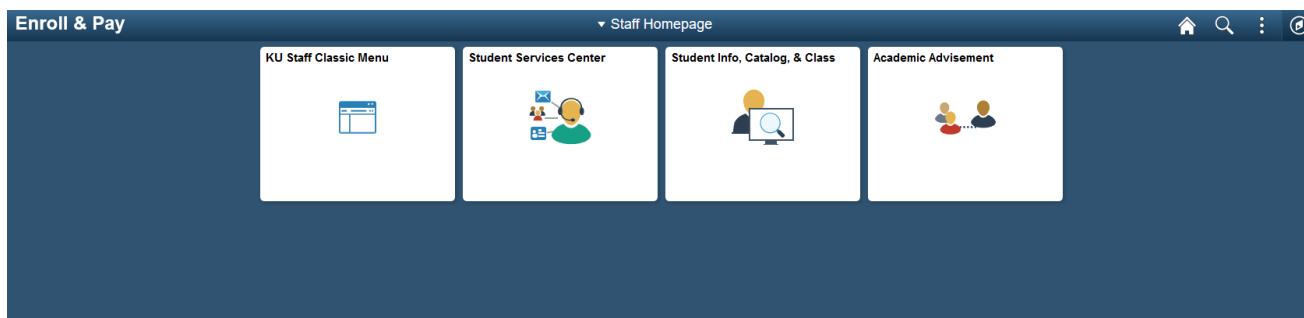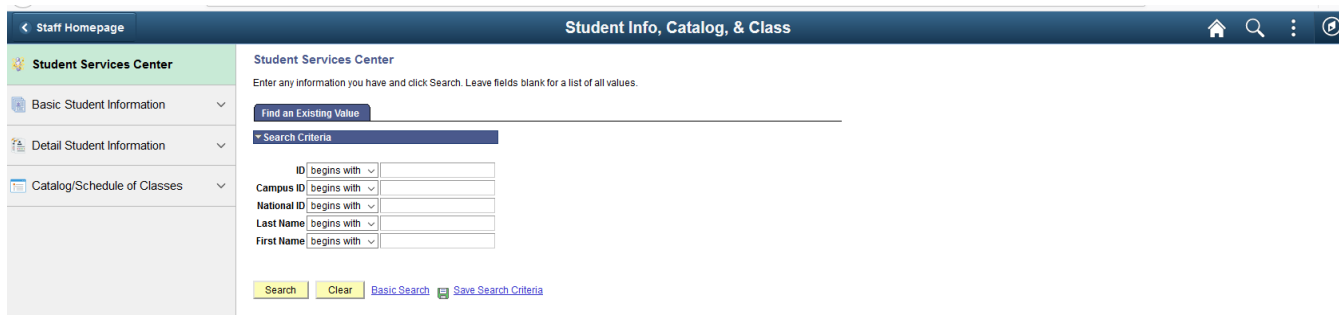# Navigation in Enroll & Pay 9.2

The navigational structure is made up of Tiles that enable you to navigate to the desired page within a Menu folder.

NOTE: Users will have different access levels within the Tiles and then within folders based on their business needs.

After login, each user will initially enter a specific homepage. A user may only have access to one homepage, however, if they have access to multiples, then they can define their default homepage (see Personalize Homepage).

After clicking on a **Tile**, the **Menu Folder** on the left will appear.

1. The Student Services Center page link is one page with multiple tabs containing several pages of a student's record.

2. The Basic Student Information folder contains biographical/demographical information along with the enrollment of a student. Using the drop down to the right of this folder will list the page links.

3. The Detail Student Information folder contains a student's enrollment, grades/GPA, program/plan, term information and transfer credit information. Using the drop down to the right of this folder will list the page links.

4. The Catalog/Schedule of Classes folder contains the catalog, schedule of classes and for some, rosters and instructor schedules. Using the drop down to the right of this folder will list the page links.

The **navigational header** remains constant, containing links to **Home**, **Global Search**, Add to Favorites, My Preferences and Sign out, and the **NavBar**. The **NavBar** contains Recent Places, My Favorites, Navigator, Class Home and the Student Services Center page.
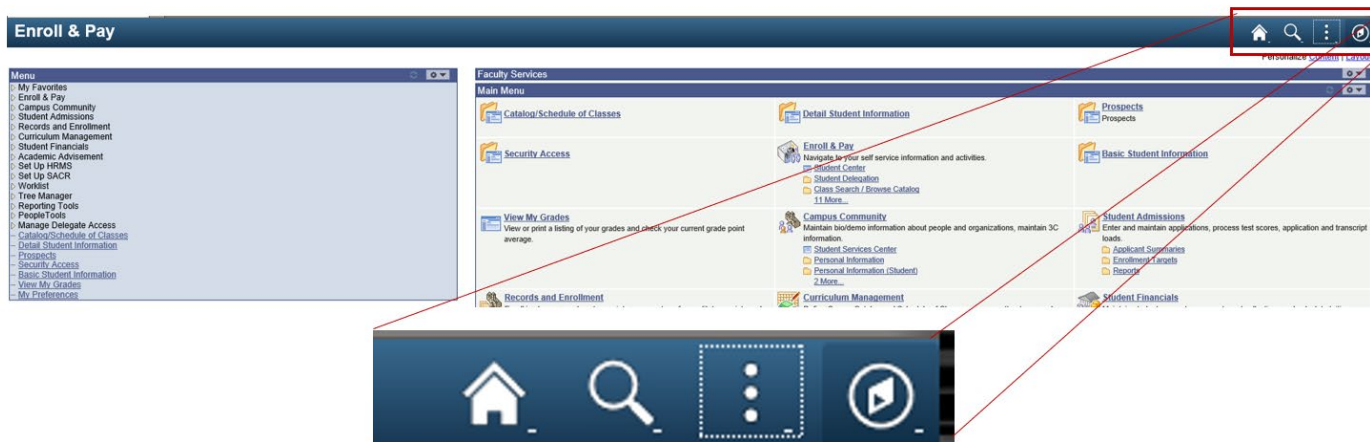

Figure: Navigation Header

Home: This link will return the user to their set default homepage.

Global Search: Allows text search of menu items.

Actions List: Personalize Homepage, My Preferences and Sign Out.

Navigation/NavBar: This link opens the Right Navigation Bar. The link "Navigator" is the same menu you get when opening a tile. This navigation bar also holds **Recent Places** and **My Favorites**.

Note: Recent Places only updates if the page has been accessed using the Navigator/NavBar link on this Navigation Bar. *The reason is that Oracle intends for this to become the primary navigation in the system.*

You can click on the KU Staff Classic Menu on your Staff homepage to view your homepage as you did before the upgrade. Once you start maneuvering through the folders in the left-hand side Menu, this Menu will automatically collapse. We have opted to minimize this Menu to allow for more real estate on mobile devices. You can expand or collapse the Menu by clicking on the icons above the main menu.

Since part of this upgrade includes a better way for users to view the system on any device (laptop, tablets or smartphones), there will no longer be a link on the logon screen for a non-mobile version. All pages will be available on any device, some pages are just not optimized for best use on a mobile device.

For additional Help documents including setting your default Homepage, see http://sis.ku.edu/enroll-pay-how-tos. 9.2 documentation will be available on October 4th.

If you have problems with Enroll & Pay, please call 785-864-8080.