



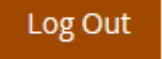
Colleague User Interface (UI 5) Overview

Colleague UI 5 works with any browser. No more Silverlight plugin is required. Best performance has been reported with Firefox and Chrome. You can access it at <https://colleague.bw.edu>, then click on **Launch Colleague**.

After you log in click on the **Help**  icon on the left and select **Quick Tour**. This will give you a video overview of the layout changes from UI 4 to UI 5. The form layouts have not change, just the general appearance and options outside of the forms. Also selecting **General Help** under the Help icon will give you a good overview of the new UI.

Your Favorites can be found by clicking on the star  icon on the left side. The form search history that appears when you type mnemonics will not carry over from UI 4 and will rebuild as you use forms in UI 5. They are also now stored as part of the browser history; so if you clear browser history, it also clears your form history (but not your Favorites).

Forms seem to initially load larger than the default UI window. You can either scroll up and down, resize your window, or use the +/- slider on the left side to change the form size. The form resizing should persist to new sessions, but the window always defaults to the same size initially.

As always, be sure to click on Logout  before closing your window to properly end your Colleague session.