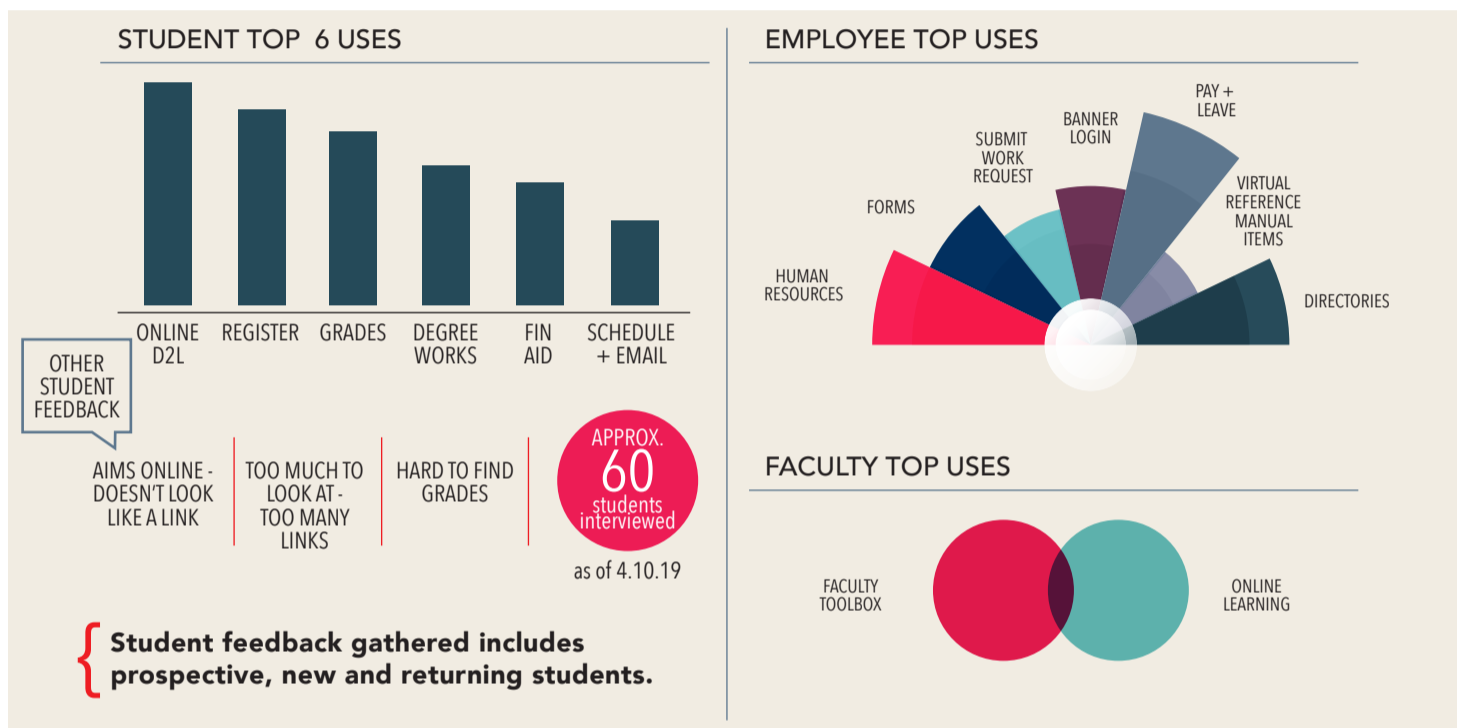


WELCOME TO THE NEW myAims

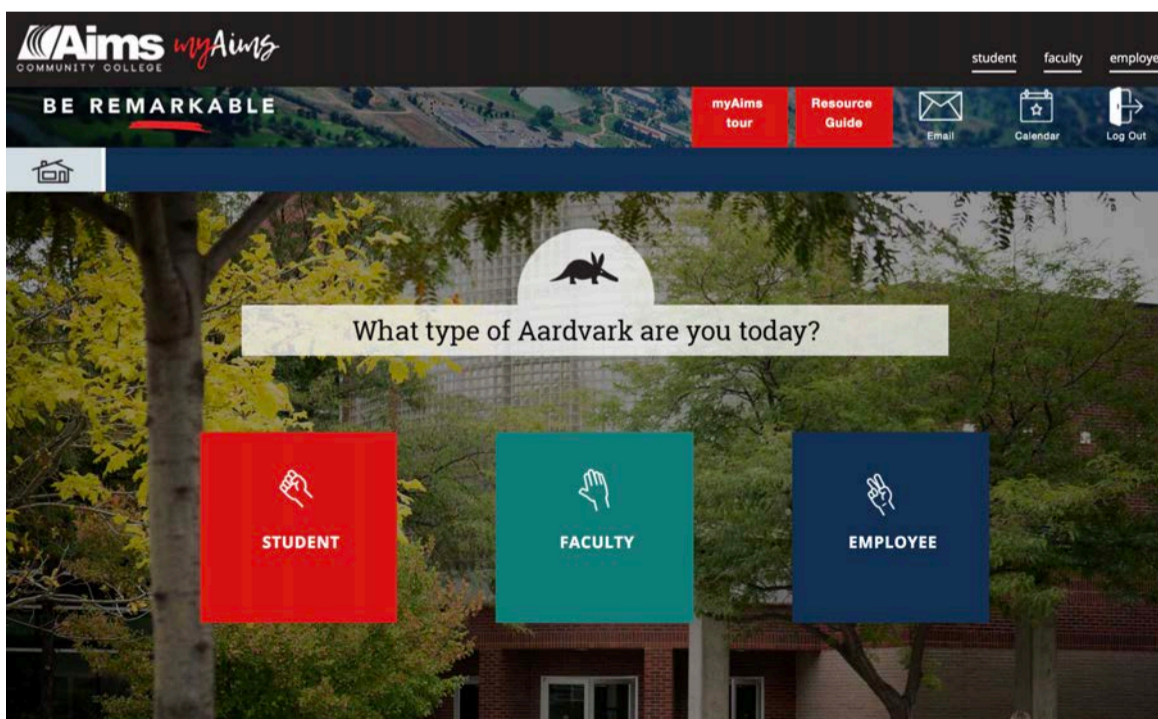
This guide is to help navigate the new order of items found in myAims. The redesign is based on goals and requirements established by feedback from myAims users, focus groups, committees, and a walking tour. The top uses by students, employees, and faculty were gathered and incorporated into the new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

