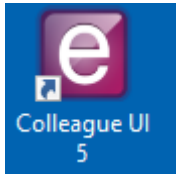


## COLLEAGUE 5- BASIC NAVIGATION

### Logging into Colleague

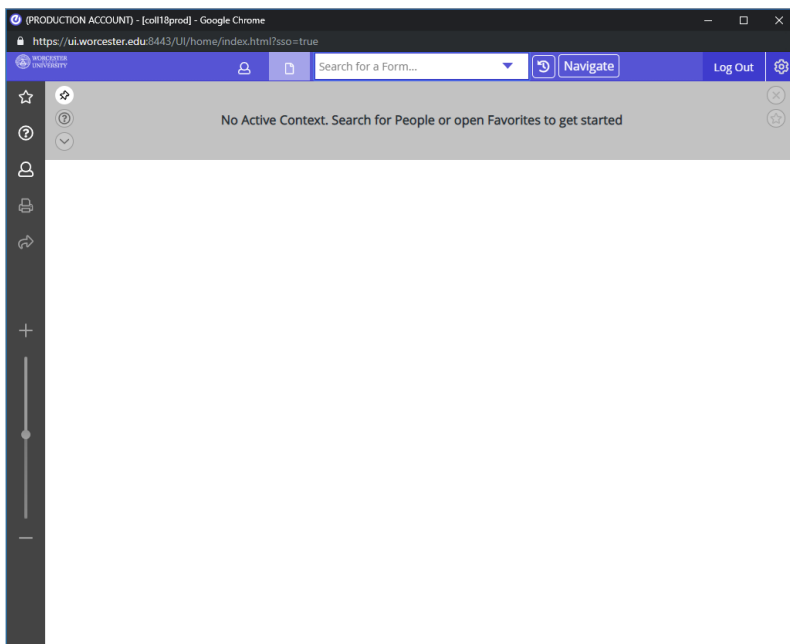


- Double-click the Colleague **UI 5** icon on your Desktop.
- Click this link:

[Click here to launch UI 5.7](#)

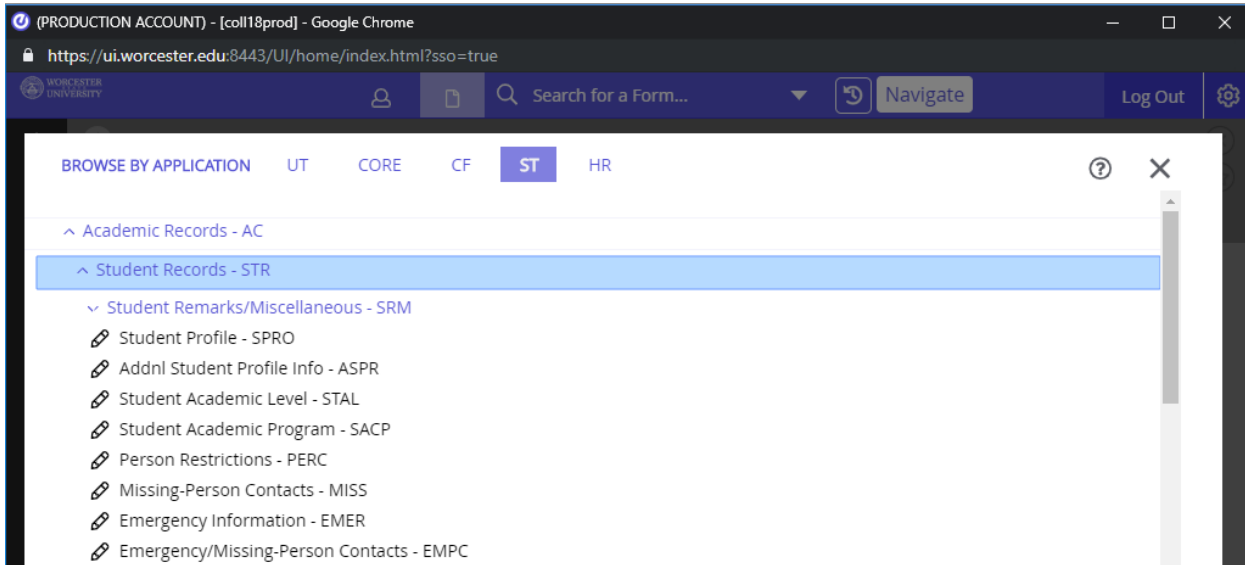
- Sign in with your WSU email address and password.

Your screen will look like this:



If you know the name of the screen you are looking for, enter it in the "Search for a Form" box. If you do not know the name of the screen, click on the Navigate button. Highlight the "Browse by application" mnemonic. (**ST** is where you will find student information; **CF** is where you will find financial information)

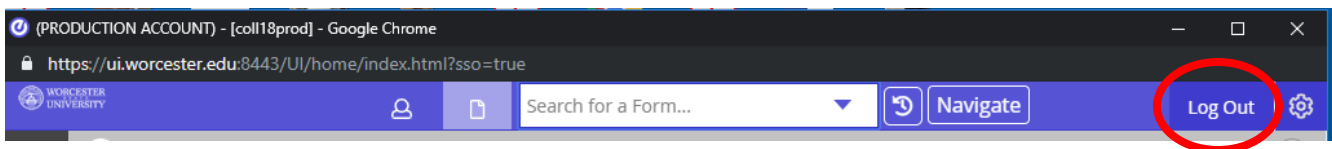
In the following example, ST is highlighted and we are navigating through the menu options under "Student Records". Scroll down to the menu option you desire and double click on it. You will be brought to the screen you have selected.



Your menu choices are limited by the access privileges you have been granted by the Colleague administrator. Your menu may look different from another user's menu based on this access.

Once you have used several different forms, Colleague will remember the screens you have used, and they will be shown in the "Search for a Form" window when you begin typing the first letter of the mnemonic.

● **IMPORTANT** - When you are done with a Colleague session, you must **Log Out**.



You must end your session by clicking on "**Log Out**", rather than closing the window by clicking the "X".

● For new users to Colleague, there is a short tutorial available. Click on the ?, then "Quick Tour" :

