

## U-search User Guide

### Introduction

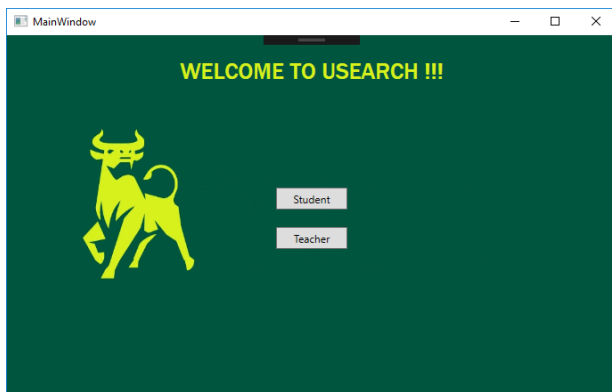
This application allows students to check whether a professor is available to assist them with any questions they may have about a course. To gain access to this application, each student will login using his or her USF email along with a password.

This guide is a walkthrough of how to use and navigate the application.

### Welcome Page

When you open the application, you will be greeted with The Welcome Page. From this page you will either select “Student” if you are a student or “Teacher” if you are a teacher.

**NOTE: CLICK ON BUTTON THAT PERTAINS TO YOU**



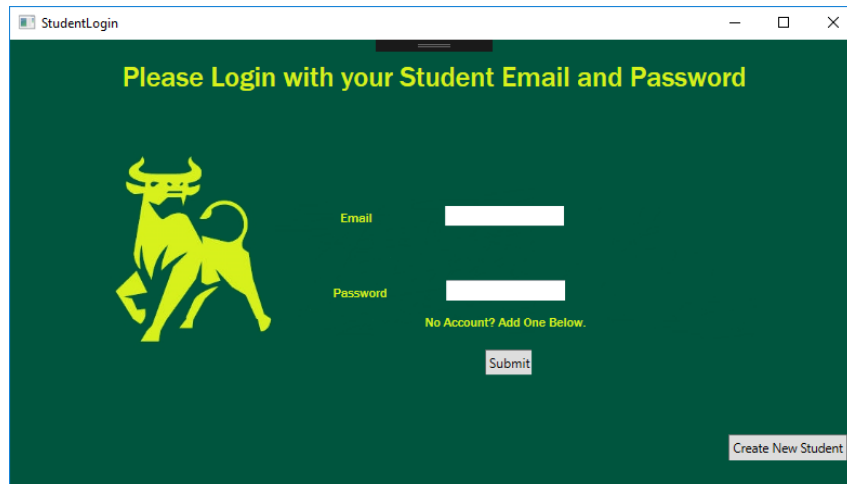
#### **Student:**

This button will direct the student to the student login window. After logging in you will gain access to search for a professor.

#### **As a teacher:**

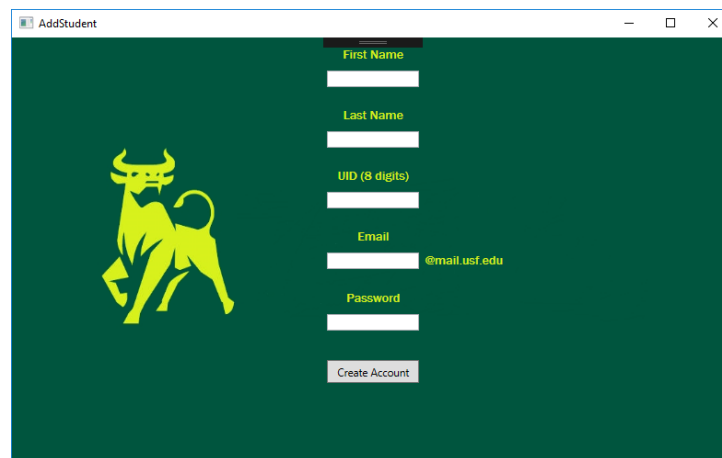
This button will direct the teacher to the teacher login page. After logging in you will gain access to update your status.

## Student Login Window



Use your USF email address and password to log into the application if you have already created an account. If not, select the “Create New Student” and you will be directed to the new student window.

## Create a Student Window



If you have selected the “Create New Student” option follow the instructions below. If not, you can skip to the Search by Teacher window.

