

OFFICE OF THE ASSISTANT VICE CHANCELLOR -
HUMAN RESOURCES

April 1, 1996
ALL AT UCSD

This Notice is provided to update and to inform you that UC Personnel Policies and Collective Bargaining Agreements are currently available through InfoPath. The Office of Human Resources will continue to streamline the access path to make this information and other human resources policies readily available to all UCSD employees through "client friendly" electronic means. InfoPath access instructions are outlined below.

Should you have questions about UC personnel policies, please contact Jonnie Craig via electronic mail at jcraig@ucsd.edu.

InfoPath Instructions to UC Personnel Policies -----

For help with connection to InfoPath using Telnet, Gopher, Mosaic, or a World Wide Web (WWW) client, please contact your departmental security administrator (DSA). If you do not have a DSA, please contact the UCSD Network Operations office at extension 41857.

InfoPath Access

The following steps will allow you to access the Academic and Staff Personnel Policies electronically:

(1) Connect to UCSD InfoPath using one of the following methods:
USING CONNECT TO

----- Telnet or Gopher client infopath.ucsd.edu

Mosaic or other WWW client <http://infopath.ucsd.edu/>

Telnet sessions will need to login as "infopath" and then select the appropriate terminal. (Most terminals use the default setting by selecting "enter.")

(2) At the Main InfoPath screen, select the following items from the menus
as they appear:

Administrative

Human Resources and Personnel

Policy Development and Quality of Work/Life University Wide Policies and Procedures

(3) You are now connected to the electronic version of the UC Personnel
Policies.

Please note that in our continuing efforts to provide seamless access to these and other information resources, the actual menu items that need to be selected may change periodically. These changes will be outlined by selecting "What's

New" from the InfoPath main menu.

Rogers Davis

Assistant Vice Chancellor -
Human Resources