DUKEHUB 9.2 NAVIGATION FOR STAFF USERS

Version 1

SISS Office
How to Log Into Staff Pages in Duke Hub

URL https://dukehub.duke.edu/

Click on the Staff Home button

*Please note – this documentation uses the TEST environment and not the actual PROD environment.*

Login with your NETID and Password
Updating and Navigating the Home Page

When you first login, you will be presented with a Left Hand Navigation Collection that should look very similar to the Left Hand Menu you currently have in SISS. Your Home page (on the right hand side) will be blank.

There are two exceptions.

1. The Search Box is not yet in Test. We are working to get that added as quickly as possible.
2. Favorites are only on the Menu bar. See details in on setting up Favorites later in this document.
Navigating with Menu Navigation Collection versus Main Menu

Users can navigate using the left hand navigation collection or by clicking on Main Menu on the Header. Both will take you to the pages you need, but they act a little differently.

⚠️ When navigating from Main Menu, you must select Campus Solutions Content. All other items are Interaction Hub and will cause errors. We are working to remove these from the Main Menu list before go live.
Navigating using the Main Menu creates breadcrumbs as you travel to pages.

When navigating with the left-hand navigation bar, no breadcrumbs are created. Clicking STAFF HOME will bring you back to the home page. Also, you can use the back button to take you back to the previous page.
Changing Content and Layout of Your Home Page

If you want to personalize your page and add navigation collections, click on Content on the right side of your home page.

One the Personalize Content page, select the pagelets you want to display on your homepage. Below the user wants to see the STORM collection and Student Financials Items.

Before saving, click on Layout.
Choose the number of columns you want.

Then highlight the pagelets you want to move. Use the arrows to move the content to a new column. Click Save.
When you click Save the new content appears on the home page.

Adding Favorites

Navigate to the page you want to add to Favorites. NOTE: it’s best to use the Main Menu Navigation because it will preserve the breadcrumbs.
Click on Add to My Links

Name the link and save
Recently Used
- Relationships
- Course Catalog
- Student Records
- STORM
- Manage Service Indicators

Favorites
- Add to My Links
- Edit My Links
- Relationships Page