**First Name:** First Name

**Last Name:** Last Name

**(UID):** USF Identification Number without the U (e.g. 11111111)

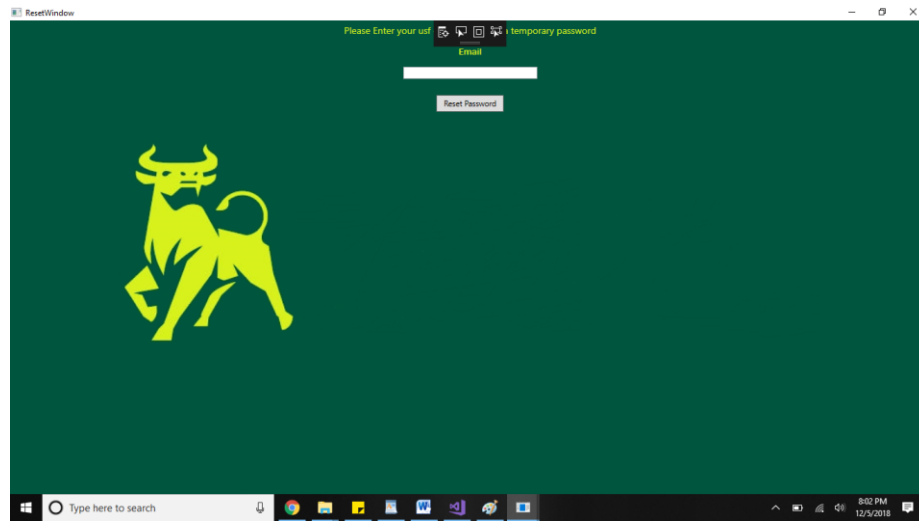
**Email:** Enter your USF NetID (the part of your email before @mail.usf.edu)

**Password:** Enter a password between 8 - 15 characters. Can contain letters, numbers and symbols.

If you do not fill out the information properly, you will receive warnings in each box represented by a shaded color or a pop-up notice explaining what error has occurred.

Once you successfully create your account, the application will take you back to the welcome page. To login select the Student button and enter in your credentials.

## Reset Password



## 2. Reset Password

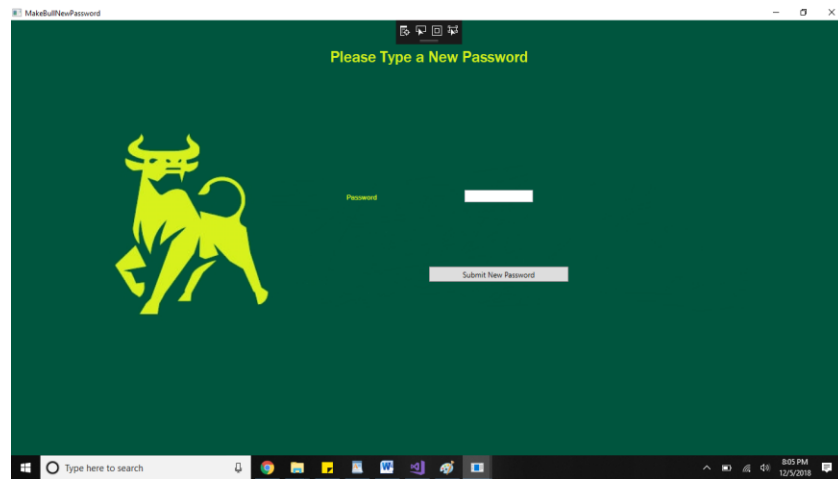
If you have selected the “Reset Password” option follow the instructions below. If not, you can skip to the Search by Teacher window.

**Email:** Enter your USF NetID (the part of your email before @mail.usf.edu)

If you do not fill out the information properly, you will receive warnings in each box represented by a shaded color or a pop-up notice explaining what error has occurred.

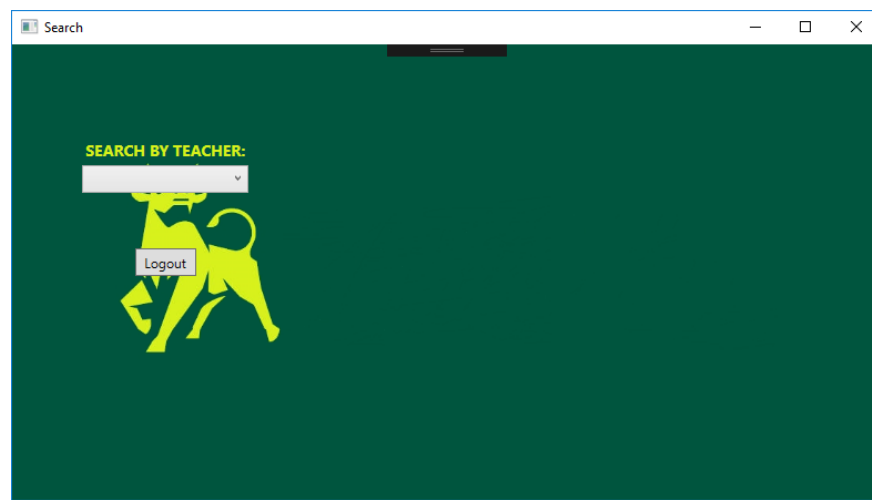
Select “Reset Password” and a default password will be sent to your inbox. The application will take you back to the student login window. Enter in your credentials, select submit and then you will be directed to the make a new password window, follow the instructions below.