- ▶ Mobile friendly
- ▶ Searchable
- ▶ Analytics
- ▶ Migrate from the Luminus 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



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.

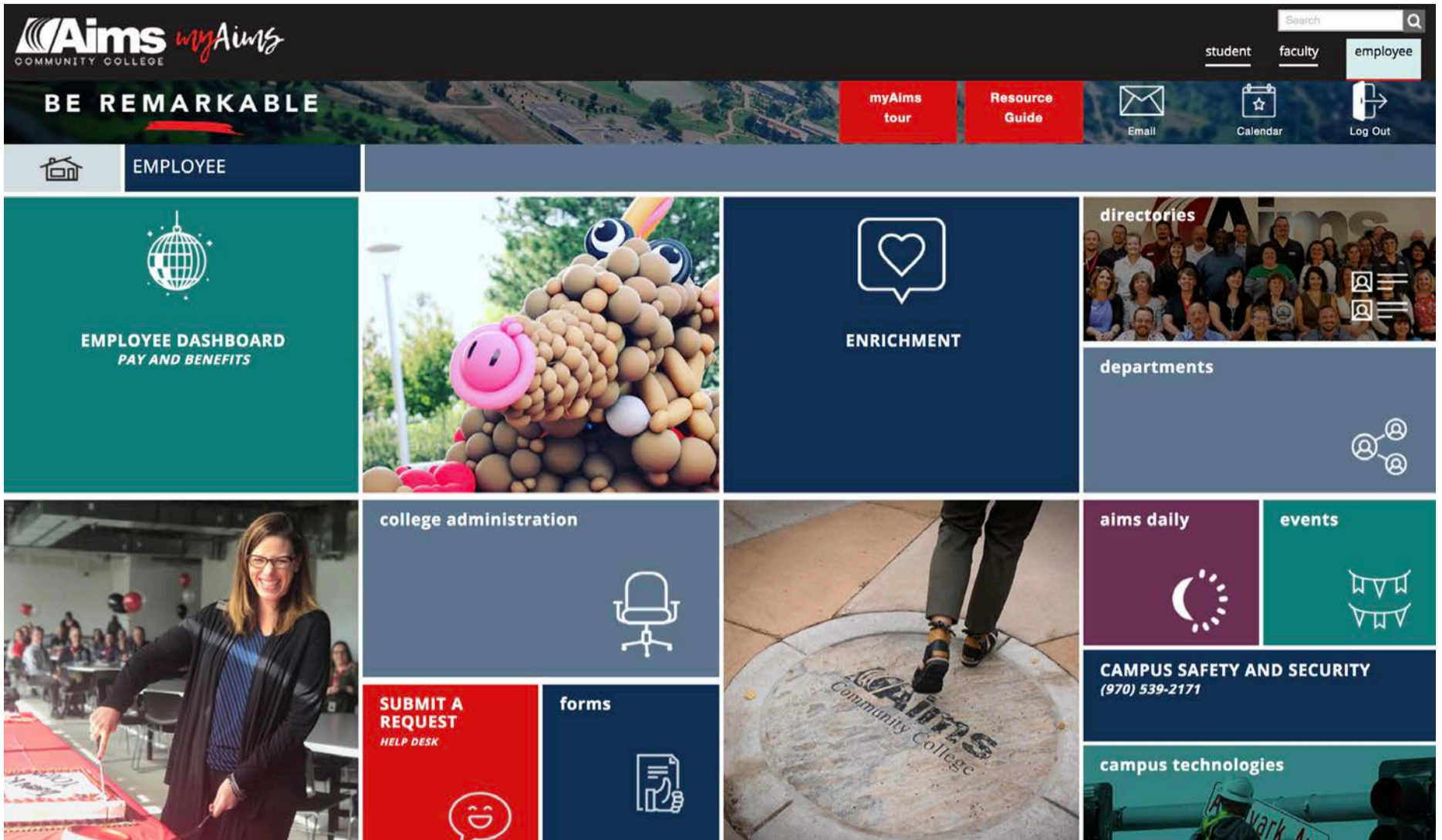
The myAims log in page has three options, student, faculty, and employee. Once you choose what kind of aardvark you are (rock, paper, scissors) you land on the login page.

