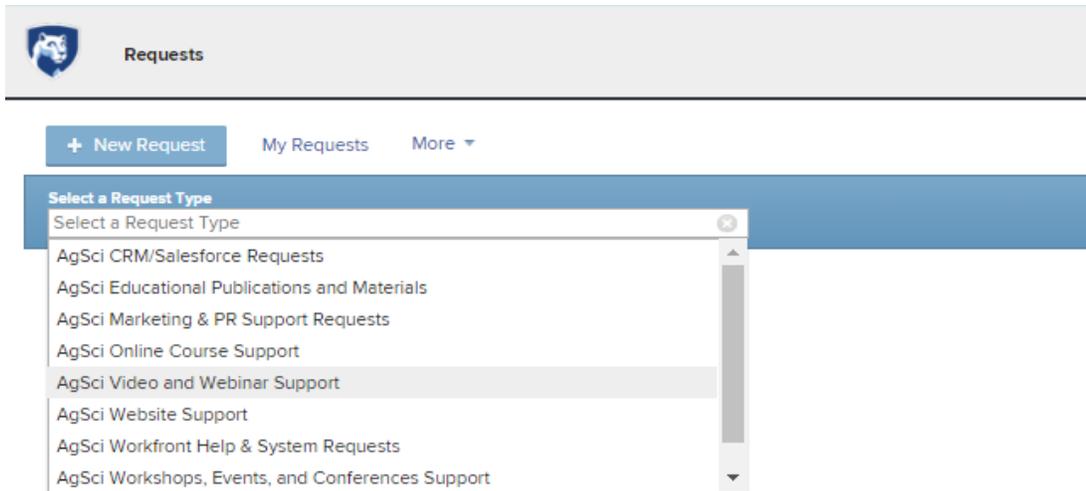


Logging into Workfront

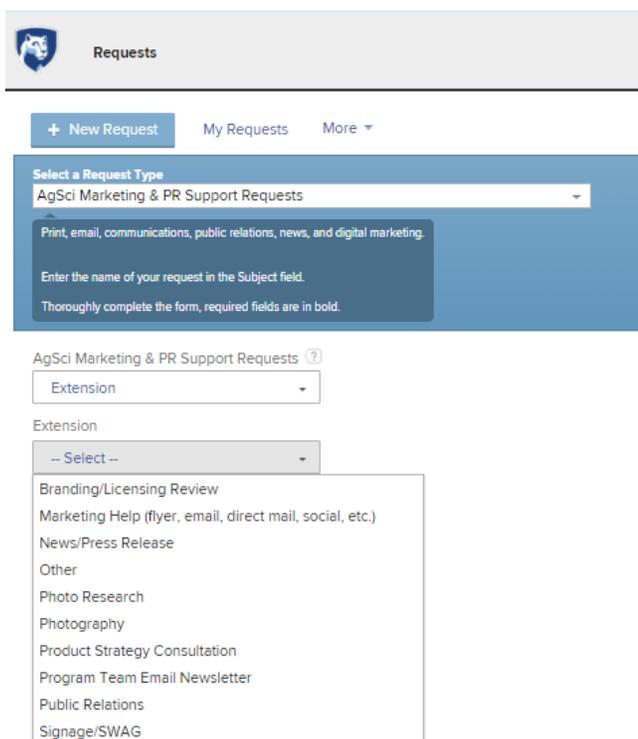
1. To access the login screen, visit <https://pennstate.my.workfront.com>
2. Once on this screen, you will see a login prompt with the Penn State logo. Here you can use your regular Penn State credentials and enter Workfront through Duo authentication.

Submitting a Request in Workfront

1. Once logged in you will automatically be taken to the Requests page. On this screen you can submit new requests and view the status of any request previously submitted through Workfront.
2. To submit a new request, click on “+ New Request” and select a request type from the drop-down menu.

