Getting Started With Connect25: Signing in, Profile Settings, & Navigation

Security Note

To access Connect25, security groups must have the following permission set in Series25 Group Administration:

- **Tool Access**: 8.0 *Access to Connect25* set to **Yes.**

Administrative groups will also need:

- **Tool Access**: 8.1 *Connect25 Admin* set to **Yes**.

Signing in to Connect25

Sign in Through Connect25

Replace school with your instance link and sign in through the login page:

https://25live.collegenet.com/pro/school#!/connect25/login

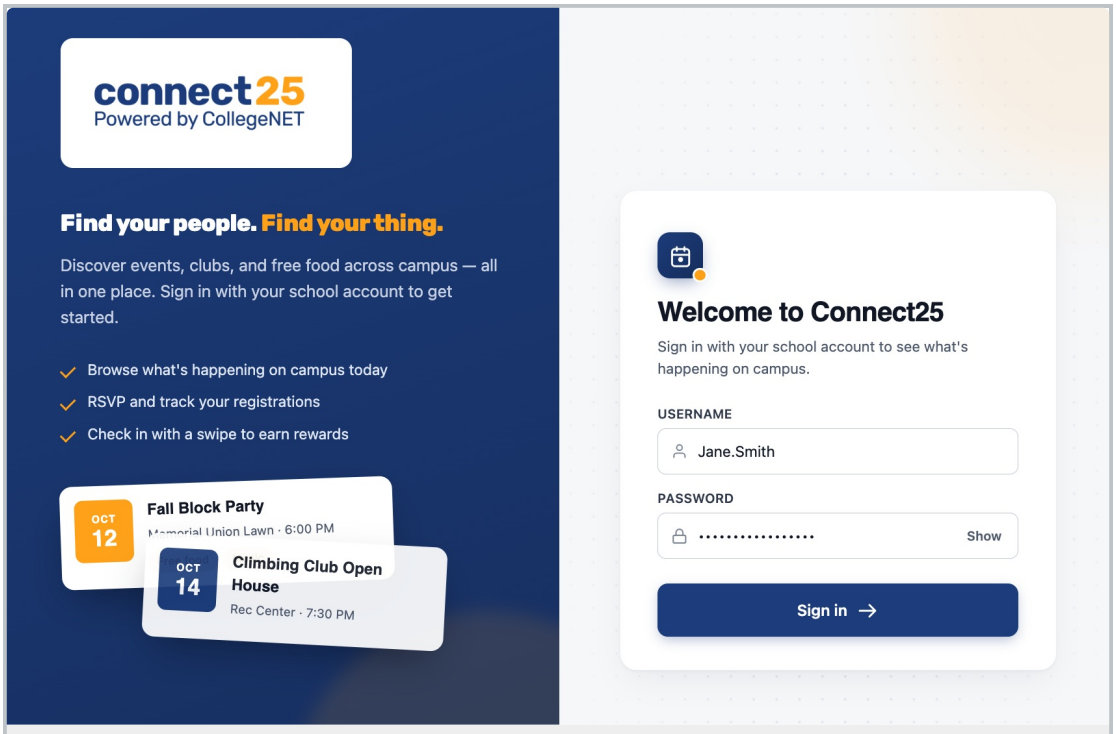


Image: Connect25 login page.

Sign in Through 25Live

Select Connect25 from the **Go To Tool** section of the **More** menu in 25Live.

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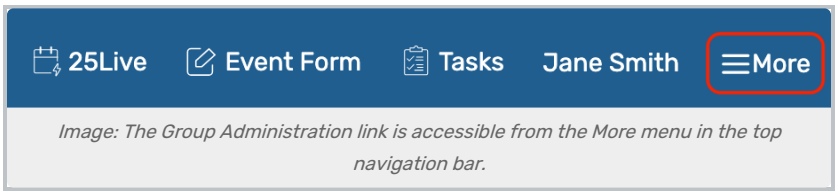


Image: The Group Administration link is accessible from the More menu in the top navigation bar.

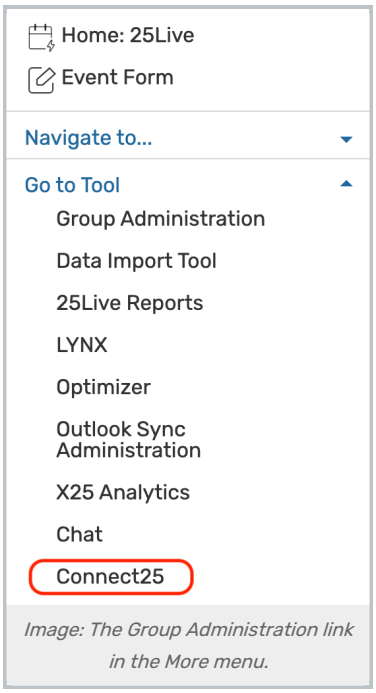


Image: The Group Administration link in the More menu.