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

Only one login is necessary.

MYAIMS EMPLOYEE HOME PAGE

WHAT WENT WHERE



HIGHLIGHTS TO EMPLOYEE PAGE

ENRICHMENT is your one-stop for Professional Development, Worklife Wellness and Ripples in Recognition

SUBMIT A REQUEST is front and center for easy access to support from IT, Marketing, Office of Learning Environments, Purchasing, Facilities, Reports and Data, and Locksmith.

QUICK RESOURCES

Budget Information..... Departments ▶ Financial Services
 Campus Committees Departments ▶ Human Resources
 Center for Professional DevelopmentEnrichment
 Community Standards and Student Conduct..... College Administration
 Departments & Employee Directories.....Departments
 Faculty Teaching and Learning Center Faculty myAims pages
 Forms Forms
 Human ResourcesDepartments
 Ripples in RecognitionEnrichment
 Policies and Procedures College Administration
 Public Safety and SecurityCampus Safety
 Virtual Reference Manual See below
 List of Notaries..... Directories

VIRTUAL REFERENCE MANUAL

Academic Division Information /
 Who to Call in Academics.....Directories ▶ Academic Info
 Aims Logos.....Directories ▶ Communications
 Aims Mission, Vision, Goals
 and Strategic Plan College Administration ▶ President
 Calendars College Administration
 Campus Safety and SecurityCampus Safety
 Emergency & Weather
 Closure Information College Administration
 Help Desk..... Submit a Request
 Organizational Charts Departments ▶ Human Resources
 Reports & Surveys..... College Administration
 Who to Call in SEIS Directories

