The Merton College intranet – a guide for students

- **Intranet.merton.ox.ac.uk**

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<table>
<thead>
<tr>
<th>News &amp; alerts</th>
<th>Upcoming</th>
<th>Quicklinks</th>
<th>Twitter</th>
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<tbody>
<tr>
<td>Fly jobs - open now. Available to all Fellows and staff - book now.</td>
<td><strong>9 September</strong> 11:30 Service of Thanksgiving: In commemoration of HRH The Queen becoming the longest-reigning British monarch</td>
<td><strong>Meal booking</strong></td>
<td>1. We are open for event/visitors this Sunday, as part of @MertonTheatres annual/Dreys weekend. <a href="http://merton.theatres.org.uk/events/25-sept-17">http://merton.theatres.org.uk/events/25-sept-17</a></td>
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<tr>
<td>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.</td>
<td><strong>12 September</strong> 19:30 College closed for the public</td>
<td><strong>This week’s menus</strong></td>
<td>2. Queen Elizabeth II visited, sorry about that. 2 days 4 hours ago.</td>
</tr>
<tr>
<td><strong>13 September</strong> (All) Oxford Open Days Weekend</td>
<td><strong>18 September</strong> (All) Open Day for prospective applicants</td>
<td><strong>Room locations &amp; phone numbers</strong></td>
<td><strong>On this day in 1947:</strong> Highly decorated World War II British RAF pilot, Squadron Leader Ralph Blundell Upham-Chadley (1914) was born. 3 days 1 hour ago.</td>
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**Twitter**

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- On this day in 1947: Highly decorated World War II British RAF pilot, Squadron Leader Ralph Blundell Upham-Chadley (1914) was born. 3 days 1 hour ago.
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**
Don’t overlook the rather blandly-named **Other resources:**

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.

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.