



STORM

A more detailed look at:

Logging In

User Defaults

STORM Collections Layout

To Begin:

Click on your existing STORM URL
Enter your NetID and NetID Password
Configure your Homepage for easy navigation
Access your Class Information


Question/Need Additional Assistance:


See last page of this document for who to contact for assistance.

Logging-In

To access STORM use the URL found on the University Registrar's website under Faculty & Staff information.

The sign-on page is presented below.

- Enter your NETID and password.
- Click the  button.



Duke University NetID Services

Please identify yourself to NetID service storm at host siss.duke.edu.

Please enter your NetID and password:

NetID:

Password:

Don't know what a NetID is? Not sure if you have one? [Find out.](#)

Pop-Up Blockers: Since PeopleSoft v9 (the new STORM) has a new URL, be sure to add this new URL to your pop-up blocker exceptions within your browser. In some cases, additional pages will not open if you are blocking pop-ups and have not granted this page as an exception.

STORM Collections

The STORM Collection for departmental/administrative users includes the following menu items:



The screenshot shows a menu titled "STORM" with a dark blue header. Below the header, there are seven menu items, each with an icon and a description:

- Student Admin Center (Student)**: For Department and Central Office Use. View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.
- Department Center**: For Department and Central Office Use. View and manage classes, view and print course lists, view and print grade rosters, and change options (size, permission numbers) of a class.
- Simple Class Search**: Browse the class schedule by term. Classes offered in any given term are listed in subject order.
- Advanced Class Search**: Use specific criteria to search for a class or classes in a given term.
- Browse Course Catalog**: Browse the Course Catalog. Courses listed here are curriculum committee approved courses which may or may not be scheduled in any given term.
- Run Reports**: Pre-defined reports based on your security.
- User Defaults**: User Defaults allows you set parameters such as term values, programs and plans on various pages where the default value is used (like Class Search).

Student Admin Center (Student): At-a-glance view of the Student Center. This is where you find academic and personal information about an individual student.

Department Center: Use the Faculty Center to manage all your class, student and advisee related activities.

Simple Class Search: Alpha list of all class subjects for the current term's schedule of classes.

Advanced Class Search: Use various search criteria to find a class or browse the schedule of classes.

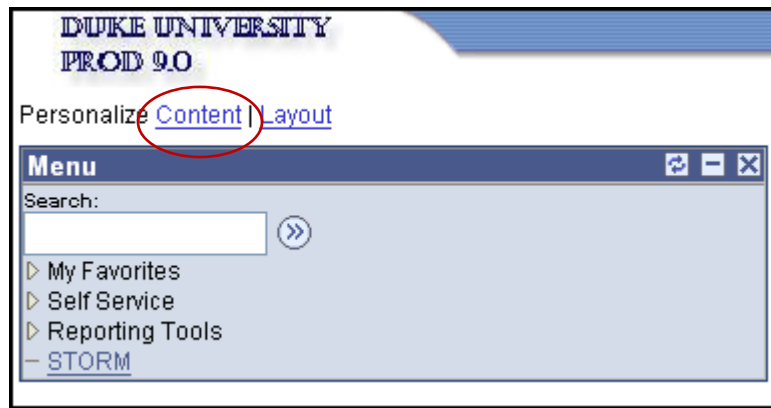
Browse Course Catalog: Browse the course catalog by subject. This is a new feature in version 9.0.

Run Reports: A pre-defined list of reports based on user security.

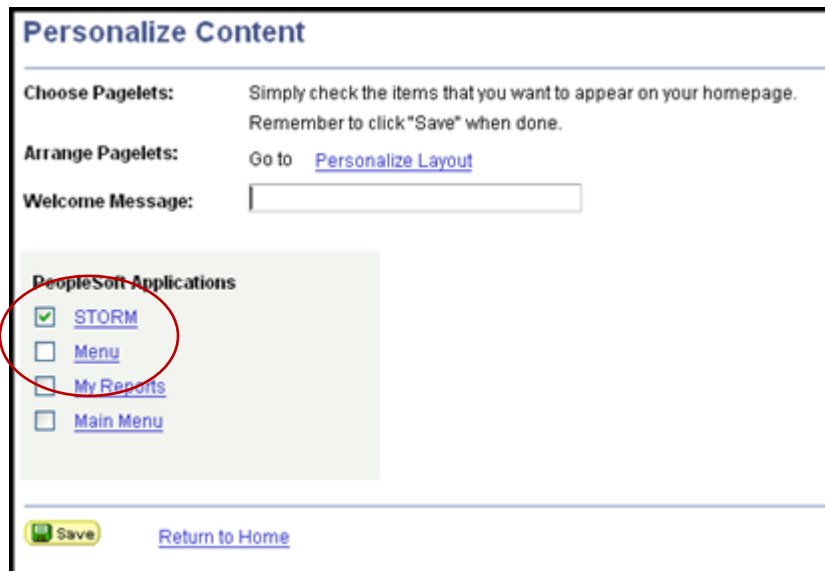
User Defaults: Allows you to set specific system values such as term, program and plans.

Personalizing Your Main Menu Page

The first step upon initially logging-in, is to personalize your home page. You will only need to do this once. Future log-ins will retain this personalization.



