



**NAVIGATION TIP SHEET FOR SIGNING ON TO SES v9.0, SETTING OPERATOR DEFAULTS  
AND CHANGING YOUR PASSWORD**

<i>Where Do I Go To Find...</i>	<i>How to Navigate There</i>								
<p><b>Logging on to SES Version 9</b></p> <p><b>Tip:</b> On Internet Explorer versions prior to 7, you can create a shortcut on your desktop to take you directly to the SES signon page. To do so, navigate to the signon page at the address listed above. Before logging in, select File &gt; Send &gt;Shortcut to Desktop. A shortcut will be created on your desktop. When you double-click on it, it will open your web browser directly to the SES signon page.</p>	<p>Open your web browser and navigate to: <a href="http://ses.ent.northwestern.edu/">http://ses.ent.northwestern.edu/</a></p> <p>At the signon page enter your current SES User ID in all capital letters. Example = ABCDE0. Then enter your current SES password.</p>								
<p><b>Changing your password</b></p> <p>Note: passwords are case sensitive and can contain 6-8 characters, letters and numbers only (no punctuation).</p>	<p><b>Change My password.</b></p> <ul style="list-style-type: none"> <li>• Click on the link called “<a href="#">Change My Password</a>”.</li> <li>• Type your current password in the Current Password field.</li> <li>• Type in your new password in the New Password field.</li> <li>• Re-type your new password in the Confirm Password field.</li> <li>• Click </li> </ul>								
<p><b>Setting User Defaults</b></p> <p>Note: this only needs to be done once. The defaults will remain with your ID unless you select or delete and save additional defaults.</p>	<p><b>Set up SACR &gt; User Defaults &gt;</b></p> <p>Set Defaults as appropriate.</p> <p><b>User Defaults 1 page</b></p> <table border="1"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Academic Institution</td> <td>NWUNV (required)</td> </tr> <tr> <td>Career Group SetID</td> <td>NWUNV (required)</td> </tr> <tr> <td>Facility Group SetID</td> <td>NWUNV (required)</td> </tr> </tbody> </table> <p>Click on the  icon to save your defaults.</p>	Field	Value	Academic Institution	NWUNV (required)	Career Group SetID	NWUNV (required)	Facility Group SetID	NWUNV (required)
Field	Value								
Academic Institution	NWUNV (required)								
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<p><b>Search Tip</b></p>	<p>Different pages may present you with different criteria to search on. If you are navigating to a page and it presents you with a search criteria of “Name” (as opposed to First Name or Last Name), you will need to enter the full name in the PeopleSoft format (Lastname,Firstname). E.g. Smith,John. Note: the name must be typed with initial caps without a space between the comma and the first name.</p>								

**SES Web Site:**

To download inquiry tip sheets, find information regarding training sessions, supported web browsers and other SES information, logon to the SES web site at:  
<http://ses.northwestern.edu/>

If you have questions or problems please call the SES Help Desk at 847.467.7272.