Important Notice to Current Catalyst Training Participants

Overview
As of Monday, October 15, 2018, Catalyst, the University’s Student Information System, has been upgraded. This upgraded interface impacts the navigation paths that users will take to complete tasks. It is important to note that while updates to the over 100 Catalyst existing educational materials (eLearnings, reference guides and videos) have begun, due to the timing of the interface go-live, the updates to the staff educational materials are not yet complete.

As a new user, it is important to note that until all updates are completed, the current navigation shown in the staff training courses does not reflect the new look of the system. At the same time the steps to complete the processes are still relevant and will remain the same.

Please note:

- The business processes presented in the training are still relevant and have not changed as a result of the system upgrade.
- The attached notification will be added to all Catalyst Programs in SuccessFactors. All staff who go through the training will immediately be informed that the current courses does not reflect the new interface.
- Student, parents and faculty materials have been updated to reflect the new navigation and homepages. These materials have been uploaded and published to the Catalyst Resource pages at www.uc.edu/catalyst.
- Check out the promotional video created to highlight the navigation and user interface changes: https://bit.ly/2QS1D2V
What does this mean to me?

While completing your current training, the courses will show the previous homepage interface. This previous homepage interface called for users to navigate to Catalyst pages using a series of folders that were called Breadcrumbs (figure 1).

In the new interface, the staff homepage has been updated and improved for easier navigation (Figure 2). Each tile has been set up to centrally locate all of your needs based on your approved security access.

After selecting a tile, you will see the “navigation collection” on the left side of the screen (Figure 3).

Each folder within the navigation collection has quick links that will get you where you need to go in Catalyst without navigating away from the screen.
Additional Information
The Staff Success Center is working on updating all Catalyst education materials for students, parents, faculty and staff.

- This include building a new Navigating Catalyst course that will reflect the new navigation and terminology. This is targeted to be released the week of October 22, 2018.

- In addition, the team is partnering with various departments who oversee business processes to develop new eLearning courses and reference materials.

We appreciate your patience as we continue to update educational references and will be sending out ongoing communications as courses and reference materials updates are completed.

For more information about Catalyst’s new homepage, go to [www.uc.edu/catalyst/Catalyst92Upgrade](http://www.uc.edu/catalyst/Catalyst92Upgrade). For questions about Catalyst training, email [hrlearning@uc.edu](mailto:hrlearning@uc.edu).

Thank you,

**Staff Success Center**
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