- Click on “Content” in the upper left corner of the page.
- The “Personalize Content” page will open.
- Under PeopleSoft Applications, un-check Menu and check STORM.
- Press Save.

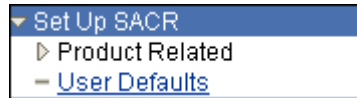


The STORM menu box will now be a main menu box on your home page, along with the general menu box.

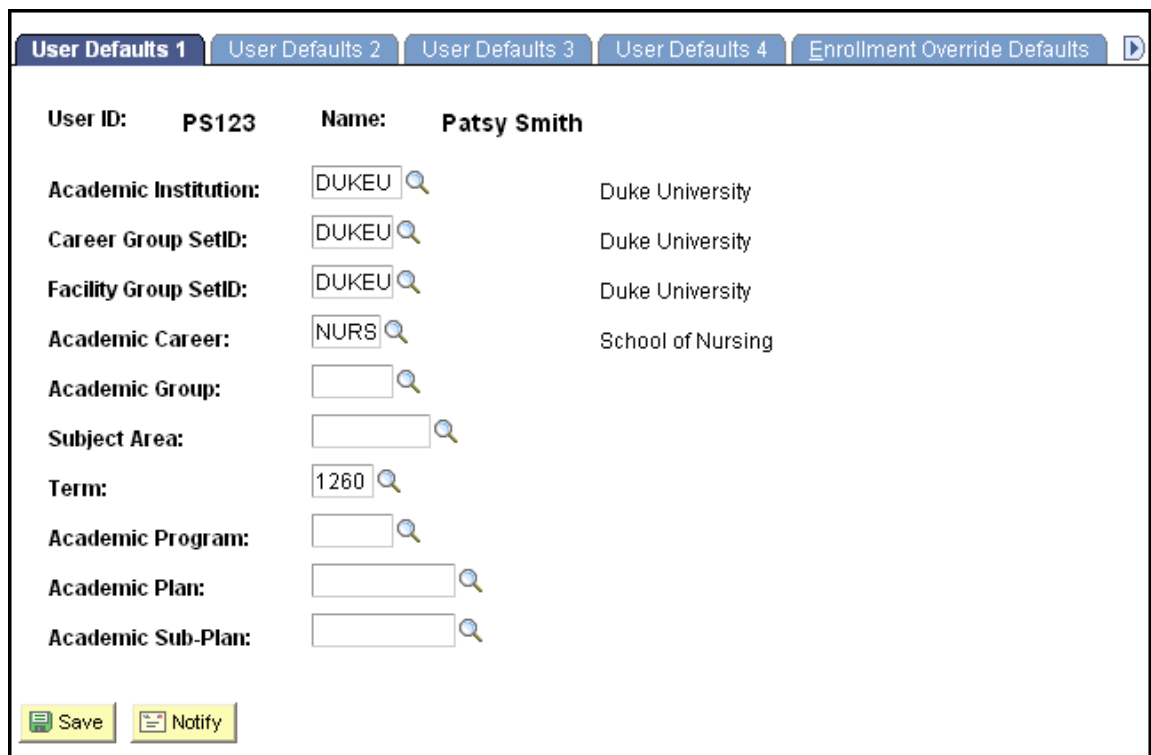
User Defaults:

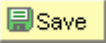
Users who work with more than one career, program, Aid Year, admit type – may choose to set their user defaults for the main processing work that they perform. This will set a specific value as the default value for the data entry field. For example, if you work with more than one career but in most of your work you need Undergraduate, you may set the Academic Career default to UGRD.

- To set your defaults, in the Main Menu list, choose “Set Up SACR” and then “User Defaults”.



- The User Defaults page will open.

A screenshot of a web application interface for setting user defaults. At the top, there are five tabs: "User Defaults 1", "User Defaults 2", "User Defaults 3", "User Defaults 4", and "Enrollment Override Defaults". The "User Defaults 1" tab is active. Below the tabs, the user's information is displayed: "User ID: PS123" and "Name: Patsy Smith". Below this, there are several fields with search icons: "Academic Institution" (DUKEU), "Career Group SetID" (DUKEU), "Facility Group SetID" (DUKEU), "Academic Career" (NURS), "Academic Group" (empty), "Subject Area" (empty), "Term" (1260), "Academic Program" (empty), "Academic Plan" (empty), and "Academic Sub-Plan" (empty). At the bottom left, there are two buttons: "Save" and "Notify".

- Navigate through these pages to set the defaults you prefer, starting with Institution, Career Group, Facility Group, Academic Career and then Term (in this order).
- Press 
- Return to you main functional pages to verify that your defaults are working as you prefer. If not, return to the Default page and make the desired changes.

Who do I contact if I have problems or questions?

For technical questions:

OIT Help Desk
Phone: (919) 684-2200
Fax: (919) 684-4400
Email: help@oit.duke.edu
Website: <http://www.oit.duke.edu/help/>

For access or system issues:

SISS Office
Phone: (919) 684-1206
Fax: (919) 684-1269
Email: siss@duke.edu
Website: <http://www.sissoffice.edu.edu>