

Home Tab



Emergency and Password Information

[Local Contact/Emergency Notification System Registration](#)

[Select your Password Reset Questions](#)
Allows you to reset your own password.

[Reset your Single Sign-on Password](#)

Bookmarks

- [JA-SIG Homepage](#)
- [SunGard Higher Education Homepage](#)

Personal Announcements

- [MASS OF REMEMBRANCE THIS THURSDAY](#)
- [USPB Tuition Raffle](#)
- [Recycle your electronics for FREE!](#)
- [Logo Contest - Center for Student Engagement](#)
- [Don't Grieve Alone - S.I.G.H.T. can help](#)
- [Sursum Corda Award Nominations Now Being Accepted](#)
- [Graduate Program Receptions!](#)
- [Fall 2012 Staff Senate Spotlight Newsletter](#)
- [November's Staff Senate Meeting Agenda](#)
- [New Dancing with the Staff \(& Faculty\)](#)
- [More...](#)

Portal Announcements

Submitting a Personal Announcement to be displayed in my.scranton

- To submit an announcement for inclusion in the Personal Announcements channel, [click here](#) and complete the form.
Note: Announcement requests must be submitted 2 business days prior to the posting date.

Quick Links

- [My Courses](#)
- [Online MBA Angel System](#)
- [HR Online Angel System](#)
- [RoyalDrive](#)
- [CMS](#)
- [University Home Page](#)
- [Strategic Plan 2010-2015](#)

University Calendar

Upcoming Event Information From University of Scranton Events Calendar

- Morning Mass**
11/13/2012 -
Each weekday morning at 7:55 AM. At Campion Hall
- International Education Celebration**
11/13/2012 -
The International Education Week, November 12-16 is an opportunity to celebrate the benefits of international education and exchange worldwide. At Loyola Science Center, Room 133
- Mass**
At Chapel of the Sacred Heart
- Walk @ the Byron**
11/13/2012 -
Join this group of staff and faculty for a fun way to add activity to your day while socializing with coworkers or new friends. At Byron Complex, Gym
- Dancing with the staff & faculty**
11/13/2012 -
Have fun while getting up from your desk and dancing for 30 minutes. At Byron Complex, Murray Royals Room
- Mass 4:40 PM**
At Chapel of the Sacred Heart
- Debate Society Meeting**
At St. Thomas Hall, Room 208
- USPB Movies: Step Up 4**
At DeNaples Center, Moskovitz Theater (401)

Faculty Tab



My Courses



[My Courses](#) via Angel.

[My Online Courses](#)

[Current Course Schedule](#)

Check your current course schedule.

Course Search



[Course Search](#)

Search for course information.

Self Service (UIS)



[Self Service \(UIS\)](#)

This is a service-based portal to many web-based services and tools which allow students, faculty and staff to access and interact with personal information and perform transactions related to their role at the University.

SIGI



[Access SIGI Career Guidance Software](#)

SIGI 3 software integrates self-assessment with in-depth and up-to-date career information that is easy to use and provides students and adults with a realistic view of the best educational and career options for their future success.

UniPrint



To send a print job from a wireless connection to the UniPrint station on the first floor of the Library, you must be logged into RoyalAir or connected to Resnet. All wireless jobs, whether sent from inside the Library or elsewhere on campus, can go to either the first floor print station in the Pro Deo Room or the 24 hour study space on the first floor. To print to the duplex printer in the 24 hour study space, choose "24HrStudySpaceQ on UNIPRT1-2K3" from the print menu. Printing from this printer will be double sided by default. To print to the printers in the Pro Deo room, choose "WML1stFloorQ on UNIPRT1-2K3" from the print menu. These printers only print on one side of the page. When you print a job using this system, you will be prompted to enter a name for the job, a password and your user name. Within two hours, you must go to the Library and swipe your Royal Card at the UniPrint Station where your documents will be printed and a per page fee will be charged. The Library subsidizes 200 prints for each student in the fall semester, 50 prints for students taking an Intersession class and 200 in the spring. After two hours your print jobs will be purged and you would have re-send the job to the UniPrint Station.

