

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:

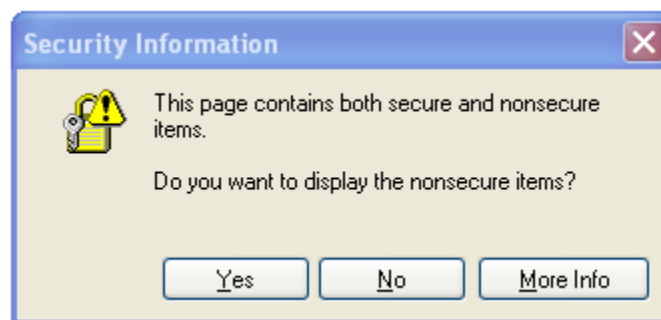
- **Enterprise Menu** – Links to the PeopleSoft applications required for your work.
- **Project Enterprise News** – Project announcements, updates, links to user manuals and Project newsletters.
- **Employee Self-Service Navigation Page** – Where you can report time, maintain personal information, view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

The Enterprise Portal Signon page is accessed by selecting the [Employee Access](#) link located on the University of Maine System home page at <http://www.maine.edu>.

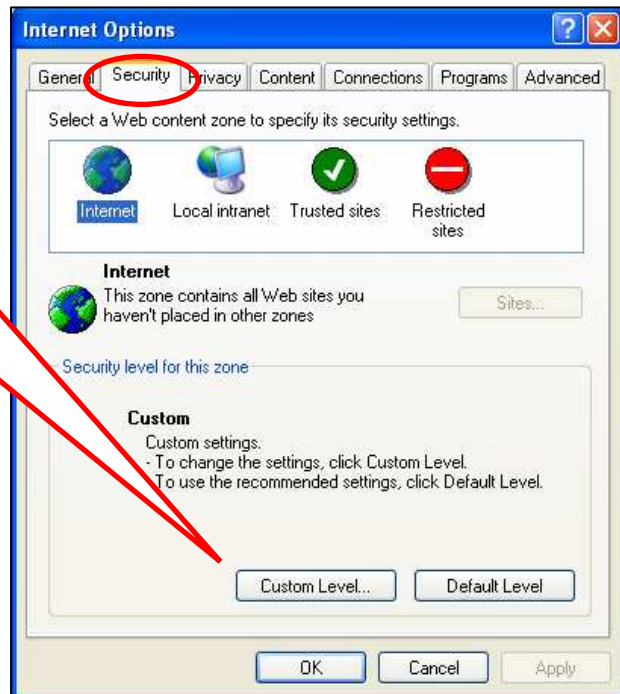
If **Internet Explorer** is your web browser you might receive the following *Security Information* notice as the web site loads:



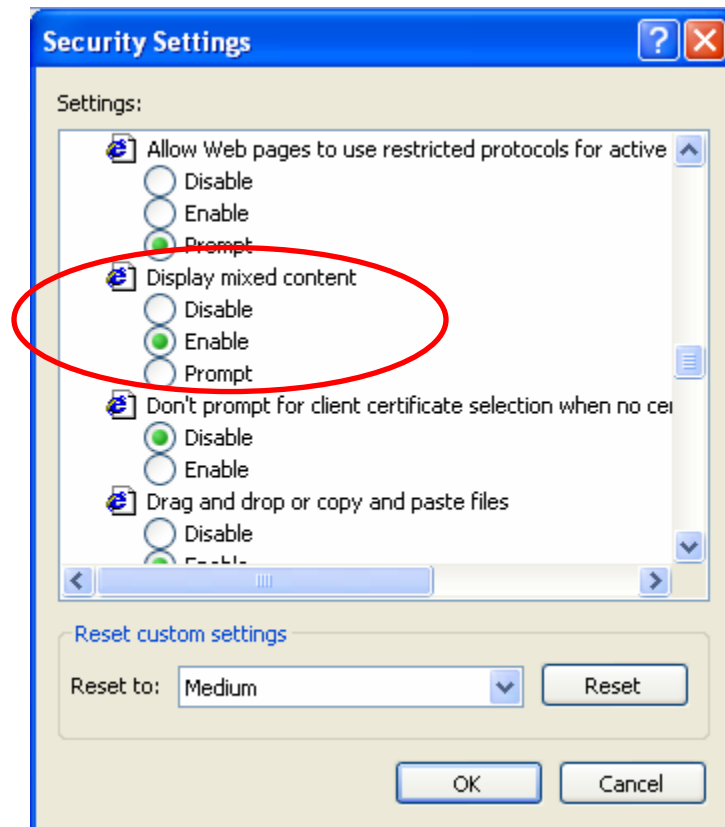
If you do, this is nonessential warning. Follow the steps below to disable the notice:

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

Select the button.