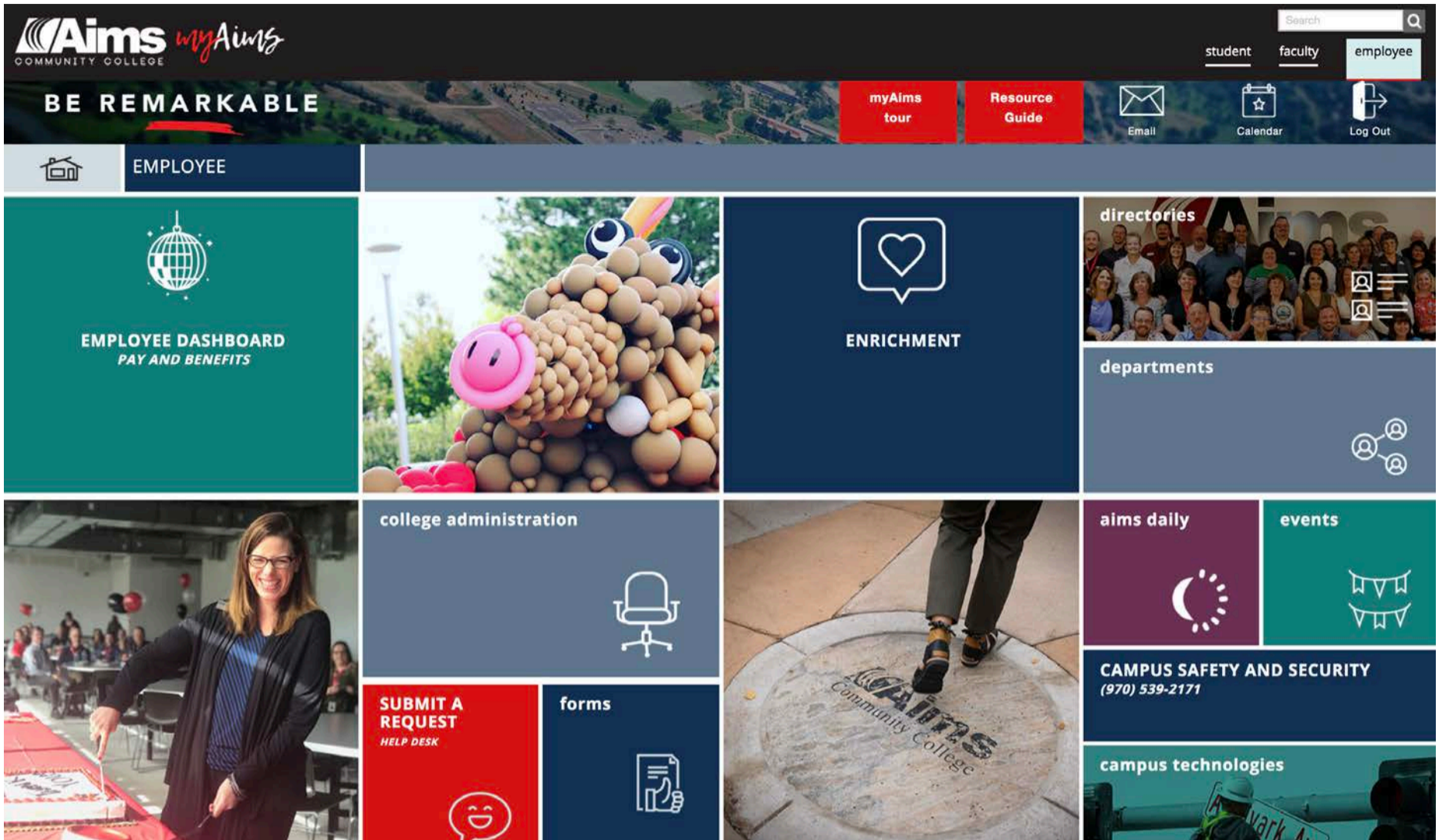
MY PAY + BENEFITS

- Employee Dashboard
- Leave Balance
- Leave Report
- Request Time Off
- Timesheet
- Timesheet Approval
- Update Personal Information
- Employee Tuition Waiver