[Click here to install this printing system for 32-bit Windows 7, Vista and XP computers](#)

[Click here to install this printing system for 64-bit Windows 7, Vista and XP computers.](#)

UniPrint for Mac OSX

Pharos Popup 8.0 requires Mac OS x 10.4 or later. To install Popup 8.0 for Mac OS X, obtain the Popup

Faculty Scholarly Achievements



[Faculty Scholarly Achievements](#)

Advising and Course Info



[Academic Advising](#)

[Academic Calendar](#)

[Bursar's Office](#)

[Course Catalogs](#)

[Course Schedule Search](#)

[Compressed Schedule](#)

[On-Line Course Evaluations](#)

[Registration and Course Schedule](#)

Scholarly Research & Academic Integrity Tutorial Statistics



[Scholarly Research & Academic Integrity Tutorial Statistics](#)

Student Affairs Department



[Orientation Schedule](#)

2012 Orientation Schedule (Adobe PDF)

Employee Tab



Self Service (UIS)



Self Service (UIS)

This is a service-based portal to many web-based services and tools which allow students, faculty and staff to access and interact with personal information and perform transactions related to their role at the University.

Royal Fund



Please contact The Royal Fund Office at ext. 7725 if you have any questions. Use the links below to make your gift using one of three payment options:

1. [Payroll Deduction](#)
2. [Check](#)
3. [Secure site for MasterCard or Visa](#)

Payroll Channel



[Direct Deposit Advice Lookup](#)

[Earnings History](#)

[Staff Time Sheet](#)

[Staff Leave Balances](#)

[Tax Forms](#)

Student Affairs Department



- [Orientation Schedule](#)

2012 Orientation Schedule (Adobe PDF)

My Calendar



My Calendar

Click here to log on to the CorpTime Calendar

Royal BBoard



IT Services Installations



KBOX Korner

KBOX is a systems management appliance used by IT Services for deploying computers and managing desktop security vulnerabilities. Old versions of a number of third party programs render your computer vulnerable to computer hackers and malicious code if not patched and updated frequently. KBOX is designed and being leveraged to update these vulnerable programs automatically.

Updates currently being pushed by KBOX:

- o November 9, 2012 at 9:30am, Adobe Flash Player 11.5.502.110 Plugin (Non-IE); A restart is suggested
- o November 9, 2012 at 9:30am, Adobe Flash Player 11.5.502.110 ActiveX (IE); A restart is suggested
- o November 2, 2012 at 9:30am, Firefox 16.0.2; A restart is not required unless Firefox requires it on the first launch after the update
- o October 26, 2012 at 11:30am, Adobe Shockwave Player for Windows 11.6.8.638; A restart is suggested
- o October 11, 2012 at 9:00am, Viewfinity Agent 2.3.15.363; A restart is suggested
- o September 28, 2012 at 2:00pm, Java 6 Update 35 Offices ONLY; A restart is suggested
- o September 19, 2012 at 2:30pm, Adobe Flash Player 11.4.402.278 Plugin (Non-IE); A restart is suggested
- o September 19, 2012 at 2:30pm, Adobe Flash Player 11.4.402.278 ActiveX (IE); A restart is suggested
- o August 20, 2012 at 3:15pm, Adobe Reader X 10.1.4; A restart is required and suggested
- o August 1, 2012 at 11:30am, Microsoft Project Professional 2010 server configuration settings; A restart is suggested
- o June 22, 2012 at 11:30am, Identity Finder 5.7; A restart is not be required but is always suggested
- o January 4, 2012 at 9:20am, Microsoft Office/Project 2010; A restart is suggested
- o August 22, 2011 at 10:30am, Apple QuickTime 7.7.0; A restart is suggested

Current Third Party Product Versions -- November 11, 2012

- o Adobe Flash Player for Windows Internet Explorer - Version 11.5.502.110
- o Adobe Flash Player for Windows- Other Browsers - Version 11.5.502.110
- o Mozilla Firefox 16.0.2
- o Adobe Shockwave Player Windows - Version 11.6.8.638
- o Viewfinity Agent 2.3.15.363
- o Java 6 Update 35 (Offices, Home users)

University Links Tab



Events and Facilities

- [Non-Instructional Events Submission](#)
- [Classroom Reservation Form](#)
- [CTLE Event Registration](#)
- [CTLE Event Survey](#)
- [Delivery Service Delivery Request](#)
- [OIT Equipment Request Form](#)
- [Royal Card Reader Loaner Request](#)
- [Royal Card Visitor Card Request Form](#)
- [Physical Plant Work Order Request Form](#)
- [Physical Plant Sign Work Order](#)
- [Physical Plant Key Request Form](#)
- [Parking Permit Application](#)
- [IT Services Training and Event Registration](#)

- [Royal Ambassadors Request Form](#)

Financial Links

- [Accounts Payable Check Voucher](#)
- [Bursar's Office Forms](#)
- [Development Project Fundraising Request Form](#)
- [Development Outside Fundraising Policy](#)
- [Financial Aid Forms](#)
- [PaymentNet Purchasing Card Program](#)
- [Travel Policy](#)
- [Travel Expense Report \(Excel\)](#)
- [Per Diem Rates by City](#)

