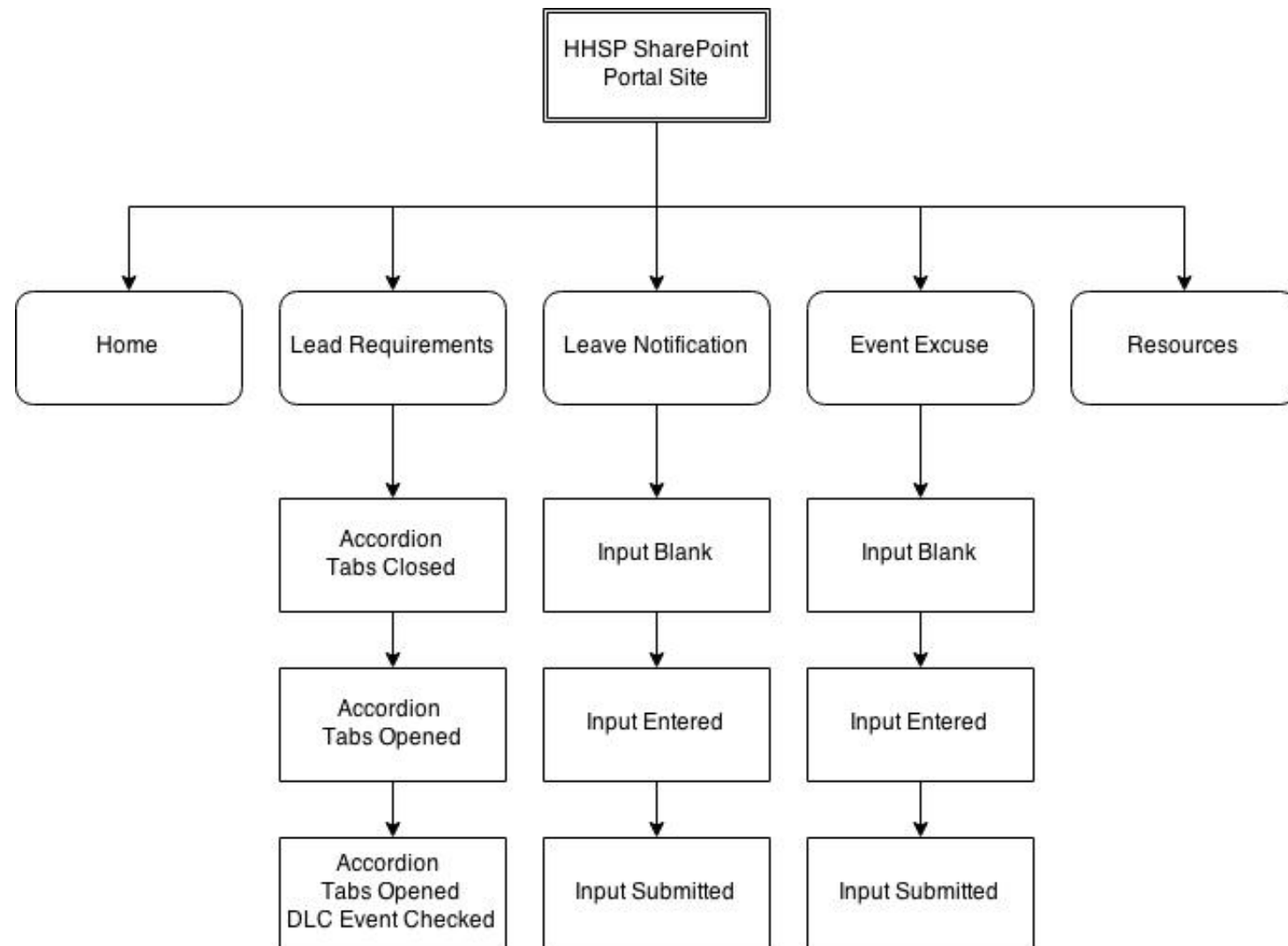


# HHSP SharePoint Portal: Style & Information Guide

Hudson & Holland Scholars Program

# Website Flow Chart



# Style Basics

- Styles based on current HHSP website and IU Admissions website
- Uses current brand of IU header and footer
- Layout content width: 1024px

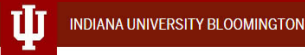
# Home Page

Homepage example: <http://www.iub.edu/~hhsp/>

## Heading

Font type Benton Sans (Regular)  
Font weight Normal  
Font colors #990000 , #333333  
Font size 40px

## Standard IU branded Header



HHSP SharePoint Portal



HOME

LEAD REQUIREMENTS

LEAVE NOTIFICATION

EVENT EXCUSE

RESOURCES

## HHSP Top Navigation

Font type Benton Sans (Regular)  
Font weight Normal  
Font color #4A3D30  
Font size 16px



## Photo

Photo name "cook-hall-photo.JPG"

## Hudson and Holand Student Portal

Welcome to the SharePoint Portal site.

## Content

Font type Benton Sans (Regular)  
Font weight Normal  
Font color #333333  
Font size 16px

Link Color  
#7a1705

As an HHSP student, this website will serve many purposes for you. It  
• [Lead Requirements](#): Track your LEAD Requirements and update them.  
• [Leave Notification](#): Notify us when you are studying abroad or away from IU.  
• [Event Excuse](#): Notify us of your reason for not being able to attend an event.  
• [Resources](#): Find helpful websites, contact info, and FAQs to assist you.

