University of Nottingham Students' Union

An introduction to the new SU Website and the Member Dashboard

Introduction

In 2020-21, the Students' Union has been going through a process to refresh its website and the software that powers it. This software, called SUMS (the Students' Union Management System), is specifically designed to help SUs manage their activities and to create easy processes for staff and student volunteers to administer their groups.

As a committee member for a student group, you will have access to the new Member Dashboard: the Member Dashboard will be the space when a number of processes to run your society and are administered. In particular, the Member Dashboard will be the space where you can:

1) Use the communications module to contact members of your student group
2) Create events and trips applications
3) Apply for products to be sold on the website or for amendments of pre-existing products.
4) Change the settings for some elements of your student group's webpages.

There are a number of other processes on the Dashboard which may also come online later. The rest of this document will give you a quick guide to logging into the Member Dashboard and how it will work in relation to staff. Additional training documents and videos have been created to help you to understand these processes in depth – this will be covered in other documents and won't be covered here.

How you can access the Member Dashboard

Firstly, it is worth noting that the Member Dashboard is best accessed from a desktop browser (such as Google Chrome). Whilst you can access the Member Dashboard from a mobile device, in general processes are more easily followed from a laptop or desktop computer.

Logging into the Member Dashboard is easy: to access the member dashboard, first head to su.nottingham.ac.uk and click the button that says login. You'll be directed to the student portal: enter your normal login credentials and you'll be able to enter the site.

From there, the Member Dashboard is only a click away. As a committee member you've already been assigned to your role and you should see a button on the SU website that says 'Member Dashboard' – click it and you'll be directed directly to the dashboard.

How the Member Dashboard works

As a committee member in a student group you've been given a number of permissions (which have been explained in the Introduction): these permissions are connected to the staff administrative end of SUMS. When you submit one of the processes labelled above, the form is directed to a member of staff to complete the process (for example approving an event, or approving a change to the website). When you submit a form or complete a process within the Member Dashboard it might take a little bit of time for staff to approve the request, but unlike our old processes you'll only have to do things once: for example, getting an event approved, an external speaker and a product on the site is now one process.

These processes will be much easier for you to do and will be much quicker for staff to administer. You'll also notice that a lot more of the onus is for you to do something. Want to sell a hoodie on the SU Website? You no longer have to go through a member of staff to put it on the site for you: complete the process on the dashboard and that hoodie will be on the site and for sale.

What the Member Dashboard doesn't do

As the new SUMS system has meant significant changes to a number of SU processes, we will be phasing in new permissions and some elements will be coming a bit later. At the moment, you can expect no changes to the following processes:

1) Finance processes and, in particular, the use of X365 will remain for the time-being.
2) There may be occasional manual forms not in the Member Dashboard for you to complete while we build new processes up.
3) Some elements of your group's web page will be less customisable, and some of the sub-pages will have to be built or maintained by a member of staff.

About email addresses

As part of the SU's move to the new system, your group will be issued with a new email address and mailbox: these are not expected to be a direct replacement for any mailboxes that you already have, and you are of course welcome to continue to use any mailboxes that you already have as a group! The new mailboxes are, however, set as your group's default mailbox in SUMS: we unfortunately cannot change this default. A separate guide to these email addresses is available to you.

Document compiled by Sam Nichols (Insight Manager)
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