



# The Merton College intranet – a guide for Fellows







**MERTON  
COLLEGE**  
OXFORD



**750  
YEARS**  
SUSTAINING  
EXCELLENCE













OU student gateway  
Weblearn  
JCR website  
MCR website

Meal booking  
Fellows' room booking  
College website

T: 01865 276 310  
  
Login using Oxford username

---

Home

News & alerts	Upcoming	Quicklinks	Twitter
<p>Flu jabs - book now Available to all Fellows and staff - <a href="#">book now</a></p> <p>Kennedy Scholarships 2016-17 - <a href="#">apply now</a> Applications are now open for Kennedy Scholarships for postgraduate study at Harvard University and the Massachusetts Institute of Technology in 2016-17 - <a href="#">full details</a></p> <p>9:59am, Tuesday 8 September 2015 <a href="#">All notifications &gt;</a></p>	<p><b>9 September</b> 12:20 Service of Thanksgiving: In commemoration of HM The Queen becoming the longest-reigning British monarch</p> <p><b>12 September</b> 10:00 College closed to the public</p> <p><b>13 September</b> (All day) Oxford Open Doors Weekend</p> <p><b>18 September</b> (All day) Open day for prospective applicants</p> <p><a href="#">All events &gt;</a></p>	<p>Meal booking </p> <p>This week's menus </p> <p>Room locations &amp; phone numbers </p> <p>JCR website </p> <p>MCR website </p> <p>OU Student Gateway </p> <p>Weblearn </p> <p>Graduate on-course guidance </p> <p>Research supervision </p> <p>Travel insurance </p> <p>College bylaws [PDF format] </p> <p>Mobile Oxford </p>	<p>• We are open free of charge to visitors this Sunday, as part of @OxPresTrust's #oxfordopenweekend: <a href="http://t.co/8uID20M1v">http://t.co/8uID20M1v</a> 1 hour 28 min ago</p> <p>• @LeonardCheshire Oops! Noted, sorry about that! 1 day 43 min ago</p> <p>• On this day in 1917: highly decorated World War II British RAF pilot, @cdsability founder and Mertonian Leonard Cheshire (1936) was born. 1 day 1 hour ago</p> <p><a href="#">Follow @MertonCollege</a></p>

intranet.merton.ox.ac.uk

## This short guide explains:

- **What** the intranet is
- **Why** you should use it
- **What** you can find on it
- **How** to contribute to it
- **Who** to contact if you encounter a problem

## Key points:

- There's more there than first meets the eye
- Visit ***at least once a day*** to keep up to date on what's happening in and around College
- It's the best way to get your message out to staff, other Fellows and/or students

# The intranet – what is it?

The intranet is **the primary source of College information** for Fellows, staff and current students.

It is **web-based** – so it can be accessed from any device with an internet connection – and **password-protected** – so you will need to log in in order to get to almost all of the content.

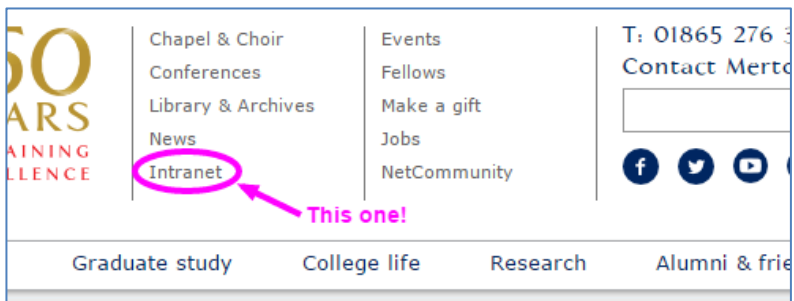
Fortunately, you don't need to remember *yet another* username and password in order to get into the intranet, because it uses the **Oxford Single Sign-On (SSO)** system, the same as many other University systems such as SOLO, OxCORT, WebLearn etc.

## You can access the intranet:

- directly at <http://intranet.merton.ox.ac.uk>

or

- via the link at the top of any page on the College website:



## The intranet – why use it?

**Cut down on email clutter** – no need to retain ‘round robin’ emails sent to all Fellows/everyone at Merton etc; key notices and upcoming events can be found on the intranet.