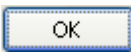


The **Security Settings** screen opens. Scroll down to the **Display mixed content** section, select **Enable** and click .



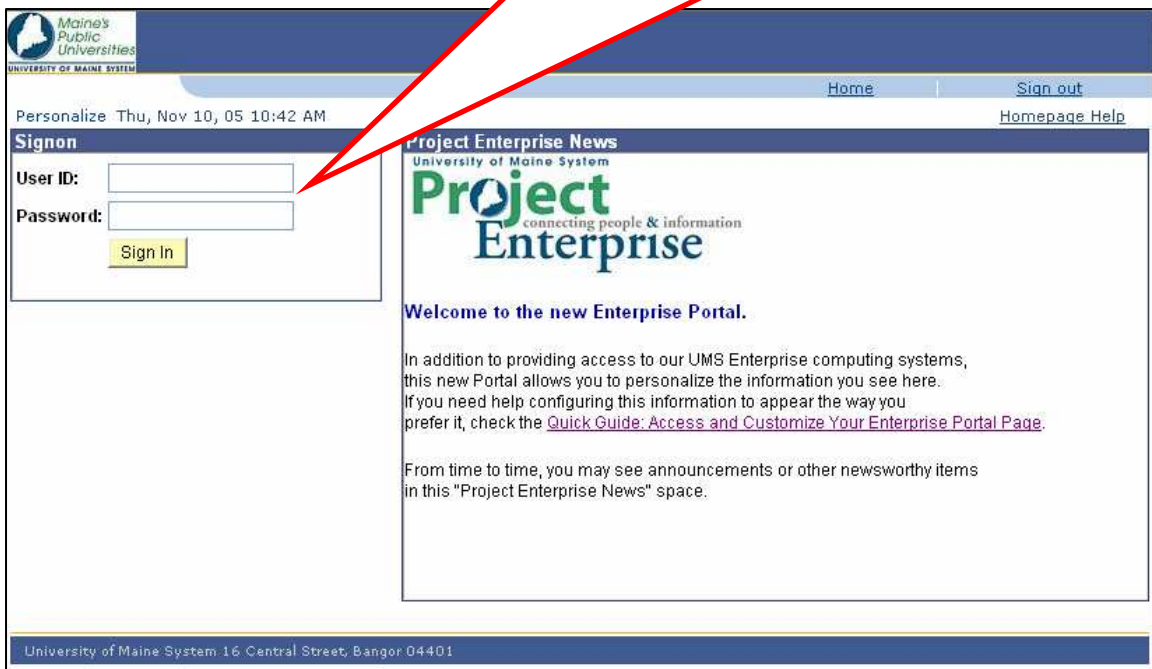
If **Mozilla Firefox** is your web browser you might receive the following Security Warning as the web site loads:



Do not check the box and click .