## Make New Password Window



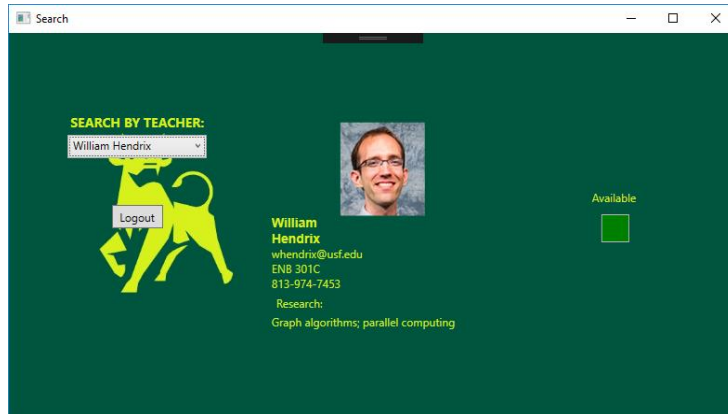
**Password:** Enter your desired new password between 8 - 15 characters. Password can contain letters, numbers and symbols. Select “submit new password”, then you will be directed to the Welcome Window. Once you successfully create your account, the application will take you back the welcome page. To login select the Student button and enter in your credentials.

## Search by Teacher



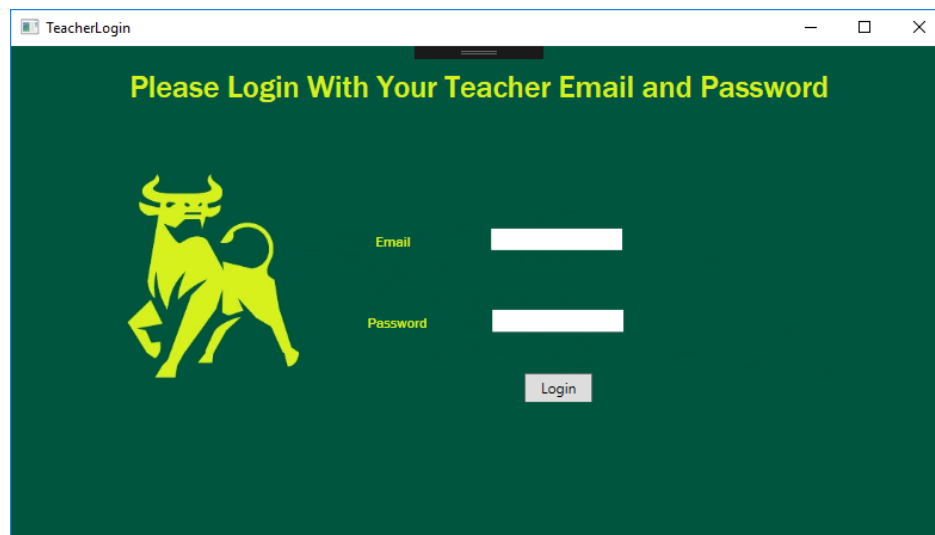
After successful login, you will be able to search for a teacher by clicking on the drop-down list. The window will then display a teacher's profile which includes their office location, status, area

of research etc. The status of the teacher is located to the far right of the windows and will either be a green box for available or red for busy.



After you have found the teacher you are looking you can logout of the system by clicking "Logout".

### Teacher Login Window



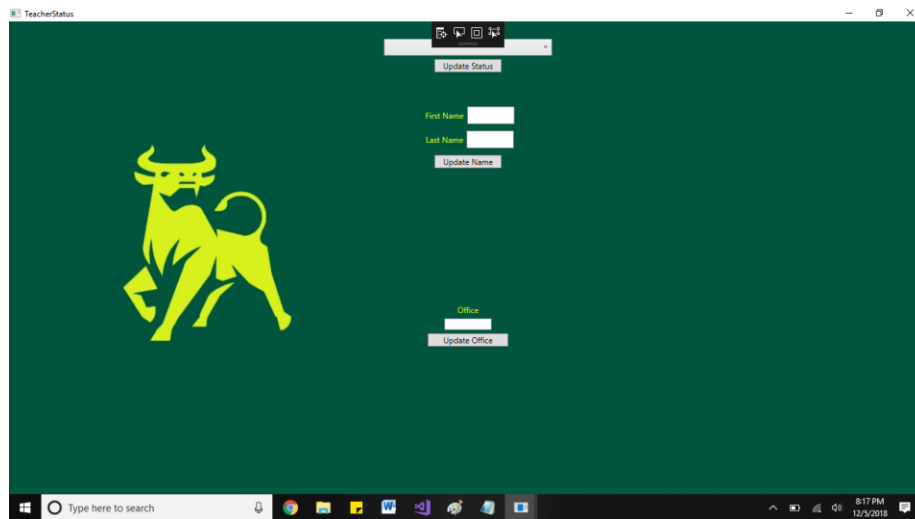
Use your USF email address and password to log into the application and you will be directed to the Teacher Status window to change your availability status.

Test email for teacher:

Email Address Test for the Teacher: testteacher@mail.usf.edu

Password Test for the Teacher: password

## Teacher Status Window



## Update Availability

After successful login, you will be able to make several modifications to your profile as a teacher. You can change your status by clicking on the drop-down list, you will then need to select whether you are “Available” or “Busy”. Selecting “Update Status” will update your availability.

## Update Name

You can update your first name and last name by entering the changed text name in the titled text box provided that are listed as First Name and Last Name. Selecting “Update Name” will update your name in the file.

## Update Office

You can also update your office location by entering the changed text information in the titles text box provided which reads Office. Selecting “Update Office” will update your office location in the file.

We hope you enjoy our application.