Purchasing Contracts and Forms

- [Office Supply Ordering Site](#)
- [Purchasing Card Site](#)
- [Vehicle Rental Contract Rates](#)
- [Bus Companies Contract](#)
- [Hotel Contract Rates](#)
- [Office Supplies Contract](#)
- [Bottled Water Contract](#)
- [Purchasing Requisition Form](#)
- [Sales and Use Tax Exemption Form](#)
- [Sole Source Justification Form](#)
- [Purchasing Card Application](#)
- [Purchasing Card - Cardholder Agreement Form](#)

Advising and Course Info

- [Academic Advising](#)
- [Academic Calendar](#)
- [Bursar's Office](#)
- [Course Catalogs](#)
- [Course Schedule Search](#)
- [Compressed Schedule](#)
- [On-Line Course Evaluations](#)
- [Registration and Course Schedule](#)

Academic Links

- [Angel](#)
- [ANGEL Course Creation Request](#)
- [Curriculum Review Process and Forms](#)
- [Download Minitab 16](#)
- [Undergraduate Application](#)
- [ANGEL Merge Roster Request Form](#)
- [ANGEL Community Group Request form](#)

RoyalLists

RoyalLists is a service used to create and manage electronic mailing (e-mail) lists at the University of Scranton. These lists can provide forums for teaching, collaboration, discussion, entertainment, announcements and more.

Before using the RoyalLists service please review the [RoyalList Creation Policy](#).

[Click here for the FAQ and to learn more about RoyalLists features.](#)

[Click here to access RoyalLists.](#)

Directories and Offices

- [Faculty/Staff](#)
- [Student](#)
- [Department/Division](#)
- [Alumni](#)
- [Main/Emergency Telephone Numbers](#)

University Offices

- [Alumni](#)
- [Athletics](#)
- [Bookstore](#)
- [Center for Teaching and Learning Excellence](#)
- [College of Graduate and Continuing Education \(CGCE\)](#)
- [Dining Services](#)
- [Human Resources](#)
- [Office of Equity and Diversity](#)
- [Office of Research and Sponsored Programs](#)
- [Weinberg Memorial Library](#)

University News & Publications

Press Releases

Royal News

A Weekly E-Newsletter for Students, Parents, Faculty and Staff of The University of Scranton

The Scranton Journal

This publication includes University news, alumni profiles and information about personal and professional achievements of Scranton alumni.

The Aquinas

The student voice of The University of Scranton.

Yearbooks

The Weinberg Memorial Library presents a digital collection of University of Scranton Yearbooks, published between 1916 and 2007. This 74 volume collection contains almost 20,000 pages and depicts the changing student body of the University of Scranton and its predecessor, St. Thomas College.

Strategic Plan 2010-2015

[Purchasing Card - Reconciler Agreement Form](#)
[Missing Receipt Affidavit](#)
[Hilton Scranton Credit Card Authorization Form](#)
[Radisson Lackawanna Station Hotel Credit Card Authorization](#)
[Authorization Signature Form](#)

Administrative Links

Annual Report System

The University's Annual Report System is designed to facilitate and connect the processes of reporting annual departmental activities, setting and monitoring of departmental goals and objectives, and submission of budget and personnel requests. Through this system, department heads link their goals, objectives, and requests for funding and staffing directly to the University's [strategic plan](#) and their divisional and departmental planning efforts. Please use the link above to log in to the system.

Footprints

FootPrints is a ticket tracking system utilized by the University of Scranton Planning and Information Resources (PIR) Division, for information technology (IT) requests. It tracks IT service tickets and provides communication among PIR departments and our customers. Students, staff and faculty can submit a ticket to request assistance with an IT-related problem or check on the status of a ticket. They can also search through knowledge base articles that have been submitted by IT support staff on a variety of issues. Faculty and Staff can also use Footprints to submit Change Management requests (modification to existing applications, new applications, or report / query requests, WEB & CMS requests) and to request special IT Services (such as PC Setups, VOIP, Port Changes, RoyalDrive, etc).

Performance Management

[Printing Services CopyCenter Print Requisition](#)

[Printing Services Ordering Online Catalog](#)

Project Tracking

Project Tracking can be used for the following: Student Reports, Banner Security, Certificates, Data Entry, Data Processing, Name Changes, Operations, Oracle, and Server Provisioning requests. All others have been migrated to the Footprints system. See below.