

# The Merton College intranet – a guide for students

**MERTON COLLEGE OXFORD**

**750 YEARS SUSTAINING EXCELLENCE**

OU student gateway  
Weblearn  
JCR website  
MCR website

Meal booking  
Fellows' room booking  
College website

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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>8:50am, Tuesday 9 September 2015 All notifications &gt;</p>	<p><b>9 September</b> 12:00 Service of Thanksgiving: In commemoration of HH 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 aoxfordpendoors weekend: <a href="http://t.co/6u020M1v">http://t.co/6u020M1v</a> 1 hour 28 min ago</p> <p>@LeonardCheshire Dope! Noted, sorry about that! 1 day 43 min ago</p> <p>On this day in 1917: Highly decorated World War II British RAF pilot, @loftability founder and Mertonian Leonard Cheshire (1936) was born. 1 day 2 hour ago</p> <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 students, staff, and/or Fellows

# The intranet – what is it?

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

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.

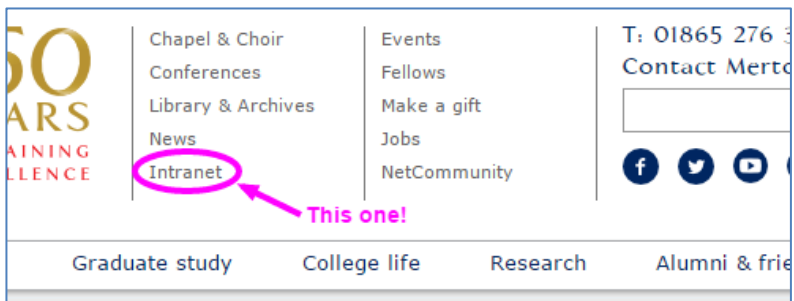
Fortunately, you don't need to remember *yet another* username and password in order to get into the intranet, because it uses the **Oxford Single Sign-On (SSO)** system, the same as many other University systems such as SOLO, WebLearn etc.

## 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 students/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, 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 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:

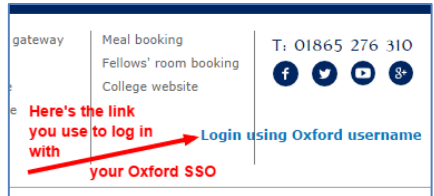
- **News & alerts** – if it’s happening in or around College, and might affect you, then you can read about it here: roadworks, Open Days, deadlines, opportunities...

***Tip:** once you’ve logged in, you’ll see student-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'll arrive at **the student homepage** – which features



- a **calendar** of upcoming events
- grant application, room booking and summer accommodation **forms**
- **academic resources** such as exam guides and study tips
- Information on the **financial support** available to you
- **Health and welfare** information, including out-of-hours contacts
- Information on **College IT** and the **Library**

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### News & alerts

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](#)

Frank Knox Memorial Fellowships 2016-17 - apply now  
Applications are now open for Frank Knox Memorial Fellowships to study for up to two consecutive years in one of the Faculties of Harvard. - [full details](#)

12.15pm, Tuesday 8 September 2015  
[All notifications >](#)

### Upcoming

**9 September**  
13:30 Service of Thanksgiving: In commemoration of HM The Queen becoming the longest-reigning British monarch

**12 September**  
10:00 College closed to the public

**13 September**  
(All Oxford Open Doors day) Weekend

**18 September**  
(All Open day for prospective applicants)

[All events >](#)

### Student forms

- Amalgamated clubs
- Blues sports funding
- Vacation residence & study grant
- Book grant
- Graduate research expenses grants
- Undergraduate research grant
- MCR associate membership
- Medical equipment & laundry grant
- Undergraduate travel grant
- Master grant
- Room booking for students
- Garden party request form

### Health & Welfare >

**Urgent, out-of-hours (6pm-9am) welfare support:** 07762 906913

**Nurse:** Mrs Catherine Haines (2)76320 - Grove 1.3

[Summer holiday advice >](#)

### Finance bursary >

The bursary is located on the ground floor of the Finlay Building and is open **09:00-12:00** and **13:30-16:30**.

### Summer accommodation >

Graduates who have been resident in Merton accommodation for the full period of the Graduate accommodation licence and have paid for this period in full can now request accommodation over the summer period.

### Academic resources >

- Study skills
- Graduate mentors
- Feedback
- Examinations
- Prizes
- Springboard

### Financial Support >

- Student Financial Support
- Grants to Undergraduates
- Grants to Graduates and Scholarships
- Grants available to all students

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

Home Student home Library College IT Other resources

### Other resources

Fellows  
Notifications  
Events  
Handbook for Junior Members  
Design Toolkit  
Contact list

Menus for week commencing 7 September 2015

### Other resources & intranet news

Here you will find other documents, information and resources that you'll need during your time at Merton College. Use the menu on the left to access these.

#### Intranet news

The intranet is a work in progress, so expect to see additional information and functionality being added over the coming months; and thank you for bearing with any teething troubles that you may encounter!

#### Contact list

This is now in operation - simply enter part or all of the name of someone, and click search. You can also [browse the complete list](#), which can be found under Other resources. If your details are listed incorrectly, or are missing altogether, please contact [Simon Cope](#).

#### Student room booking

To replace the old paper form (normally available at the Lodge or via Caroline Massey, Conference Manager) we have put the [Student Room Booking Form](#) on the intranet.

### Other online resources

Access the Financial Times using Oxford University's corporate subscription

Oxford Podcasts on Sustainable Travel

Here you'll find:

- **The Handbook for Junior Members** – 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.
- **Contact list** – a searchable list of Fellows and staff, including role, alternative phone numbers, and office locations. (Also accessible on the student homepage.)

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

- **Events calendar** – more extensive than the public-facing version on the website, including as it does internal meetings and other Merton-only activities.

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



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Logout

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Here you can also find **links** to take you straight to the College website, the meal booking system, 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 run a club or society that you want to promote to your fellow students?
- 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.



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