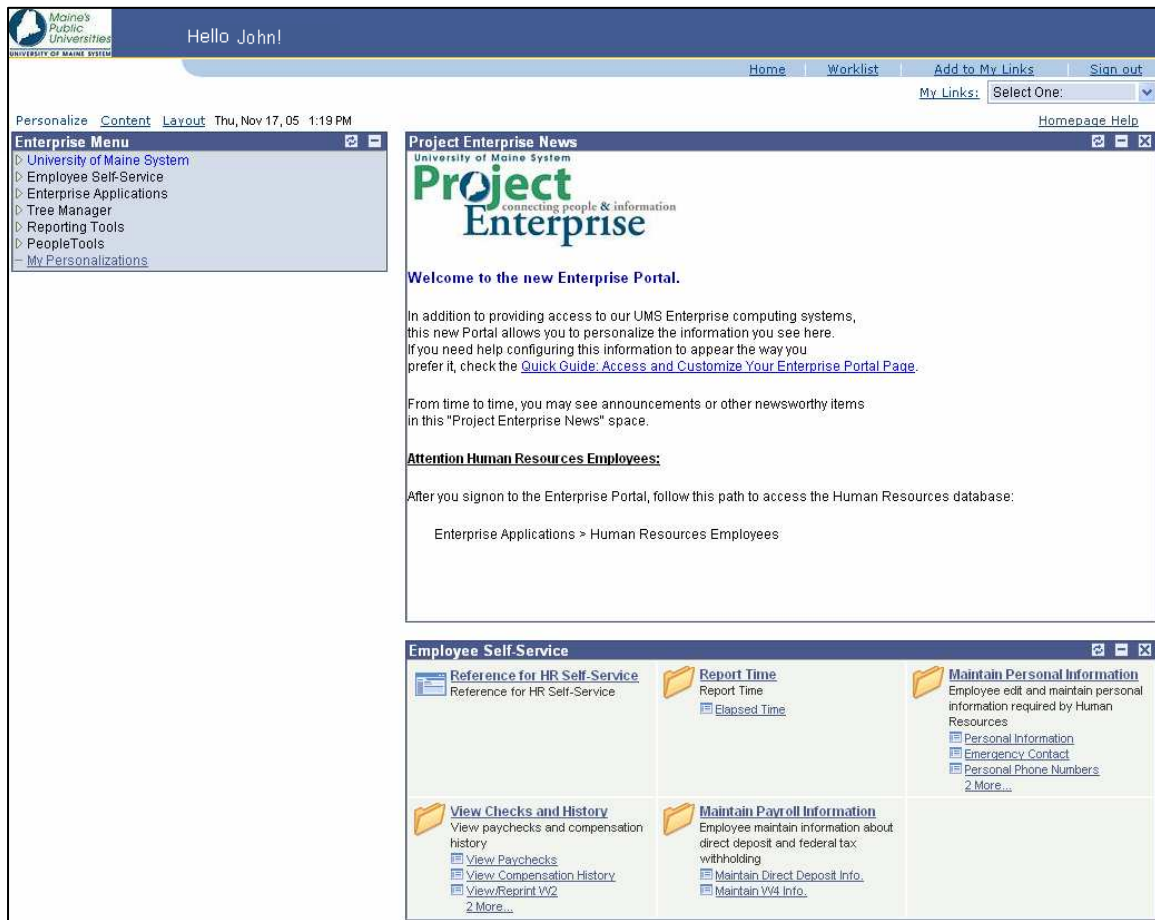
Portal Signon Page

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 screenshot shows the Project Enterprise Portal interface. At the top, there is a navigation bar with links for Home, Worklist, Add to My Links, and Sign out. Below this, there is a header area with the text "Hello John!" and a "My Links" dropdown menu. The main content area is divided into several sections:

- Enterprise Menu:** A sidebar menu with options like University of Maine System, Employee Self-Service, Enterprise Applications, Tree Manager, Reporting Tools, PeopleTools, and My Personalizations.
- Project Enterprise News:** A section with a welcome message and information about the portal's purpose. It includes a link to a "Quick Guide: Access and Customize Your Enterprise Portal Page" and a section titled "Attention Human Resources Employees:" with instructions on how to access the Human Resources database.
- Employee Self-Service:** A section with several sub-sections, each with a folder icon and a list of links:
 - Reference for HR Self-Service:** Reference for HR Self-Service.
 - Report Time:** Report Time, Elapsed Time.
 - Maintain Personal Information:** Employee edit and maintain personal information required by Human Resources. Links include Personal Information, Emergency Contact, Personal Phone Numbers, and 2 More...
 - View Checks and History:** View paychecks and compensation history. Links include View Paychecks, View Compensation History, View/Reprint W2, and 2 More...
 - Maintain Payroll Information:** Employee maintain information about direct deposit and federal tax withholding. Links include Maintain Direct Deposit Info. and Maintain W4 Info.

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:



Enter alternative Welcome Message, if you wish.

Personalize Content

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when you are done.

Arrange Pagelets: Go to [Personalize Layout](#)

Welcome Message:

PeopleSoft Financials	PeopleSoft HRMS	Enterprise Options
<input checked="" type="checkbox"/> PeopleSoft Finance	<input type="checkbox"/> Employee Self-Service	<input type="checkbox"/> General Options
	<input type="checkbox"/> Maintain Payroll Information	<input type="checkbox"/> Issues Log
	<input type="checkbox"/> View Checks and History	<input type="checkbox"/> Project Management
PeopleSoft Applications	<input type="checkbox"/> Maintain Personal Information	<input checked="" type="checkbox"/> The University of Maine System
<input checked="" type="checkbox"/> Enterprise Menu	<input type="checkbox"/> Report Time	<input checked="" type="checkbox"/> Project Enterprise News
	Reference	Weather
	<input type="checkbox"/> Dictionary and Thesaurus	<input checked="" type="checkbox"/> Weather Magnet
	<input type="checkbox"/> One Look Dictionary Search	

[Return to Home](#)

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 . To add a pagelet to the Portal, place a checkmark next to it and click .

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.