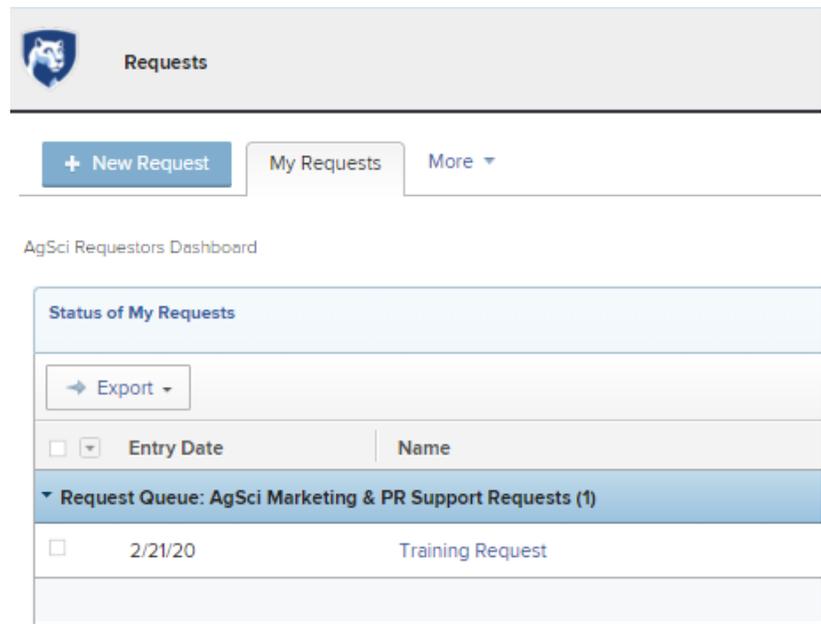


3. Depending on the request type, you may have to make some additional selections to reach the correct request form. Once there, you will see various fields that need to be completed before submitting your request.
 - a. Hovering over the selections in the drop-down menus will queue a brief description.
 - b. Fields in bold are required in order to submit your request.

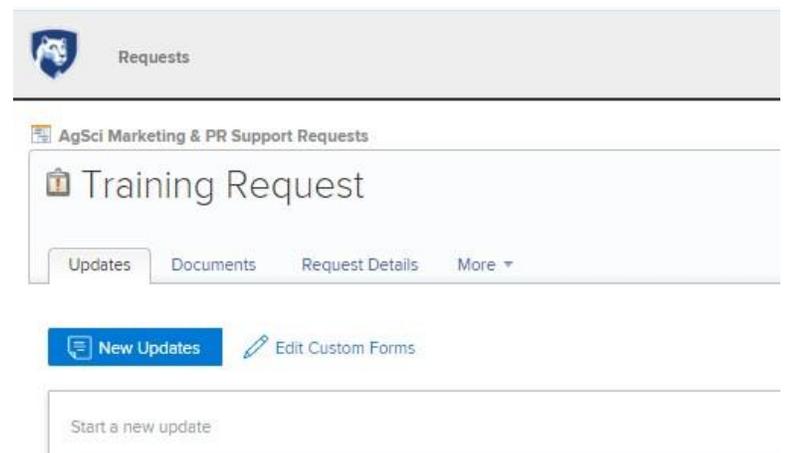


How to check on the status of a request and/or update/change request information

1. On the “My Requests” tab you can view all open requests. On this screen you can quickly see the status, planned completion date, and who your request is assigned to.
2. For more details, click on the name of the request. This will take you to a new screen.
3. On this screen you can use the following tabs to review, update, or monitor your request:
 - a. Updates—this is your hub for collaborating with the assignee of your request. Here you can leave a comment or reply to an existing one. It’s key to @-tag the user you are directing your comment to, so they receive a notification.
 - b. Documents—this is where you can view any items you may have attached when submitting the request, attach additional items after submitting your request, or review proofs.
 - c. Request Details—this is where you can see a quick overview of your request or review/revise the original custom form you filled out when submitting the request.



