



MEMO: Graduate Council – Launching Confluence Site
TO: SCSU Faculty and Staff
FROM: Graduate Council Executive Committee
DATE: August 26, 2019

Dear Campus Community:

The Executive Committee of the Graduate Council is very pleased to announce the launch of a new Confluence site to serve as the official repository for all official GC documents. We hope this memo will provide helpful instructions to help you navigate the Confluence site in order to easily access the latest information.

Step #1 – Navigate to the [MySCSU](#) website and enter your log-in credentials.

Step #2 – On the Dashboard, enter “Confluence Bookmark” in the search bar and add this App to your Dashboard (this may take a few minutes to appear). If you are having any trouble adding this App to your Dashboard, you can also access the SCSU Confluence site by entering the URL directly - <https://km.southernct.edu>. If this is your first time logging in, you’ll need to enter the same UserName and Password you use to log into the computers on campus.

Step #3 – At the top of the Index page, you’ll want to click on the arrow next to the “Spaces” drop-down menu and click on “Space Directory.”

Step #4 - On the “Site Spaces” landing page, you’ll first want to click on the “Graduate Council” space. Once on the page, be sure to click on the “Save for Later” button at the top-right of the page as well as the “Watching button” and select both the “Watch Page” and “Watch All Content in this Space” to receive notification on the latest updates.

Step #5 – Take a few moments to navigate the page, which includes the Graduate Council:

- By-Laws
- Membership List (will be updated in Sept.)
- Meeting Schedule (AY 2019-2020)
- Meeting Agendas (2017-2019)
- Meeting Minutes (2010-2019)
- Curriculum Committee Approval Forms
- Supplemental Meeting Documents

Step #6 – When you return to the site, the “Graduate Council” space will now appear on the side navigation bar under the “My Spaces” header. Click on this hyperlink to navigate to the space. You will then be able to click on any of the hyperlinks or files within the site to preview and download documents for your review.

We hope this helps!

Sincerely,
The Graduate Council Executive Committee