Colleague UI

By ellucian

What is Colleague UI?

Colleague UI, also called Datatel, is a web-based interface used for the following:

◈ Student Registration

◈ Student Advising

◈ Payments

◈ And many other features

How do I access Colleague?

There is a folder on your desktop called **FTCC Shortcuts** that has shortcuts that are available to most employees. Inside this folder you will find a shortcut called **Datatel.**

You can also access it by following this link.

https://ui-prod.cloud.faytechcc.edu/ui/

Colleague will automatically open in Chrome Incognito mode. We ask that you don't change this. We also ask that you don't open Colleague in IE, Edge, Firefox or any other browser when using Colleague
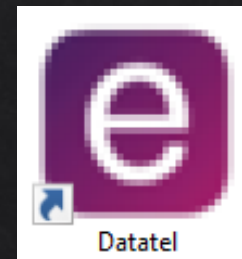
Are we allowed to bookmark Colleague?

By all means, feel free to bookmark the Colleague page. All we ask is that you bookmark this address: https://ui-prod.cloud.faytechcc.edu/ui/

This address will be constant and is not subject to change. Shown is what you will see when use the link above.
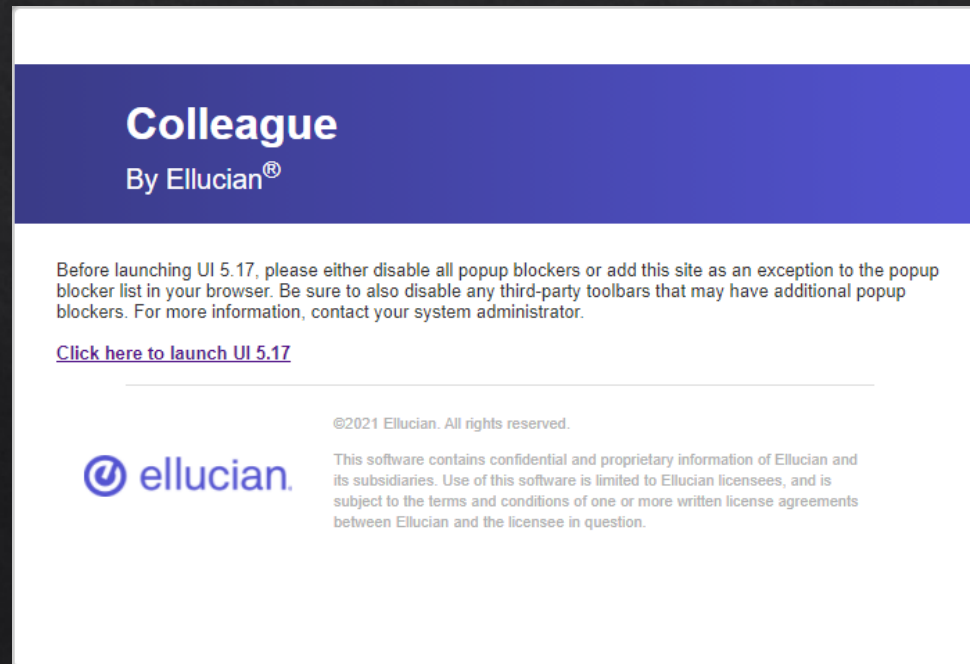
How do I log into Colleague?

It is really easy to log into Colleague. If you are granted access to Colleague, all you need to do is use your AD Username and Password.
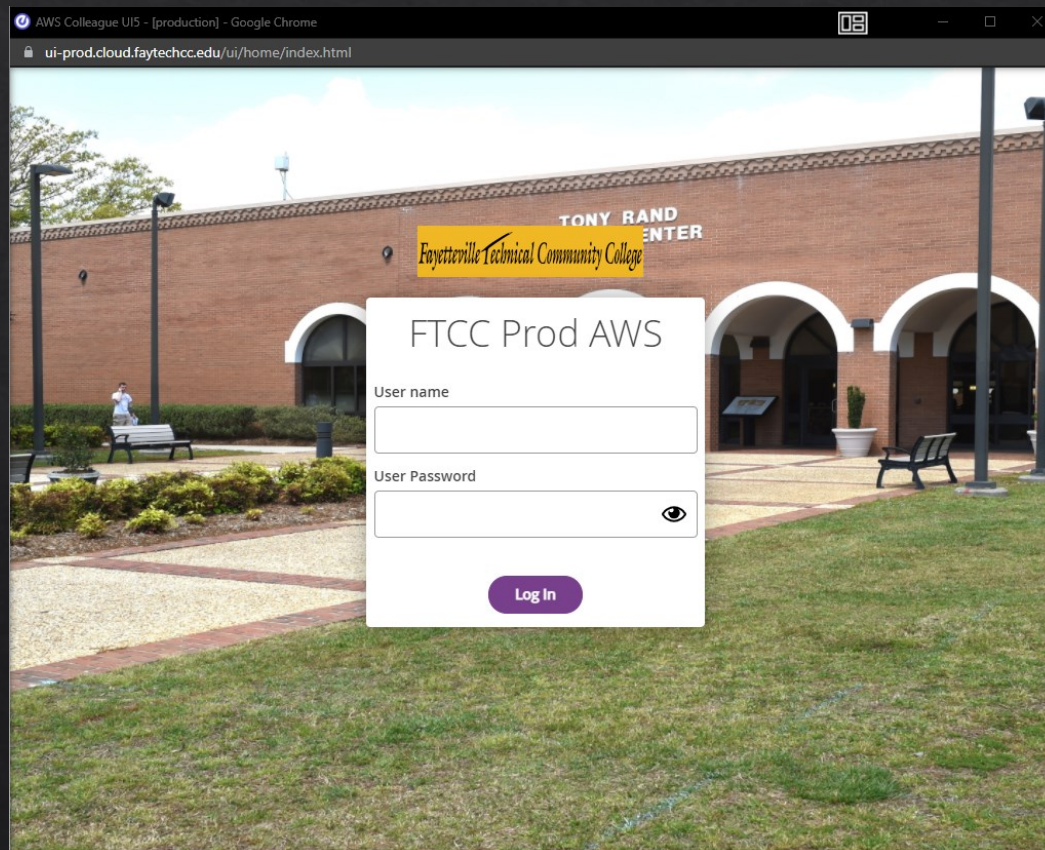
How do I know if I have access?