Employee Dashboard
Pay and Benefits

MYAIMS EMPLOYEE HOME PAGE

WHAT WENT WHERE



EMPLOYEE SERVICES

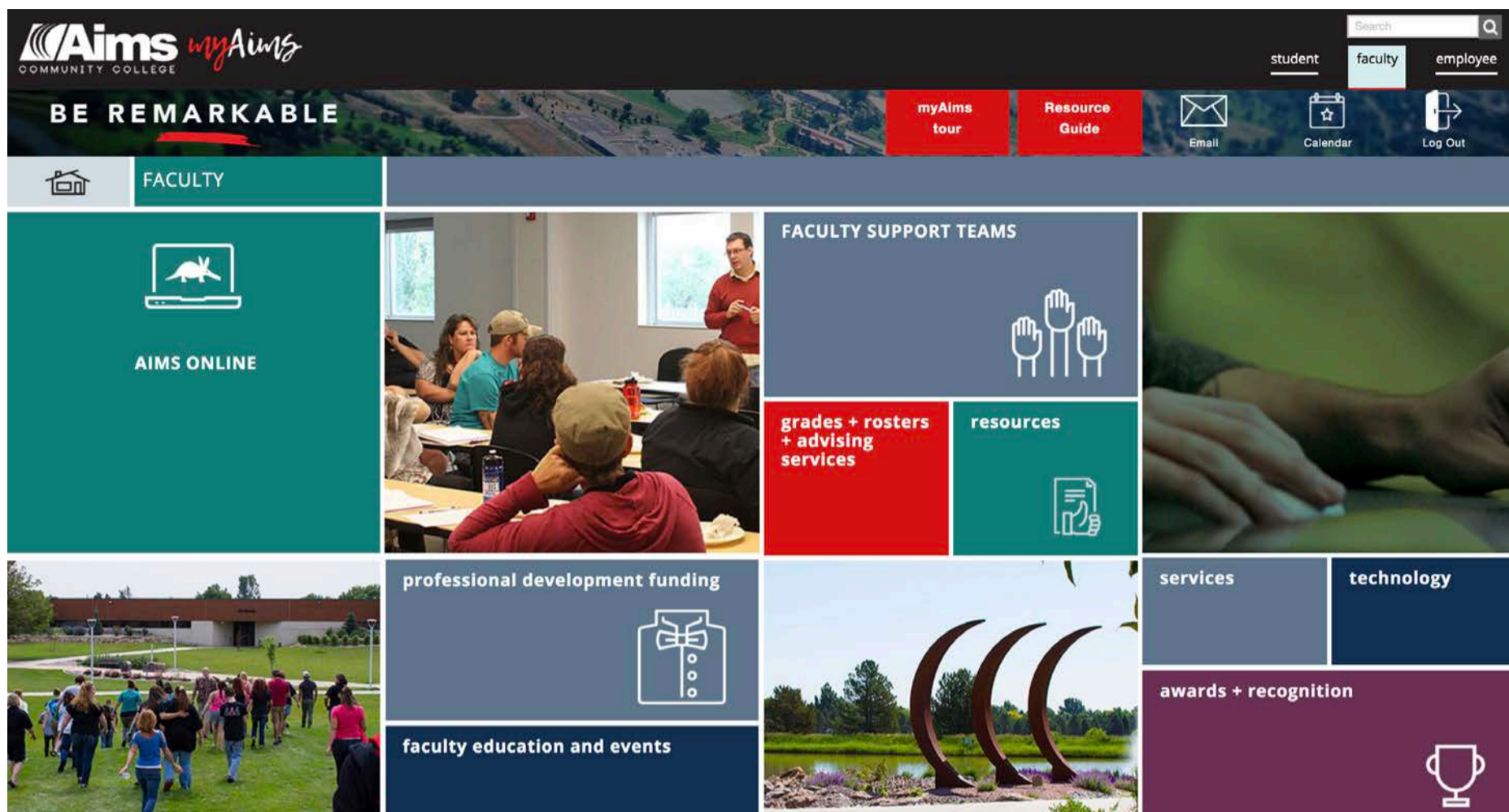
ASK Human Resources..... **Departments** ▶ **Human Resources**
 Sexual Harassment/Violence Hotline..... **Main website**
 Tell IT like it is..... **Departments** ▶ **Human Resources**
 Employee Discount Program..... **Departments** ▶ **Human Resources**
 PERA **Departments** ▶ **Human Resources**
 Fraud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

MYAIMS FACULTY HOME PAGE

WHAT WENT WHERE



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

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)

MYAIMS FACULTY HOME PAGE

WHAT WENT WHERE

PROFESSIONAL DEVELOPMENT FUNDING

- Professional Development Funds
- Part-Time Faculty Engagement Stipend
- Tuition Reimbursement/Waiver

FACULTY EDUCATION AND EVENTS

- Calendar
- Aims Learning Portal/Biz Library
- Current Training and Events
- Events Archive
- Training Requests
- Tutorials

SERVICES

- Academic Assessment of Student Learning
- Academic Technology Support
- Career and Technical Education (CTE)
- Course Design and Development
- Faculty Coaching
- Quality Assurance
- Web Accessibility Design

