



# CougarWeb Employee

## How is the new portal different?



The new portal uses Pathify, which is an engagement hub. This is CougarWeb with a facelift. CougarWeb will now provide a personalized, centralized dashboard to guide users. Users will only see information relevant to them.

## How do I use the Search Bar?



1. Click in the **Search Bar** at the top of the screen.
2. You can select an **optional filter** to narrow search results.
3. Begin typing a search term. Matches will appear below the **Search Bar**.
4. Click **View All Results** to see categorized results.

**NOTE:** New search terms are added every week.

## Can I add and remove widgets?



YES and NO.

1. Some widgets are required based on your role and can't be removed. Email is an example of a required widget.
2. You can add new widgets to your dashboard by clicking the **Find New Widgets** button.
3. To remove a widget, click the three horizontal dots on the top right of the widget and choose **Remove Widget**. If it is a required widget, the Remove option will be grayed out.
4. You can also move widgets by clicking and dragging to a new location. Required widgets can also be moved.
5. You can also adjust the style of widgets with the three horizontal dots.

## What are the items on the left?



1. **Dashboard** is your main point of contact for CougarWeb.
2. **Activity** will show recent additions and messages.
3. **Announcements** are messages that are sent to all users in an assigned role.
4. **Resources** are documents and a link to your OneDrive.
5. **Events & Calendars** are organized by group. You can filter the calendars to see those that apply to you and change the color associated with the calendar.
6. **Shortcuts** are fully customizable and you can add a shortcut to this list by clicking the **Star** on any page. ★
7. **Tools** are links to sites that can be used Districtwide.
8. **Pages** are web pages created in CougarWeb with links and information. They are categorized by department or function.

**NOTE:** You can click **View All** to see more **Pages** and **Tools** that are available.



## Support:

### Faculty/Staff Login Technical Support

**Ph:** 972.548.6555

**Email:** helpdesk@collin.edu

**Hours:** M-F 7 am - 6 pm

### Faculty/Staff General Support

**Ph:** 972.881.5870

**Email:** eLC@collin.edu

**Hours:**

- M-Th 8 am - 6 pm
- Friday 8 am - 5 pm



# CougarWeb Employee

Main Menu

Search Bar

QuickLinks

Notifications

User Profile

The screenshot shows the CougarWeb Employee dashboard interface. On the left is a 'Main Menu' sidebar with sections for Dashboard, Activity, Announcements, Resources, Events & Calendars, Shortcuts, and Tools. At the top center is a 'Search Bar'. Below it are 'QuickLinks' for Workday QuickLinks, Rules & Regs, System Status, Testing Center, Innovative Learning, and Foundation. A 'Notifications' bell icon is in the top right, next to a 'User Profile' icon. The main content area features a 'Find New Widgets' button in the top right. Below this are several widgets: 'Canvas Courses' (empty), 'Office 365' (with email and files tabs), 'In the Spotlight - Employees' (with a 'burnalong' wellness poster), 'Countdown to Summer 2024' (showing 47 days, 4 hours, 38 minutes, and 30 seconds), 'Employee Links' (with a list of services), and 'Library' (with a list of resources).

Find New Widgets

Widget

Widget Options