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 Enter button.

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 Faculty includes the following menu items:

- **Faculty 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.
- **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.

- 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 **Save**

- Return to your 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