University of South Wales
Prifysgol
De Cymru

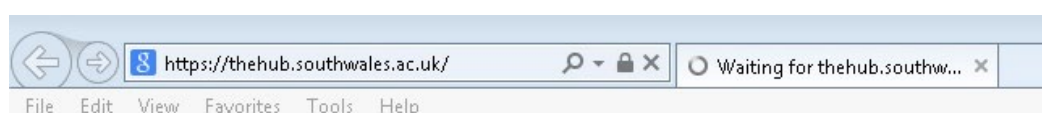# How to... Access TheHub When Off Campus

Introduction

The Hub is more than just an intranet for pushing news and information at staff. It's a social network that gives you a voice, enabling you to reach out across the organisation, make connections, hold discussions and share information and knowledge more freely with colleagues.

There's quite a lot that's new on the Hub and it might take a bit of time to get used to, so this quick-start guide is here to show you how to login while using a computer off-campus (i.e ; at home, or at a conference)

There's also a Getting Started Guide (click on the big welcome sign on the homepage - see page 3 for screenshot) and a set of step-by-step guides in TheHub Help section.

Step 1/2 - Loading your web-browser and entering TheHub website address

Load up your preferred web-browser, please enter TheHub website address (https://thehub.southwales.ac.uk) in the browser address bar.

```
https://thehub.southwales.ac.uk/          Waiting for thehub.southw... ×
File   Edit   View   Favorites   Tools   Help
```

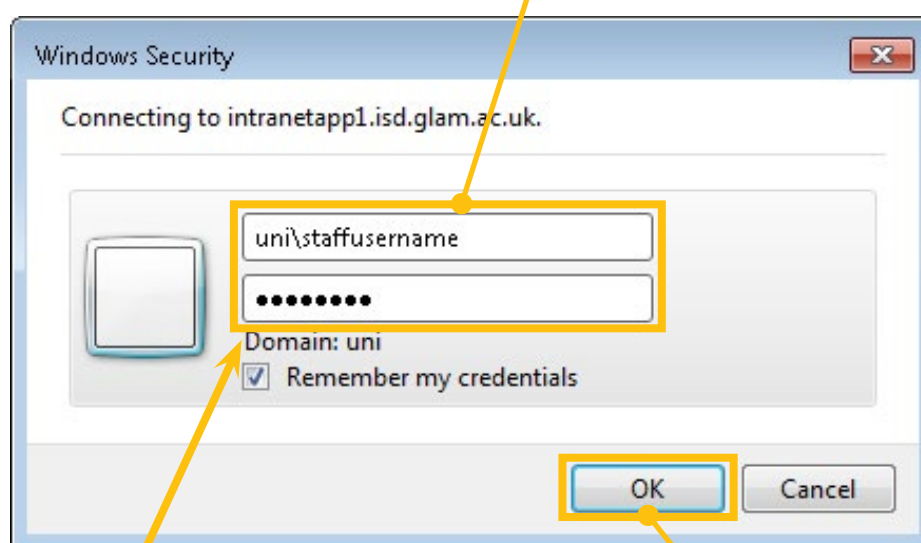A username and password pop-up box will now appear on screen.

Step 2/**2 - Entering your username and password**

Before the web-browser displays TheHub website, you will need to enter your staff username and password into the box which will appear on screen. Please enter your login details as follows.

Username : uni\staffusername (i.e: uni\another)

Password : Please enter your current University password.

Remember my credentials : Ticked

Windows Security

Connecting to intranetapp1.isd.glam.ac.uk.

uni\staffusername

••••••••

Domain: uni

☑ Remember my credentials

OK   Cancel

IMPORTANT NOTE

Before clicking on the 'OK' button, please make sure that the Domain has changed to 'uni'

Click on the 'OK' button to login.

TheHub website should now display in your web-browser.