This guide is to help navigate the new order of items found in myAims. The redesign is based on goals and requirements established by feedback from myAims users, focus groups, committees, and a walking tour. The top uses by students, employees, and faculty were gathered and incorporated into the new structure. Some of the requirements identified are as follows:

- Mobile friendly
- Searchable
- Analytics
- Migrate from the Luminis platform to OmniUpdate (same platform as the website)
- Ability to update through Content Management System (CMS)
- Reduce repetition of information and provide intuitive Categories for organization of information

**TOP USES DRIVING THE ORGANIZATION OF INFORMATION**

**STUDENT TOP 6 USES**

- Online D2L
- Register
- Grades
- Degree Works
- Financial Aid
- Schedule + Email

**OTHER STUDENT FEEDBACK**

- Aims Online doesn't look like a link
- Too much to look at - too many links
- Hard to find grades
- About 60 students interviewed as of 4.10.19

**STUDENT FEEDBACK**

- Aims Online - doesn't look like a link
- Too much to look at - too many links
- Hard to find grades

**SAMPLE QUESTIONS**

- What do you go to myAims to do?
- Overall, what do you like about the current myAims?
- What pages do you frequent the most?
- Do you use each tab?

**STUDENT TOP 6 USES**

- Online D2L
- Register
- Grades
- Degree Works
- Financial Aid
- Schedule + Email

**EMPLOYEE TOP USES**

- Online Learning
- Banner Login
- Pay + Leave
- Forms
- Human Resources
- Faculty Toolbox

**FACULTY TOP USES**

- Online Learning
- Banner Login

**MYAIMS LOGIN PAGE**

On all pages throughout myAims, the header remains the same. Click on the logo in the upper left corner to go back to the Aims website. The upper right corner has options to navigate between the myAims main pages.

The myAims log in page has three options, student, faculty, and employee. Once you choose what kind of aardvark you are (rock, paper, scissors) you land on the login page.

Access to your email and calendar are found in the header throughout site along with the logout option.

Only one login is necessary.
EMPLOYEE SERVICES

ASK Human Resources .................................. Departments  Human Resources
Sexual Harassment/Violence Hotline .................. Main website
Tell IT like it is .............................................. Departments  Human Resources
Employee Discount Program .......................... Human Resources
PERA ......................................................... Departments  Human Resources
Fraud Hotline ............................................. College Administration
Employee Assistance Program ......................... Departments  Human Resources

CAMPUS TECHNOLOGIES

Banner Login .............................................. Campus Technologies
Banner Access Request Form ........................... Forms
Room Reservations ..................................... Campus Technologies
Student Schedule/Bill .................................. Campus Technologies
Submit a Request ...................................... Employee page
TechSmith Relay ........................................ Faculty page
Smartsheet ............................................... removed
ATMS Login .......................................... Human Resources webpage
HIGHLIGHTS TO FACULTY PAGE

The faculty pages in myAims have been completely revamped. The Faculty Teaching and Learning Environment scoured the content, rearranged items into more intuitive categories and removed repetitive, obsolete content.

Below is a quick guide to what you’ll find in each category. Skim the list to find what you’re looking for.

If you need assistance, please contact cheryl.comstock@aims.edu or sarah.ramsey@aims.edu

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FACULTY SUPPORT TEAMS

- Faculty Support Teams | Home
- Faculty Teaching and Learning Center (FTLC)
- Career and Technical Education (CTE)
- Curriculum, Program Development and Scheduling (CPDS)
- High School Programs
- Learning Commons
- Learning Environments and Academic Technology
- Office of Institutional Research
- Office of Accreditation and Compliance
- Office of Grants
- All Campuses Information

GRADES + ROSTERS + ADVISING SERVICES

- Grades and Rosters
- Grades and Web Grading FAQ’s
- Input Final Grades
- Input Mid-Term Grades
- Online Grade Change Request
- Web Grade Input Instructions
- Starfish Reporting
- Summary Class List
- Faculty Rosters
- Advising Services
- Advisee Listing
- Class Search
- Course Challenge Exam Request
- Graduation Substitution Memos
- Registration Information
- Registration Tutorial
- Registration Overrides
- Student Menu
- Test Scores
- Transcripts
- DegreeWorks (Graduation Self-Check)

RESOURCES

- Administrative Resources
- Community Standards and Student Conduct
- Faculty Handbook
- FERPA
- Sabbatical Process
- Classroom Tools
- Assessment CATs
- Open Educational Resources (OER) F2S
- Shareable Course Shell (SCS) Guidelines
- Universal Syllabus
- Department Chair Documents
- Course Schedule Template
- Teaching Observation Packet
- College Committees
- Aims Faculty Association (AFA)
- Learning Council
- LEARN
- General Listing
- External Organizations and Memberships
  - Aims purchases institutional memberships for the following organizations:
    - eLearning Consortium of Colorado (eLCC)
    - Online Learning Consortium (OLC)
    - Quality Matters (QM)
    - Western Cooperative for Educational Technologies (WCET)
REGISTRATION + ADVISING + GRADUATION
All the things you need from start to finish are in one spot so you’re not clicking here and there.

DEGREEWORKS and KIEFER LIBRARY are front and center for easy access!

The MY FINANCIALS tab is gone. For financial aid information click on FINANCIAL AID.

If you’re looking for a payment option or plan, click PAY NOW

MY CAMPUS tab is gone now too. You can find the STUDENT WEEKLY at the bottom right along with STUDENT EVENTS.

To access YOUR EMAIL and personal CALENDAR, go to the upper left of the screen (same as before).