Updating Your User Settings

Upload a profile image and update your contact information in the **User Settings.**

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- **Profile Image**
  - Upload - Select to locate a local image for your profile picture in Connect25
  - Alt text - Enter a description of the image for screenreader users
- **Basic Information**
  - Name Prefix
  - First Name
  - Middle Name
  - Last Name (required)
  - Name Suffix
  - Title
  - Internal ID (e.g., a student or staff ID)
- **Email**
  - Work Email (required)
  - Home Email

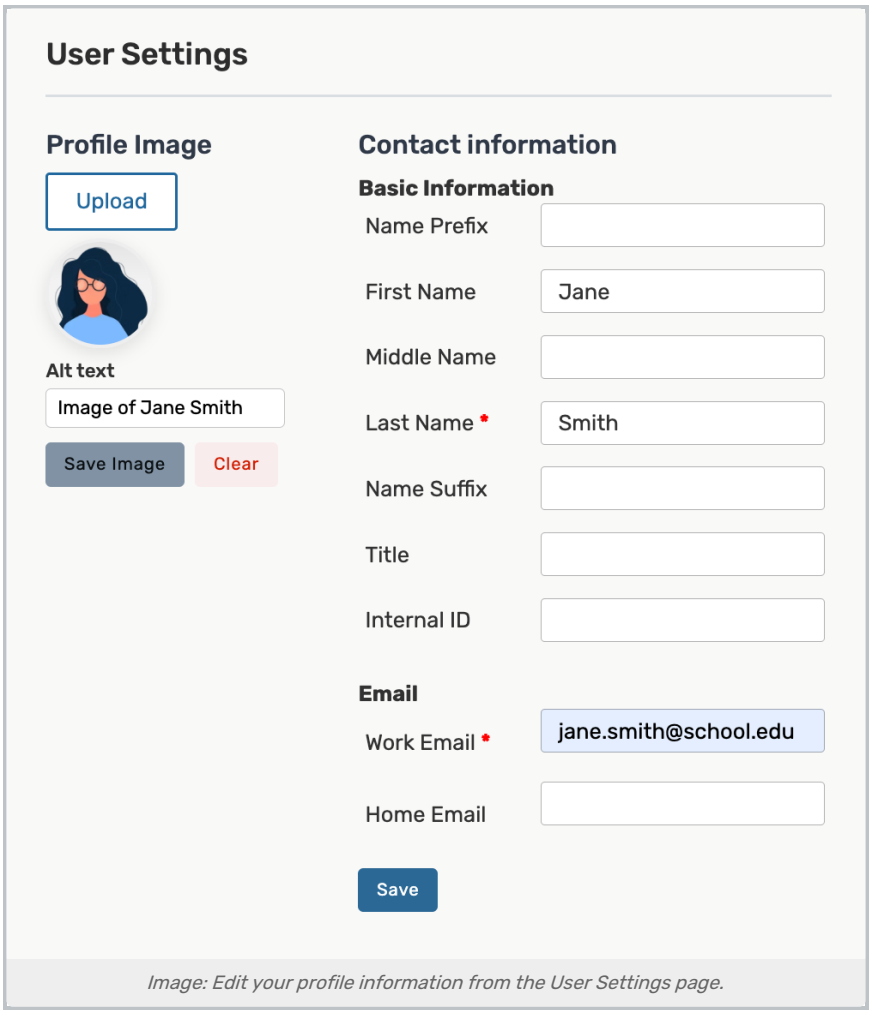


Image: Edit your profile information from the User Settings page.

Viewing Your Dashboard

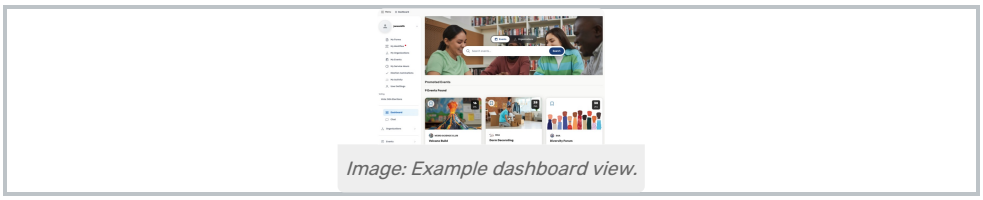


Image: Example dashboard view.