**Cut down on paper clutter** – no need to print, file, store, and (attempt to!) retrieve all that paperwork; many forms and leaflets are already available, with more on the way - and some College committees are using the intranet for document circulation and storage.

**Always available** – no need to be in your office, or on the College network; the intranet is on the web, so as long as you can get online it’s available 24/7/365.

## The intranet – what’s on it?

Even before you’ve logged in, you can see:

- **News & alerts** – if it’s happening in or around College, and might affect you, then you can read about it here: roadworks, Open Days, deadlines, opportunities...


***Tip:** once you’ve logged in, you’ll see Fellow-specific notices, and be able to click/tap through to read further details.*

- **Calendar** – upcoming events, meetings and other important diary dates.
- **Quicklinks** – getting you direct to key resources such as the meal booking system – and this week’s menu!
- The College’s **Twitter stream** – a mélange of items both crucial and trivial, broadcast to the world.

## Log in, and it gets better still:

You arrive at **the Fellows' homepage** – which features

- a **calendar** of upcoming committee events
- a **list of committees** (click/tap through for details of each one), and
- a set of **quicklinks** specifically for Fellows.







MERTON  
COLLEGE  
OXFORD

750  
YEARS  
SUSTAINING  
EXCELLENCE

OU student gateway  
Weblearn  
JCR website  
MCR website  
Meal booking

Junior Members' Handbook  
Fellows' Handbook  
Fellows' room booking  
College website

T: 01865 276 3100



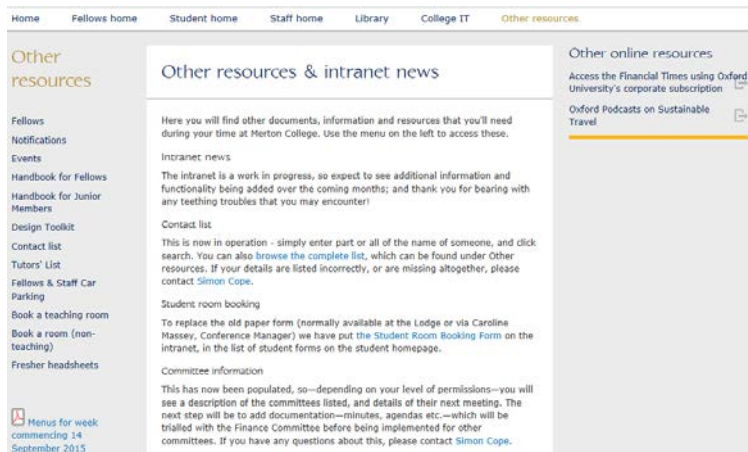
Logout

Home   Fellows home   Student home   Staff home   Library   College IT   Other resources