Once your supervisor has submitted the correct form requesting you to have access, and all the proper people approve the form, we will create your account. You will receive an email welcoming you to FTCC with instructions on how to login and links to various pages (if you were granted access).

Please keep in mind, not every employee of FTCC is granted or needs access to Colleague.

What will I be able to do in Colleague?

That is a difficult question to answer. Not everyone that has access to use Colleague will use it the same way. Access to Colleague is limited to what Security Classes were assigned to you when your access was requested. These classes are determined and assigned to you by your supervisor. Security Classes can be added or removed via your supervisors request. Rest assure, we will email you whenever your access has changed and what has changed.

Searching within Colleague

There are two types of searches you can do, by Person or by Form.

Person search:

Form search:

Notice the differences! Each one has it's own icon and button.

⬥ Person has an **Advanced** button that allows you to search address, city, etc

⬥ Form has a **Navigate** button that allows you to search for the mnemonics you have access to.

What are mnemonics?

Mnemonics are the abbreviations for the screen names that you have access to use or view. They make it easier to remember, type, and find the screen you want.

For example, it's quicker to type in NAE than 'Name and Address Entry'.

Please remember not everyone will have access to the same screens or mnemonics. Some screens cannot be accessed directly and must be accessed from another screen.

Doing a person search

When you do a person search, you can search by either Colleague ID or the person's full name. This will open a context card for the student. You can even press the 'push pin' button and then search for more people.

What are these little buttons near the context cards?

Pin Context. This prevents the context from closing when leaving a form.

Previous Context

Next Context

Close the Context

Favorite. This adds a context to the favorite menu you can open elsewhere.

Display all contexts.

Some information on the persons context is not showing. How do I view it?

Some information is too long to show on a person's context card. You can tell if there is more information that is not being shown because there will be a '…' next to the information. To view the rest of the information, just hover your mouse over the information.
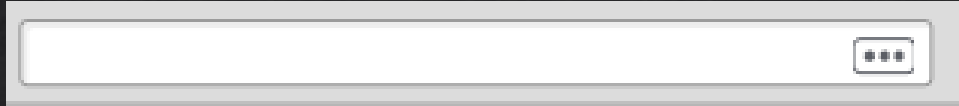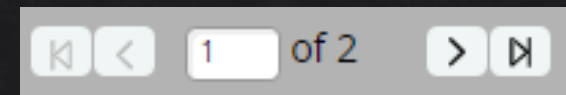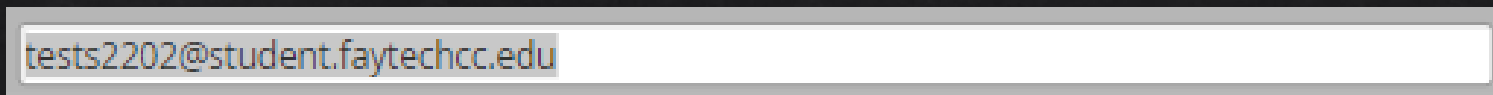
Forms and their fields

There are different fields on the various forms that you may have access to. Two of those fields are Lookup and Multi-value.

Lookup fields will be indicated by the '…' icon in the field. This means that you can type '…' (without quotes) to get a list of options that you can choose from.

Multi-value fields mean that there is more than one item listed for that field. For example, a person can have more than one email address on file. The multi-value field will show the information one item at a time. Use the navigation near the top of the screen to view the other information.

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1 of 2

Where is the menu for Colleague?

The menu is located on the left side of the Colleague screen.

This is where all of your favorites are stored

This is where the help menu is.
This will help you to understand the form that you are on and what kind of information is needed for each field

This is another section of the page where you can access the logout button

This allows you to print the form and active context card

Can I change the color of the title bar in Colleague?

Yes, you can change the color of the title bar. Currently the default color is set to Gold. Keep in mind that there is a limited amount of colors to choose from. We do suggest that if you have access to other environments, to use a different color for the different environments. With each environment having it's own color, you will be able to easily tell which environment you are working in.

How do I change the color in Colleague?

In the top right corner of Colleague, near your username and the logout button, there is a button that looks like a gear. Click on the gear and choose **Preferences**.