



CORE SYSTEMS MODERNISATION

DMUhub - Catch up

This weekly email will keep you up-to-date with what's happening with DMUhub. Much like our Busy Person's Guides, we understand that sometimes there's not enough time to read webpages and search out how to do something. For those moments we're introducing a regular update.

DMUhub is LIVE

Last Tuesday we launched DMUhub and the first four tiles to all DMU staff.

Getting on DMUhub is easy. You can access DMUhub from anywhere on any device as long as you are connected to the internet: just type **dmuhub.dmu.ac.uk** into your internet address field and sign on using your normal Single Sign-On log in details. We will **NEVER** email this as a link to you. If you want the link you can find it on the [DMUhub area](#) of the staff pages.

Help is at hand

A new system and new ways of working can be daunting at times. However, help is at hand. We have a really comprehensive three-step support system in place and encourage you to follow these steps to ensure you get the right type of help:

Step 1: Take a look at the [DMUhub area](#) on the staff pages. It's full of useful information and FAQs.

Step 2: [Talk to a Change Champion](#). We have more than 100 Change Champions in every area of the university. They've had training on the system and are able to provide face to face support.

Here's a few words from just two of our amazing Change Champions:

Having had face-to-face training and access to the test environment I've been able to answer most questions from my colleagues.

Most people have managed to access DMUhub themselves, but it's been great to help out those that are not as comfortable with new systems. They're really embracing the change!

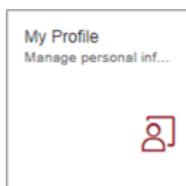
Step 3: Call the ITMS service desk on 6050. They are working with a DMUhub triage team to help get your queries answered quickly. You can call them with **ANY** query, not just for technical support.

Top Tips

Over the last few days, we've collated a few top tips when using the DMUhub tiles.

My Profile

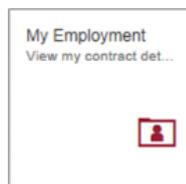
- There is no back button to take you back to the landing page. This tile opens a new tab on your browser, so once you've finished, press save and close the tab.



- When uploading your profile photo, there is a size restriction of up to 1MB. [Click here](#) for a guide to cropping and resizing your photo.

- **Don't forget**, some of this information was collated when you joined DMU so may be incorrect. With the exception of a few fields (NI Number, date of birth etc.) you can change the information on this tile by pressing the pencil symbol in each section.

My Employment



- Much like My Profile, there is no back button to take you back to the landing page. This tile opens a new tab on your browser, so once you've finished, press save and close the tab.
- The numbers in the work pattern are shown as hours and minutes, not as a decimal. 7.24 means 7 hours and 24 minutes.
- You can't make changes to the data on this page, but if it looks wrong email the correct information to hrenquiries@dmu.ac.uk

When will we get more tiles?

If you attended one of our show and tell sessions in March you will know that we have some more tiles to launch. We're taking a phased approach with the release of tiles. This will ensure we don't introduce too much change at once and that the data that sits behind each of the tiles is correct.

The first step was to make sure our core people and contract data is correct. Over the last week, hundreds of colleagues have accessed DMUhub to update their personal details and check their contract information. Thank you!

Keep your data safe

Please follow these simple steps to keep your data safe

Don't share your password

Armed with your password someone can access your DMUhub

Shut down your browser

Some tiles will open in new tabs so close your entire browser.

Don't leave your PC/Mac unlocked

You should never leave your computer unlocked when you leave it.
Press Ctrl + Alt + Delete to lock it

The next step is to make sure our reporting line data is right. This includes where you sit in the organisation and who you report to as well as who reports to you. It's imperative this information is correct as this is the structure our transactional tiles such as My Expenses, My Leave Requests and My Timesheets rely upon.

We have done a lot of cleansing of this data before Go Live but we need to do a final double check. To do this we will launch two new tiles called **Employee Lookup** and **My Team Calendar**. We hope to launch these in the coming days.

Once we are confident the reporting line data is right we will launch the remainder of the tiles. This includes **My Expenses** and **My Timesheets**.

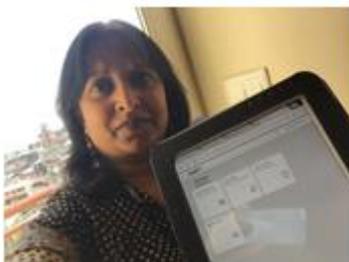
In the meantime please continue to use our existing paper processes. This includes e-F15 form for expenses, paper timesheets and leave request forms.

Your Stories

Since going live the team has been overwhelmed with positive messages and we've enjoyed hearing some of your stories.

It works in India!

Bharti from the CSM data team accessed her payslip from her holiday in India.



Saved my bacon...

A colleague (who shall remain nameless) updated his marital status in My Profile, only to realise it was his eighth wedding anniversary: an impromptu lunchtime stroll to the florist resulted in some serious brownie points!

Same time next week? The next DMUhub catch up will be available on Monday 8 May

This email has been sent to all staff

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