- Search - Use the **Events** or **Organizations** buttons to target your search, enter a few search terms, and find what you need.
- **My Organizations** - Lists all organizations you are affiliated with.
- **Promoted Events** - Highlighted events you may not want to miss.

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Navigating Through Connect25

Security Note

The navigation links visible to you are determined by your security settings. If you believe you should have access to a feature that isn't available to you, please contact your Connect25 administrator.

Top Navigation

- The top navigation bar appears at the top of every page. It contains a logo link on the left that returns you to the Home view and the **Menu** button on the right.
- Tap or click **Menu** to open a panel with three sections:
  - **Go to Tool** - Navigate to other licensed applications available to you.
  - **Notices** - Select **Active alerts** to view any active system notices for your instance.
  - **Account** - Select **Log Out** to sign out of the application.

Your Content

Tip: Collapsing the Sidebar

To collapse the sidebar for a wider view of the main body, tap or click the left-pointing chevron icon. The icon changes to point right. Tap or click it again to reopen the sidebar.

- My Forms - Open new forms, access forms you've submitted and forms you have permission to start, including campus-wide forms available to all.
- My Workflow - Access all workflow tasks assigned to you, including approvals, change requests, and workflow history and diagrams (available to users with workflow permissions).
- My Organizations - Browse organizations that you follow or have a role in.
- My Events - Browse events that you follow, are registered for, or that are sponsored by an organization that you are affiliated with.
- My Service Hours - Submit volunteer hours for approval, and review quick summaries of approved, pending, denied, and total submitted hours.
- Election Nominations - Nominate someone for an organization position in preparation for an election.
- My Activity - Track your earned badges and progress, and view a showcase of all badges available to earn when actions are completed in Connect25.
- User Settings - Update your Connect25 profile and contact information.
- Voting - Vote in an active election. (This section will only display if an open election exists.)

Application Section Links

- Dashboard - Search for events and organizations or browse promoted events and organization news.
- Chat - Connect with other Connect25 users via instant messaging.

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- Organization Search - Browse organizations and run filtered searches.
- Event Search - Browse events and run filtered searches.
- User Search - Run filtered user searches.
- Email - Send Connect25 users and external recipients emails and view emails sent from Connect25.

Workflow

- Workflow - Lists all currently saved workflows with options to Edit, Copy, or Delete. You can also create a new workflow from this view.
- Workflow Rules - Add workflow rules to automatically advance approval processes for submitted forms.
- Workflow Action History - View a dated list of actions run, including any error messages.
- Submission Workflow Audit - Review an audit log of submission workflow activity.
- Approval Groups - Create named approval groups to streamline workflow setup.

Forms

- Forms List - Create forms and view existing forms with options to Copy, Edit, view associated Rules, or Delete.
- Search - Access saved form searches, filters, and the option to build search criteria for advanced searches of forms. You can also create saved searches from this view.
- Aggregations - Run summary calculations (counts, sums, and averages) across form submissions, scoped by form, organization, event, and optional field-level criteria. Results can be named, saved, and reloaded.

Elections

- Elections - Configure and manage elections.
- Election Results - View results for completed elections.

Budget

- Budget - View an overview of all budgets created, total funds allocated, and a count of pending requests.
- Budget Categories - View and edit budget categories.
- Fiscal Years - View and edit fiscal years.
- Pending Requests - View all pending budget requests.
- Budget Reports - Review budgets by organization, over- or under-budget status, and pending budget approvals for the selected fiscal year.

Service Hours

- All Service Hours - Manage service hour requests.

Settings

- Configuration - Access the main configuration for Connect25, including a spreadsheet import tool and

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initialization for first use.

- Email Template Settings - Create and manage email templates for your institution.
- Security - Use this view to select roles that set permissions for viewing, managing, and editing across the application.
- Engagement Reports - View overall user engagement or engagement by organization.
- Engagement Analytics - Run engagement analytics on locations, organizations, events, and more.
- Engagement Configuration - Set the weights that determine your institution's engagement report scoring.
- Badges - Set up custom badges unique to your instance for users to work toward earning.
- Low Activity Report - View lists of users with low engagement based on your saved settings.
- ID Cards - View and manage user configurations for encoding ID cards used to swipe in at events.
- Layouts - Configure layout options for your forms.

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