Your help is needed

To comply with civil rights laws, universities must report aggregated information to the federal government each year about:

- race/ethnicity and gender of their students, and
- race/ethnicity, gender, disability status, and veterans status of their employees.

Recent changes have been made by the government to these categories (except for gender), including a new option to self-identify as multi-racial.

Please check your current demographic information in MaineStreet and make any necessary updates or corrections using the newly available self-service feature.

If you are both an employee and a student taking credit courses, please update this information in both Human Resources (employees) and Campus Solutions (students).

For employees, the path to the self-service screen is:

   Employee Self-Service > Personal Information > Personal Information Summary

For students, the path to the self-service screen is:

   Student Self-Service > Student Center > Personal Information >
   Other personal (dropdown) > Ethnicity

Taking the time to update your information will help the University of Maine System better understand the diversity of our students and employees and report accurately.

This information is confidential, is reported in aggregate, and will never be used to identify any specific individual.

Also in this issue:

   Navigating MaineStreet; New from Campus Solutions;
   In the pipeline; A note to readers; View and change your W-4 data
Navigating MaineStreet: *TIPS and TRICKS*

**MY FAVORITES**

If your work in Campus Solutions, HR, or Financials requires you to navigate deep into the system using multiple mouse clicks to get to the page you need, don’t forget about **My Favorites**. This is not to be confused with the “Favorites” option on your web browser; **do not use the web browser “Favorites” inside MaineStreet.**

Setting **My Favorites** allows you to jump to your marked pages inside MaineStreet with just a click. Useful for your most-visited pages or for pages you visit so infrequently that you can’t remember the navigation.


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**From Campus Solutions:**

transcripts & progress reports

Students and advisors now can **generate and print unofficial transcripts and degree progress reports** from within MaineStreet. [Students who have holds on their accounts are not allowed to print these items.]

There are several routes to get to a screen from which a transcript can be printed:

For students:

Self-Service > Academic Records > View Unofficial Transcript  
Self-Service > Degree Progress/Graduation > View Degree Progress Report  
Self-Service > Student Center > Degree Progress (link on page)  
Self-Service > Student Center > Unofficial Transcript (option in dropdown menu)

For staff:

Self-Service > Advisement > View Advisees > Degree Progress  
Self-Service > Advisement > View Advisees > Unofficial Transcript  
Self-Service > Advisement > New/Drop-in Advisees > Degree Progress  
Self-Service > Advisement > New/Drop-in Advisees > Unofficial Transcript
In the pipeline

Do you have responsibility for the purchase of goods or services as part of your job? Additionally, are you the person who decides WHAT goods or services you need to purchase but currently do not create requisitions online?

If so, you are going to like what’s around the corner on MaineStreet. eProcurement is coming your way.

Renovations are underway for enhanced online shopping and requisitioning directly through the MaineStreet portal. The new MaineStreet Marketplace should be open for business sometime in late 2010.

The MaineStreet Marketplace will give users the tools to select products, populate their requisition information and automatically create and send purchase orders—all in one easy-to-use system. Your shopping experience will be easy, fast, and efficient.

✓ By leveraging the buying power of the entire University of Maine System, the Marketplace will offer contracted discounted prices for products you need.

✓ You’ll find it easier to create and place orders by being able to combine multiple types of requests from multiple vendors all in one shopping cart.

✓ Shoppers will no longer need to create paper requests. You can simply select the products you need and pass the request on to someone else so accounting information can be added.

✓ Easy approvals and reports allow managers to quickly approve purchases and monitor activity.

✓ Purchasing will be done in real time—as the purchase order is approved, it is created and dispatched directly to the vendor. No more waiting for a batch process to run or having to print and fax purchase orders.

As time goes by, you’ll be reading more in the MaineStreet News and also hearing from your campus Purchasing or Business Office about what this new system will mean for you.

Questions in the meantime? Send email to marketplace@maine.edu
New menu item in Employee Self-Service! The next time you’re in Self-Service to view your paycheck, change your direct deposit information, or update your address, you’ll find a new feature: view and change your federal and state tax withholding information.

Click the new link to view the online tax forms.