



# myWSU

## YOUR PORTAL FOR WSU NEWS AND TOOLS

MYWSU.WICHITA.EDU

### FACULTY/STAFF

For current employees. Some channels on this tab, such as Financial Advisor, are only seen if you have access to the information.

### EMPLOYMENT DETAILS

View benefit contributions, print pay stubs, check leave accruals

### BLACKBOARD

Allows faculty and instructors to add resources online for students

### PARKING

Manage parking permits

### EMPLOYEE HELP

Searchable forms, projects, and workspace for employees

### DIRECTORY

Directory of all employees, students, and retirees

### FINANCES

This channel is displayed to employees with access to finance organization codes

### EFFORT CERTIFICATION

All grant funded employees are required to complete

### TRAVEL

Helpful travel links

### FORMS

Various department forms

### OUTLOOK WEB MAIL

Access your WSU email online

### DROPBOX

Secure file sharing

### MYTOOLS

VPN instructions, wireless access

### MYTRAINING

Professional development opportunities offered on campus to employees

### REQUIRED TRAINING

All new employees are asked to complete various online training

The screenshot shows the myWSU portal interface. At the top, there's a navigation bar with tabs: Faculty/Staff, Search/Advice, Home, myClasses, myFinances, and Libraries. Below this, there are several content panels:

- Employee Toolbox:** Includes Technology Help Desk, Email/VoiceMail, Tools, myContact Info, Employee Training, Resources & Professional Development, myTraining, myPerformance, and Employee Required Training.
- Employment Details:** Includes Benefits, WSU Pay Stub, Job Details, Leave Details, Personnel Action Notices, Effort Certification, and Employee Review.
- Financial Advisor:** Features a graph of Adjusted Budget vs YTD Activity / Commitments and a table with columns: Fund, Orgn, Adjusted Budget, YTD Commit, Available Balance, Percent Spent, and Percent Available.
- Travel and Expense Management (TEM) Links:** Includes Banner Workflow Login, DA-170 Authorization, and Travel How-to Guides and Tips.
- HR Links:** Includes WSU Employment Links, Human Resources Tools, and Performance Management Process (CEEDS).

### HR LINKS

Job posting information

### MYPERFORMANCE

Manage all non-teaching employee performance evaluations



# STAY CONNECTED WITH WSU

**myWSU** is Wichita State University's portal, providing a single point of entry to web-based services for employees as well as students. Our intranet includes the latest news and information to help you do your job.

## ANNOUNCEMENTS AND EVENTS

- WSU's academic calendar provides reminders; important dates
- Keep updated on campus events including sports, arts exhibits, concerts, workshops, etc.
- Campus announcements and campus news articles

## LOGIN TO myWSU

- Go to [mywsu.wichita.edu](http://mywsu.wichita.edu).
- Enter your myWSU ID and password
- Click the Login button

### NOTE:

- Use Manage your password option to change an existing password
- Use New to myWSU to create your initial password

## STAY CONNECTED

- WSU social media easily accessible
- There are more than 50 WSU RSS news feeds available
- WSU Directory
- One click access to OneStop assistance
- Blackboard login

The screenshot shows the myWSU portal interface. At the top left is the Wichita State University logo. To its right is the 'myWSU' logo. Further right is a search bar labeled 'Search wichita.edu'. Below the search bar is a navigation menu with tabs for 'Students', 'Employees', 'Colleges', 'WSU Info', 'Library', and 'Policies'. A dropdown menu for 'Library' is open, showing 'Ablah Library'. Below the navigation menu is a large image of a WSU building. To the right of the building image is a login section with fields for 'Username:' and 'Password:', a 'Login to myWSU' button, and a list of links: 'Students: view classes, financial aid, grades', 'Faculty/Advisors: teaching and advising info', 'Faculty/Staff: finance and employee info', 'Manage your password', and 'New to myWSU?'. Below the login section are three main content areas: 'Academic Calendar' with a list of events (e.g., 'Spring registration begins Nov 14'), 'Today's Events' (currently showing 'There are no events to display'), and 'WSU Announcements' (e.g., 'Vote for Outstanding Faculty').



FOLLOW US AT @WICHITASTATE



LIKE US AT [FACEBOOK.COM/WICHITA.STATE](https://www.facebook.com/wichita.state)



WATCH US AT [YOUTUBE.COM/WICHITASTATETV](https://www.youtube.com/wichitastatetv)

## HAVING PROBLEMS ACCESSING myWSU OR SETTING YOUR PASSWORD?

- Contact the Technology Help Desk at: (316) 978-HELP or [HELPDESK@WICHITA.EDU](mailto:HELPDESK@WICHITA.EDU)