


The Merton College intranet – a guide for staff



**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
[f](#) [t](#) [v](#) [p](#)
[Login using Oxford username](#)

[Home](#)

News & alerts	Upcoming	Quicklinks	Twitter
<p>Flu jabs - book now Available to all Fellows and staff - book now</p> <p>Kennedy Scholarships 2016-17 - apply now Applications are now open for Kennedy Scholarships for postgraduate study at Harvard University and the Massachusetts Institute of Technology in 2016-17 - full details</p> <p>8:59am, Tuesday 5 September 2015 All notifications ></p>	<p>9 September 12:30 Service of Thanksgiving: In commemoration of H41 The Queen becoming the longest-reigning British monarch</p> <p>12 September 10:00 College closed to the public</p> <p>13 September (All day) Oxford Open Doors Weekend</p> <p>18 September (All day) Open day for prospective applicants</p> <p>All events ></p>	<p>Meal booking</p> <p>This week's menus</p> <p>Room locations & 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>	<ul style="list-style-type: none">• We are open free of charge to visitors this Sunday, as part of @OxPresTrust's #oxfordopendoors weekend: http://t.co/9u020Wly 1 hour 28 min ago• @LeonardCheshire Ooops! Noted, sorry about that! 1 day 43 min ago• On this day in 1917: Highly decorated World War II British RAF pilot, disability founder and Mertonian Leonard Cheshire (1936) was born. 1 day 2 hour ago <p>Follow @MertonCollege</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 other members of staff, Fellows and/or students

The intranet – what is it?

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

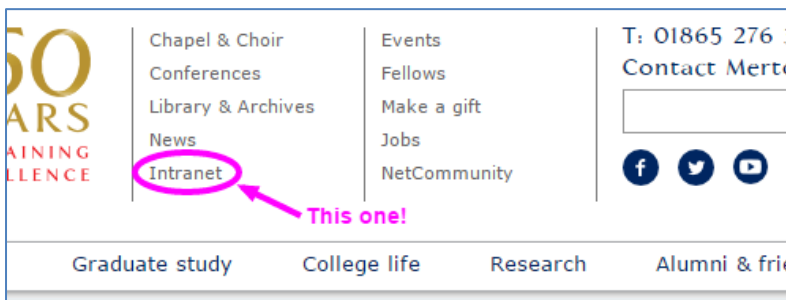
Fortunately, you don't need to remember *yet another* username and password in order to get into the intranet, because it uses the **Oxford Single Sign-On (SSO)** system, the same as many other University systems such as SOLO, OxCORT, WebLearn etc.

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 staff/everyone at Merton etc; key notices and upcoming events can be found on the intranet.

Keep up to date on everything happening around College – the list of events is more extensive than the public-facing version on the website, including as it does internal meetings and other Merton-only activities.

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 staff-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 Weblearn – 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 staff homepage** – which features

- staff news and announcements
- a set of quicklinks specifically for staff, and
- a list of committees (click/tap through for details of each one).



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

   
Logout

Home Student home **Staff home** Freshers home Library College IT Other resources

News & alerts

REMINDER: University Hardship Fund - Michaelmas Term deadline

This term's deadline for applications to the University Hardship Fund is **Friday 30 October** (3rd Week) - [how to apply](#)

Information on armed attacks

[Oxford University Security Services](#) advice on what to do in the event of an attack by an armed person or persons

3.50pm, Tuesday 13 October 2015
[All notifications >](#)

Upcoming

13 October

17:00 Gym inductions - advance booking essential

18:00 Thouron Award Presentation

18:30 OxFEST Freshers Welcome

14 October

15:30 Choral Evensong

15 October

13:15 Organ Recital: Alex Little (Merton College)

13:15 Recital: Jacob Rainbow

[All events >](#)

For staff

[Staff handbook \(+ addendum\)](#)

[Car parking registration](#)

[Notification of absence form](#)

[Holiday request form](#)

[HR policies & procedures](#)

[Room booking form](#)

[Email distribution lists](#)

[Authority to recruit form](#)

[Workplace pensions - information from GOV.UK](#)

[Eduroam access](#)

[IT network registration](#)

[Discounts for staff](#)

Staff news >

Welcome to:

- New Schools Liaison & Access Officer **Hazel Wigginton**;
- **Neal Hall**, Assistant Bar Manager;
- **Nikki Lane**, Lodge Porter;
- Development Officer **Sarah Jones**; and
- Our two new Junior Deans for Welfare, **Benedict Halbroth** and **Jenny Barrett**

And it's farewell and best wishes to:

- IT Director **Dave Hart** who is emigrating to New Zealand;
- Plumber **Dale Spencer**;
- **Cressida Ryan**, Schools Liaison & Access Officer; and
- **Tim Coleman**, Chapel Administrator

Contact list

Search by name

Mr Charles Alexander
Internal: 86520

Professor Judith Armitage

Twitter

- Sir John Rhys was elected a Fellow of Merton College in 1869 - JRR Tolkien probably attended his classes in 1914/15 <https://t.co/uSvIrRtsrV> 23 min 59 sec ago
- Today at 6:15pm, Choral Evensong in the Chapel, music by Frescobaldi, Smith, Watson, Byrd, and Bach, all welcome

Committees

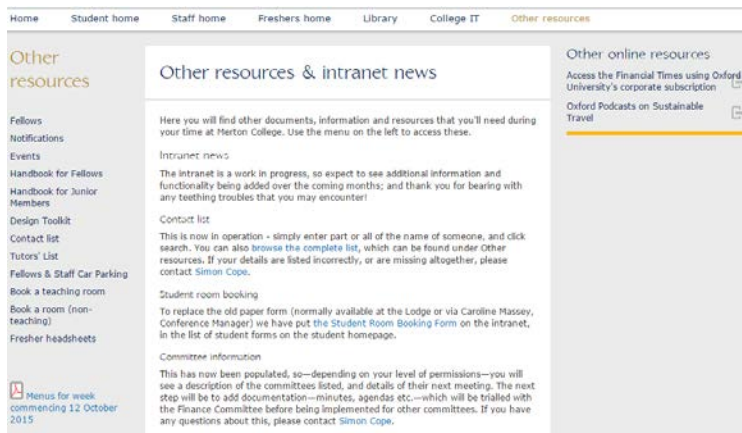
Academic needs & leave sub-committee
Benefactions sub-committee
Buildings committee
Chapel committee
Development committee
Domestic committee
Equality Forum

Bite-Sized Training >

- learn more about the work of the various departments
- find out how to get more from software applications
- get an introduction to the intranet

From here you can also access the **student homepage** – 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 Handbooks for Fellows and for Junior Members** – should you need to consult them, online versions of these definitive guides 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 staff homepage.)

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

- **Car parking registration form** – Register your car for parking at OWL, Rose Lane and/or the Pavilion

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



Here you can also find **links** to take you straight to the College website 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
- (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