TECHNOLOGY

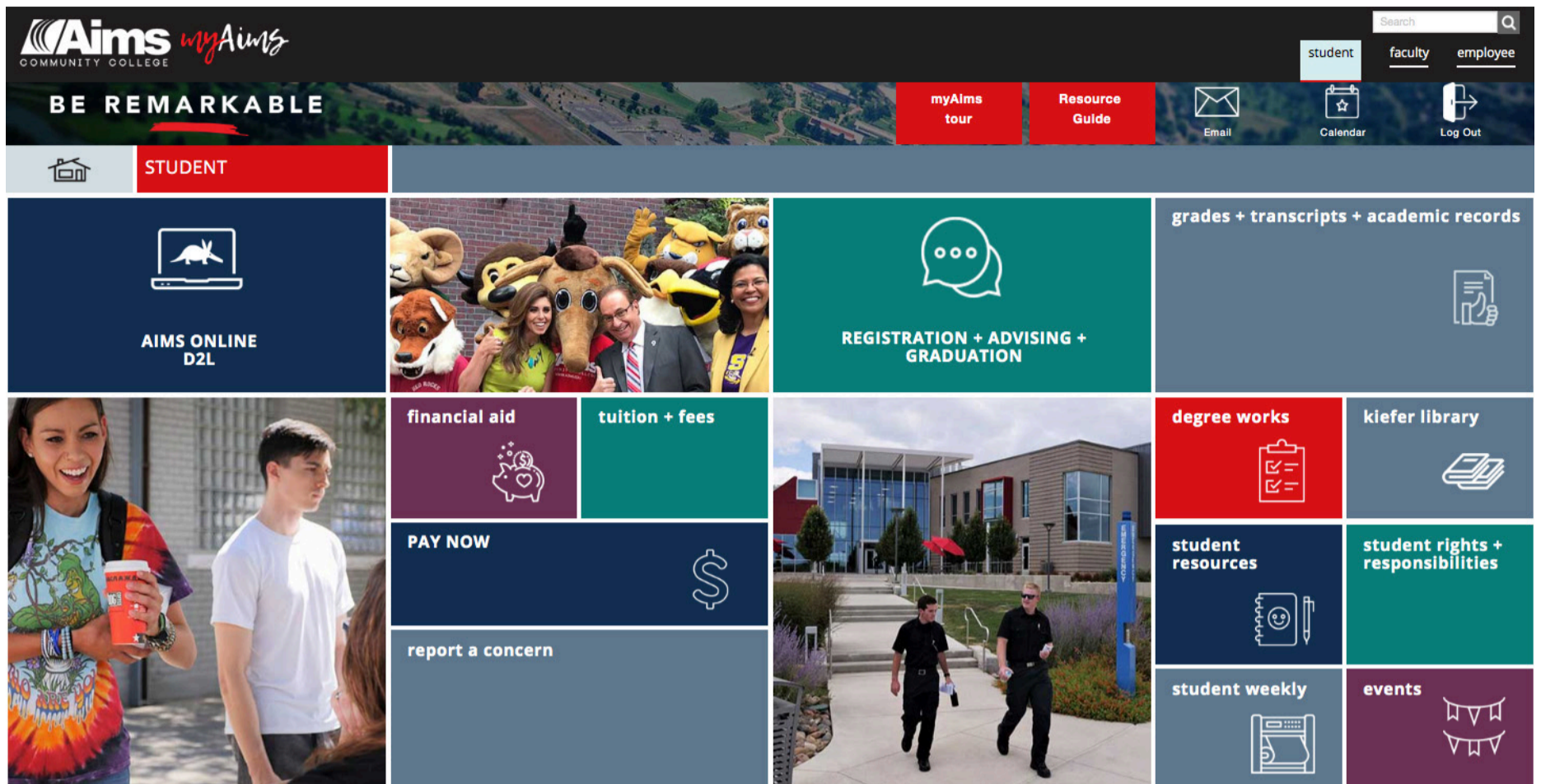
- Aims Campuses Technical Support
- D2L Tutorials
- Instructional Tools
- TechSmith Family
- Respondus
- Zoom Meeting Software
- Contact Us
- Biz Library
- Live Text
- Campus Labs
- Discovery Form
- Register for training
- Changes with Aims Online/D2L
- Scheduled Trainings
- On-Demand Access
- Webinar Archives

AWARDS AND RECOGNITION

- AFA-Selected Faculty of the Year
- Champion of Assessment
- Dean-Selected Faculty of the Year
- Exemplary Online Teaching Award
- Innovation in Teaching Award
- Learner-Centered Teaching Award
- Dedication to Professional Growth and Development Award
- Student-Selected Faculty of the Year
- Council for Equity and Inclusion Innovation Grants
- Faculty Teaching and Learning Center (FTLC)
- Faculty Professional Growth and Development Certificate Program
- Part-Time Faculty Stipend
- Faculty Accomplishments
- Signature Magazine

MYAIMS STUDENT HOME PAGE

WHAT WENT WHERE



HIGHLIGHTS TO STUDENT PAGE

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).