## Content Headings

Font type Benton Sans (Regular)  
Font weight Medium  
Font color #333333  
Font size 30px

FULFILLING the PROMISE

## Standard IU branded Footer

# Lead Requirements Page

Accordion example: <http://admissions.indiana.edu/apply/freshman/step-two.html>

Table Layout example: <http://www.iub.edu/~hhsp/Awards.html>



INDIANA UNIVERSITY BLOOMINGTON

## HHSP SharePoint Portal



HOME

LEAD REQUIREMENTS

LEAVE NOTIFICATION

EVENT EXCUSE

RESOURCES

### Lead Requirements

This page will allow you track your Lead Requirements. Please update them when you have finished a requirement.

Freshman —			
Event	Date	Notes	Completed
EDUC-U212 Freshman Seminar (Fall or Spring)	Select Date	This can be taken in the Fall or Spring Semester	<input type="checkbox"/>
Freshman Group Orientation	August 20th, 2014	Can count towards Group Advising Session	<input checked="" type="checkbox"/>
SharePoint Training	August 21st, 2014		<input checked="" type="checkbox"/>
Diversity Leadership Conference	November 1st, 2014		<input type="checkbox"/>
HoPSS 1	Select Date	Individual only	<input type="checkbox"/>
Advising Session 1	Select Date	Individual or group event	<input type="checkbox"/>
Sophomore +			
Junior +			
Senior +			

### Tables

Font type Benton Sans (Regular)  
Font weight Book

Heading  
Font size 24px  
Background #d4d0cc

Sub-heading  
Font size 20px  
Background #ffffff

Content  
Font size 14px  
Background #f9f9f9 , #ffffff

FULFILLING *the* PROMISE




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# Event Excuse/Leave Notification Pages

- All forms will auto-fill in student information pulled from SharePoint
  - Examples: Last Name, First Name, Student ID, IU Email, Cohort #, Advisor

 INDIANA UNIVERSITY BLOOMINGTON

HHSP SharePoint Portal

[HOME](#) | [LEAD REQUIREMENTS](#) | [LEAVE NOTIFICATION](#) | [EVENT EXCUSE](#) | [RESOURCES](#)

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## Event Excuse

All scholars participate in the mandatory LEAD initiative each semester. Students are expected to arrive on time and stay for the entire meeting/event. Acceptable excuses for failing to complete a LEAD requirement in a semester are limited to conflicts with academic requirements (e.g., classes, labs or exams), NCAA or club sports athletic events only, unless in an overseas study program or internship away from Bloomington.

Only the aforementioned legitimate conflicts will be accepted. Scholars who miss a mandatory meeting/event and have not been excused will have their award reduced for the next academic semester.

If a scholar is unable to attend a mandatory event, they may request excuse from that LEAD requirement and avoid financial penalties. To request excuse from an event, students should complete the **Conference and Meeting Excuse Request Form**. Requests must be made **no later than two (2) weeks prior to the scheduled meeting/event or no later than one (1) week following the missed event in unforeseen emergency**.

### Part 1. Contact Information

Last Name: <input type="text" value="Sprouts"/>	First name: <input type="text" value="Jim"/>
Student ID: <input type="text" value="96500 57697"/>	IU Email: <input type="text" value="sproutsj@indiana.edu"/>

### Part 2. Event

Request Excuse From: <input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Senior Send Off <input type="checkbox"/> Conference	Date of Event: <input type="text" value="March 15th, 2015"/>
Explanation: <input type="text" value="I will be attending my cousin's wedding on the date of this event."/>	

Event Excuse and Leave Notification Pages have the same styles

## Form Sections

Font type	Benton Sans (Regular)
Borders	1px solid #cccccc

Heading	
Font size	22px
Font weight	Bold

Text Field Heading	
Font size	18px
Font weight	Book

Text Field Entry	
Font size	16px
Font weight	Regular

# Resources Page

- The Resource links are just placeholders for now



INDIANA UNIVERSITY BLOOMINGTON

## HHSP SharePoint Portal



HOME

LEAD REQUIREMENTS

LEAVE NOTIFICATION

EVENT EXCUSE

RESOURCES

### Resources

#### Financial Aid & Scholarships

[www.asdasdasda.com](http://www.asdasdasda.com)  
[www.asdasdasda.com](http://www.asdasdasda.com)

#### Academics

[www.asdasdasda.com](http://www.asdasdasda.com)  
[www.asdasdasda.com](http://www.asdasdasda.com)  
[www.asdasdasda.com](http://www.asdasdasda.com)

#### Advising

[www.asdasdasda.com](http://www.asdasdasda.com)  
[www.asdasdasda.com](http://www.asdasdasda.com)

#### Senior Survey

<https://www.surveymonkey.com/s/KGBN7YX>

### Contact Information

#### Marsha McGriff, Director

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Email: [jeapoe@indiana.edu](mailto:jeapoe@indiana.edu)

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Phone: 812-855-7853  
Email: [dmcdermo@indiana.edu](mailto:dmcdermo@indiana.edu)

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#### Dr. Miriam (Mimi) Attenoukon, STEM Advisor

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If you have any questions,  
please send an email

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