<h3>News &amp; alerts</h3> <p>Birthday Weekend - restricted parking</p> <p>Car parking in Rose Lane will be unavailable this weekend; there will be very restricted parking in OWL. The Pavilion car park will be open and available for use from Friday to Sunday.</p> <p>University Open Day, Friday 19 September – possible traffic delays</p> <p>Several thousand visitors are expected - staff may need to allow extra time to get to work.</p> <p>4:20pm, Thursday 11 September 2014 <a href="#">All notifications &gt;</a></p>	<h3>Upcoming</h3> <p><b>1 September</b> (All day)   Exhibition: Merton Treasures</p> <p><b>9 September</b> (All day)   Uncommon Interests: Mertonian Treasures in the Bodleian</p> <p><b>12 September</b> (All day)   750th Birthday Weekend 21:30   College Choir concert</p> <p><b>13 September</b> 17:45   The Foundation Service</p> <p><a href="#">All events &gt;</a></p>	<h3>Committee events</h3> <p><b>24 September</b> 13:45 Finance committee meeting</p> <p><b>8 October</b> 10:00 Governing Body meeting</p> <p><b>15 October</b> 11:00 HR sub-committee meeting 13:45 W&amp;T committee meeting 14:15 Gardens sub-committee meeting</p> <p><b>22 October</b> 10:00 Academic needs &amp; leave sub-committee meeting 13:00 Graduate committee meeting</p> <p><a href="#">Full list &gt;</a></p>	<h3>For Fellows</h3> <p><a href="#">Guidance on writing references for students with disabilities [PDF]</a></p> <p><a href="#">Climbing the Chapel Tower</a></p> <hr/> <h3>Forms</h3> <p><a href="#">IT network registration</a></p> <p><a href="#">Application for reimbursement of research expenses</a></p> <p><a href="#">Car parking registration</a></p> <hr/> <h3>Links</h3> <p><a href="#">Discounts for University staff</a></p> <p><a href="#">University of Oxford Newcomers' Club</a></p>
<h3>Twitter</h3> <ul style="list-style-type: none"><li>• RT @AutographABP: @MertonCollege Thanks - The exhibition opening is tonight, 6:30 - 8:30pm. Free, join us! <a href="http://t.co/o42RgvqZfy">http://t.co/o42RgvqZfy</a> 1 hour 36 min ago</li><li>• From tomorrow: @AutographABP presents 'Black Chronicles II', dedicated to the memory of</li></ul>	<h3>Contact list</h3> <p><b>Search by name</b> <input type="text" value="ekert"/></p> <p><input type="button" value="Search"/></p> <p>Professor Arthur Ekert Internal: 76310</p> <p><a href="#">Find a member of staff or fellow &gt;</a></p>	<h3>Committees</h3> <p>Academic needs &amp; leave sub-committee Benefactions sub-committee Buildings committee Chapel committee Development committee Domestic committee Equality Forum</p>	<h3>Members' Database &gt;</h3> <p>News from the project implementing a new database for the College.</p>

From here you can access the **student and staff homepages** – should you wish to see what they see after logging in – as well as sections full of information from and about **College IT** and the **Library**.

## Don't overlook the rather blandly-named **Other resources**:



Here you'll find:

- **The Handbook for Fellows** – an online version of the 2015/16 handbook with an easy-to-navigate menu system to get you straight to the section you need. You can also download a PDF version from here.
- **The Handbook for Junior Members** – should you need to consult it, an online version of the students' definitive guide to Merton College.
- **Design Toolkit** – access templates to create your own letterhead, compliments slips, Powerpoint presentations etc in line with the College's visual identity.
- **Contact list** – a searchable list of Fellows and staff, including role, alternative phone numbers, and office locations. (Also accessible on the Fellows' homepage.)

**Tip:** Already performed a search? Clear the search field and click/tap Search to re-display the complete list.

There are also **lists** of current College Officers, and of phone numbers for teaching rooms and venues.

The intranet is **searchable**: type your terms into the box on the right-hand side of the header banner and hit return/enter



MERTON  
COLLEGE  
OXFORD

750  
YEARS  
SUSTAINING  
EXCELLENCE

OU student gateway  
Weblearn  
JCR website  
MCR website  
Meal booking

Junior Members'  
Handbook  
Fellows' Handbook  
Fellows' room booking  
College website

T: 01865 276 310  
  
f t v s  
Logout

[Home](#) [Fellows home](#) [Student home](#) [Staff home](#) [Library](#) [College IT](#) [Other resources](#)

Here you can also find **links** to take you straight to the College website, the meal booking and room booking systems, and other useful resources.

## The intranet – how can I contribute to it?

- Do you have an upcoming event you need to tell people about?
- Do you manage a process using email – or pieces of paper – that could work more smoothly if it were online?
- Have you spotted something on the intranet that's out of date or inaccurate? (Unlikely, but it does happen)

If the answer to any of these questions is **yes**, then get in touch with **Simon Cope**, the College's Web & Media Officer:

- [simon.cope@merton.ox.ac.uk](mailto:simon.cope@merton.ox.ac.uk)
- (01865 2)76364
- Room 5, No.6 Merton Street

## The intranet – “Help! It's not working!”

- Got stuck?
- 'Page Not Found'?
- Can't locate that key piece of information?

Get in touch with **Simon Cope** (see above) and you'll soon be back on track.



MERTON COLLEGE  
OXFORD