Refresh **Weather Magnet** by clicking the refresh icon.



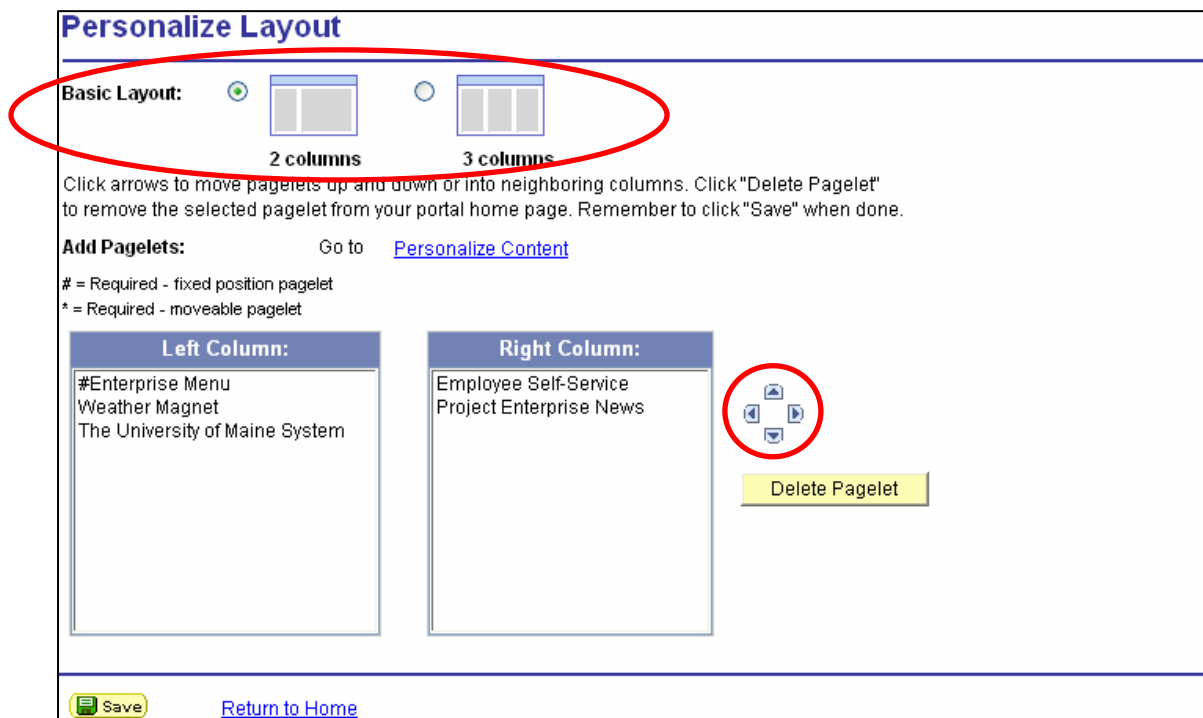
Customize Layout

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.



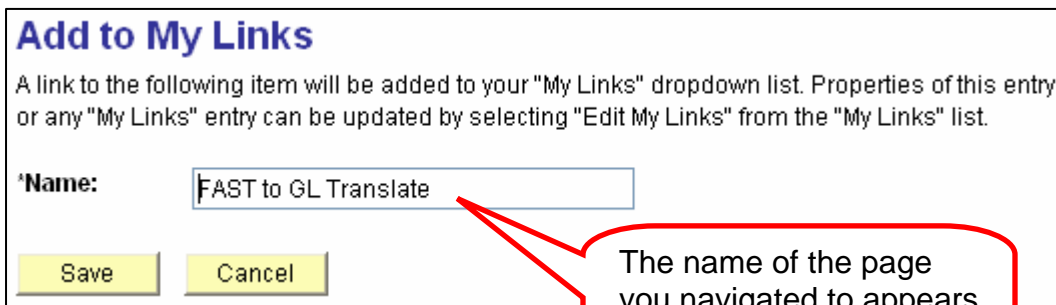
To move a pagelet from one column to another, click on the pagelet in its current column to select it and then click on a directional arrow to move it to an alternative column. If you choose a 3 column Basic Layout, a "Center Column" will appear, as well.

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:



The 'Add to My Links' form. It has a title 'Add to My Links' and a description: 'A link to the following item will be added to your "My Links" dropdown list. Properties of this entry or any "My Links" entry can be updated by selecting "Edit My Links" from the "My Links" list.' There is a 'Name:' label followed by a text input field containing 'FAST to GL Translate'. Below the input field are 'Save' and 'Cancel' buttons.

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.