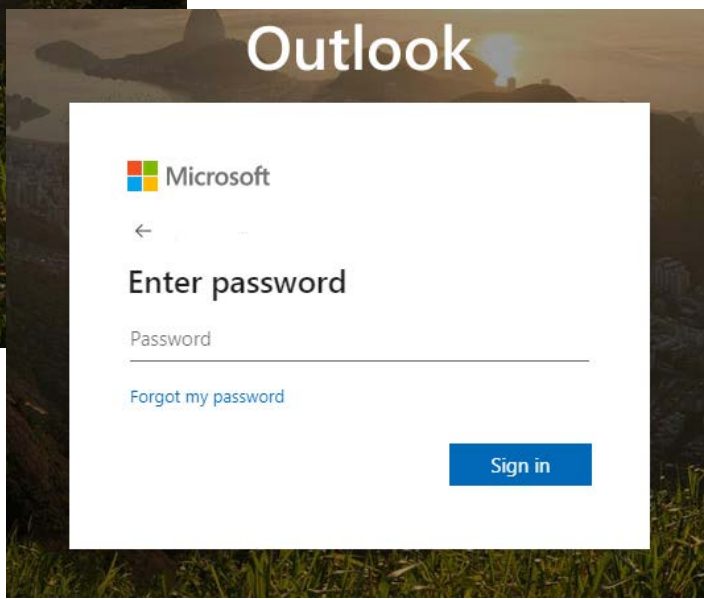


To access YU Email on the web:
<https://outlook.office.com>

Enter full email address and
password



From the "EMPLOYEE" tab, some of the most commonly used links are highlighted in yellow. <https://insidetrack.yu.edu>

MANAGE YOUR CAREER

[Internal Job Postings](#)

TALENT DEVELOPMENT

[Talent Development Calendar](#)

Online Professional Development Courses:

[KnowledgeCity](#)

[Instructions for Navigating KnowledgeCity](#)

PAYROLL FORMS

[Direct Deposit Authorization](#)

EMPLOYEE TOOLS AND SYSTEMS

[MaccaBuy \(SciQuest\)](#)

[Banner Self-Service](#)

[iCIMS](#)

[PageUp \(Applicant Tracking System\)](#)

[PaymentNet \(JPMorgan P-Card system\)](#)

[Kronos - Time Entry](#)

[ARGOS \(VPN required when off campus\)](#)

[BannerINB \(VPN required when off campus\)](#)

[Banner9 Admin Forms \(VPN required when off campus\)](#)

[Banner Password Reset \(Click here to reset your Banner Password\)](#)

[Banner Advising Student Panel \(ASP\)](#)

[CALI - YU File Transfer \(Requires authorization\)](#)

[BenefitFocus](#)

[Cornerstone \(Performance Management System\)](#)

[25Live \(Event Scheduling System\)](#)

[Canvas](#)

[Faculty Profiles](#)

Submit [Work Order](#) to Facilities Services

NEW HIRE BENEFIT ELECTION FORMS

BANNER SELF SERVICE

[Banner Self-Service](#)

[Personal Information](#)

[Student and Financial Aid](#)

[Student Account Summary by Term](#)

[Faculty and Advisors](#)

[Student Information Menu](#)

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Printer Friendly Class List](#)

[Detail Class List](#)

[Summary Class List](#)

[Detail Wait List](#)

[Summary Wait List](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Forms](#)

[Registration Overrides](#)

[Add or Drop Classes](#)

[Look Up Classes](#)

[Electronic Gradebook by Component](#)

[Faculty and Advisor Security Information](#)

[Active Assignments](#)

[Assignment History](#)



[Class Schedule](#)

[Course Catalog](#)

[Syllabus Information](#)









BANNER SELF SERVICE

-  [Banner Self-Service](#)
-  [Personal Information](#)
-  [Student and Financial Aid](#)
-  [Student Account Summary by Term](#)
-  [Faculty and Advisors](#)
-  [Employee Information](#)










EMPLOYMENT DETAILS

- [Benefits](#) 
- [Direct Deposit](#) 
- [Pay Stub](#) 
- [Job Details](#) 
- [Leave Details](#) 
- [W2 Tax Forms](#) 



PERSONAL INFORMATION

- [Update Contact Info for Emergency Notification – YU Alert](#) 
- [Update Addresses and Phones](#) 
- [Update Emergency Contacts](#) 
- [Update E-mail Addresses](#) 
- [Change PIN](#) 
- [View Ethnicity and Race](#) 
- [Update YU Directory \(Manager Use Only\)](#) 



TEXTBOOKS

According to the Higher Education Opportunity Act (HEOA), we are required to disclose to the students any required materials (textbooks or other materials and equipment) needed for each course (including approximate cost). It must appear on the public schedule so that students know the cost in advance.

To navigate from Inside Track, go to Banner Self Service:

Faculty and Advisors > Syllabus Information > Choose the class

Fill in the “Required Materials” field as soon as your class goes live on the schedule.

Provide the following:

- ISBN
- Title (including edition)
- Author
- Approximate cost
- Required for course? Yes or no

If your course does not have any required materials, please be sure to enter “No required materials”. **We cannot leave any blank fields in Banner.**

For information on HEOA: <https://ed.gov/policy/highered/leg/hea08/index.html>

The screenshot shows the Banner Self Service interface. At the top, there is a yellow highlighted header "Banner Self Service". Below it, a navigation menu lists several options: "Banner Self-Service", "Personal Information", "Student and Financial Aid", "Student Account Summary by Term", "Faculty and Advisors" (highlighted in yellow with a blue arrow pointing down), and "Syllabus Information". Below the navigation menu, a blue bar contains the text: "Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements".

The main content area is titled "Course Information" and displays the following details:

- Course Information**
- Essentials of General Chem - 26166 - CHEM 1010C - KLT**
- Levels:** Post-Bachelors Women, Undergraduate Women, YU Non-Matric/Cont Ed
- Status:** Active
- 26166 CRN
- Beren Campus Campus
- Lecture Schedule Type

Below the course information is the "Syllabus Data" section, which contains several input fields:

- Long Section Title**: A text input field.
- Course URL**: A text input field.
- Learning Objectives**: A text area with a scroll bar.
- Required Materials**: A text area containing the text: "Introductory Chemistry: Concepts and Critical Thinking, Sixth Edition; Charles H. Corwin; ISBN-13: 978-0-321-66305-4; List price \$168.40; New from \$84 on Amazon.com; Calculator (non-scientific okay)".
- Technical Requirements**: A text area with a scroll bar.

At the bottom of the form, there are two buttons: "Submit" and "Reset". Below the buttons, there is a link: "Return to Previous".



You will see this same login screen for different services. Canvas can be accessed direction through Inside Track or at the url below. Smart Evals is not available through Inside Track.

CANVAS – Learning management tool:

<https://yu.instructure.com>

SMART EVALS – Course evaluations:

<https://yeshiva.smartevals.com/>



Sign in with your organizational account

yuad\jbieber

.....

Sign in

Sign-in requires the following format **YUAD\username.**

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