* listing, navigate to the page and then click on **Add to My Links** located near the top of the Enterprise portal page.

The **Add to My Links** page opens:

![Add to My Links page](image)

The name of the page you navigated to appears in the **Name** field.

Click **Save** to save the setting. The next time you need to navigate to the page, click the drop-down arrow in the **My Links** box and select the page from the listing.

Select **Edit My Links** to make changes to your *My Links* settings and then select **Refresh My Links** to update your *My Links* listing.