The Merton College intranet – a guide for staff

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](http://intranet.merton.ox.ac.uk)

or

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

![Intranet link on College website](image-url)
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).

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.