



InSite AIU3 Employee Portal User Instructions



InSite

InSite, AIU's Employee Portal, has been designed specifically for AIU employees. The site provides an array of information that deals with topics from new employee orientation to AIU's policy manual. InSite is rich in information and answers any questions the employee may have about general business operations at the AIU.

Accessing InSite

InSite can be accessed from any computer with Internet access. To access InSite:

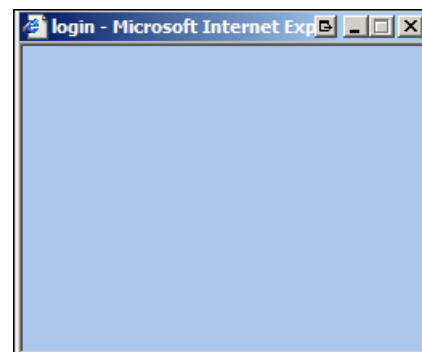
1. Open your web browser and go to <http://insite.aiu3.net>.

NOTE: If you are located at the Central Office, your web browser's default home page will automatically be set to open InSite.

Auto-Login

If you are accessing InSite from within the Central Office or you are connected to the AIU3 network via a Virtual Private Network, you will not have to enter a username and password.

First a splash screen with only the InSite banner will appear and then a smaller, blank box will appear while the auto-login process is running:



The auto-login process may take a few seconds, so please be patient.

Auto-Login Troubleshooting Tips

If you do not see the smaller blank box or if the splash screen remains on your screen after a few minutes, the auto-login process failed. There are several reasons why this may occur:

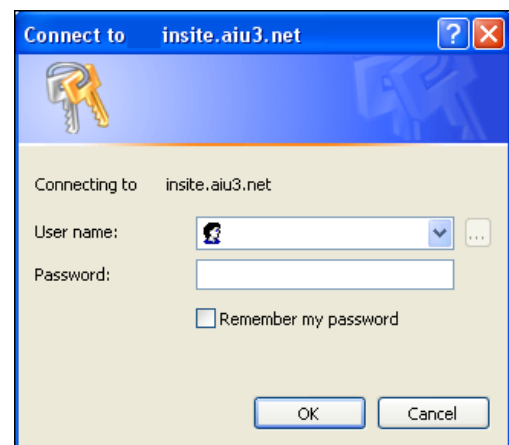
- Your web browser or web browser toolbar (i.e. Google Toolbar) has pop-ups turned on. Turn off or disable all pop-up blocker programs.
- You are using a web browser other than Internet Explorer.
- You are accessing InSite from outside the Central Office.

If one of the above troubleshooting tips does not solve your auto-login problem, please call the help desk at 412-394-5900.

Manual Login

If you are accessing InSite outside of the Central Office or you are using a web browser other than Internet Explorer, you will have to enter a username and password.

First a splash screen with only the InSite banner will appear and then a login box will appear:



Your username is your email address (i.e. john.doe@aiu3.net) and your password is your network or Outlook WebAccess password. Click the **OK** button to proceed with the login process.

Manual Login Troubleshooting Tips

If you do not see the login box or if the splash screen remains on your screen after a few minutes, the manual login process failed. Your web browser or web browser toolbar (i.e. Google Toolbar) has pop-ups turned on. Turn off or disable all pop-up blocker programs.

If the login screen does not accept your username and password or you cannot turn off your pop-up blocker programs, please call the help desk at 412-394-5900.

Pop-up Blocker Alerts

If your web browser has pop-up blocker programs turned on, you may see the following alert box:



Turn off or disable all pop-up blocker programs.

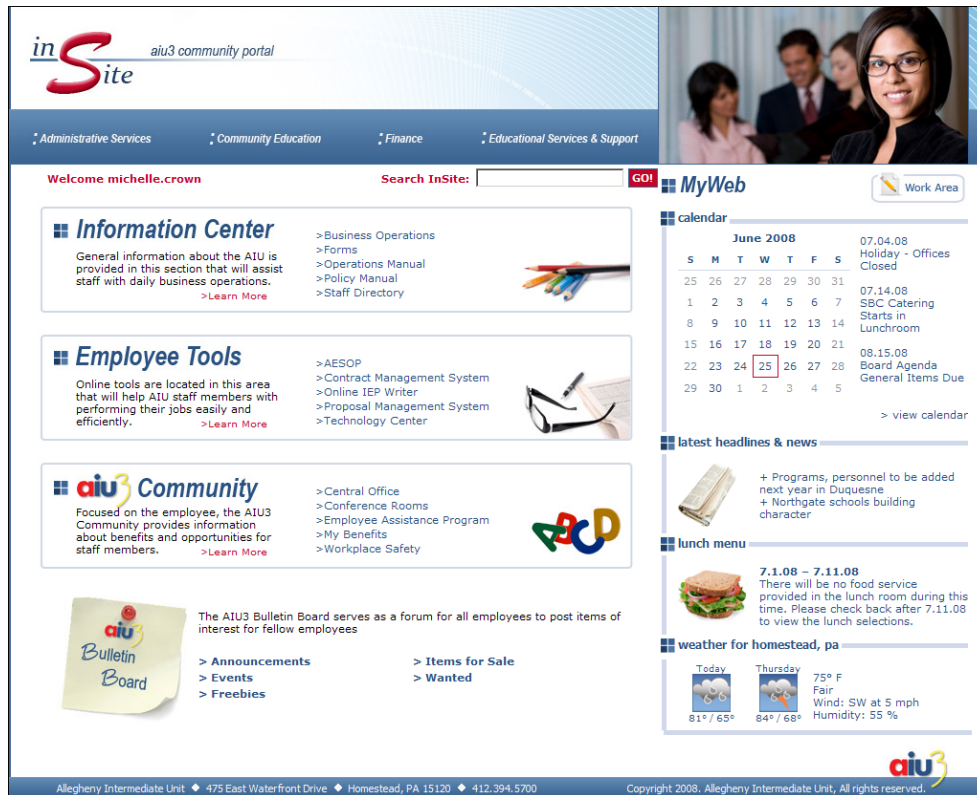
What You Will Find on InSite

InSite is broken down into three major content areas: Information Center, Employee Tools, and AIU3 Community.

- The Information Center provides general information about the AIU that will assist staff members with their daily business operations.
- The Employee Tools section lists online tools that will help staff members with performing their jobs easily and efficiently.
- The AIU3 Community section is focused on the employee and provides information about benefits and opportunities for staff members.

Since InSite is designed for the employee, the AIU3 Bulletin Board provides a forum for all employees to post items of interest for their fellow employees including Announcements, Events, and Items for Sale.

InSite has also been designed with a “MyWeb” area that provides a thumbnail of events and information that is relevant to the employee. This area is continuously updated to provide staff with the latest information.



Navigating InSite

There are several ways to find information on InSite.

- The three major content areas (Information Center, Employee Tools, and AIU3 Community) contain a set of links. Click on the **Learn More** links for additional information.
- Under the InSite banner, click on either Administrative Services, Community Education, Finance, or Educational Services & Support for drop down menus with links pertaining to the division.
- Type in text in the **Search InSite** box and click the **GO!** button to search InSite.
- Resources menu - if a topic has supporting policies, manuals, documents, online forms, or relevant links, you will find links to these resources in the menu to the left of the web page.

NOTE: The Work Area button located in the My Web section is for web content developers to manage their web content in the Ektron Work Area.