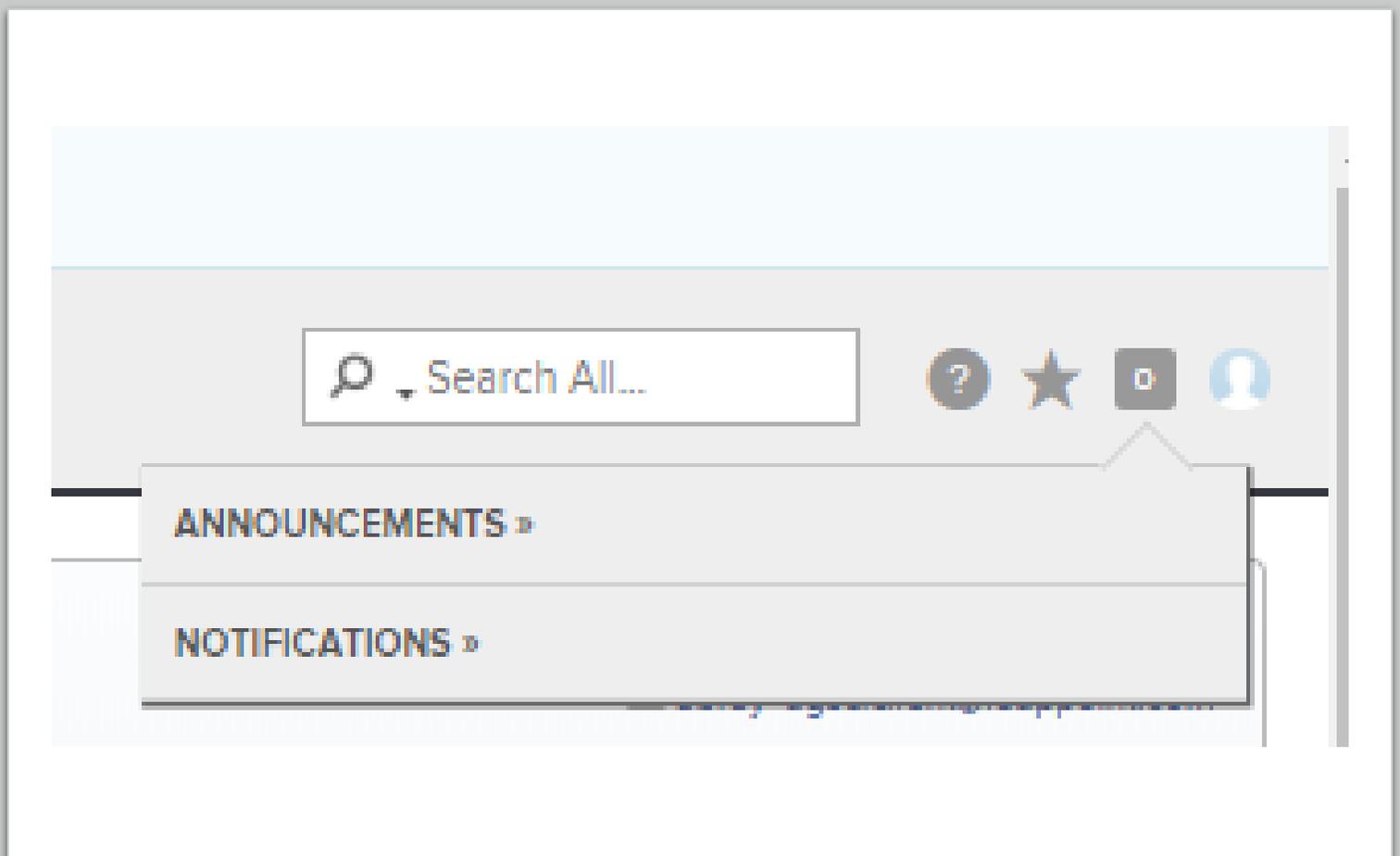
The screenshot shows the 'Requests' dashboard. At the top, there is a header with a logo and the word 'Requests'. Below the header, there are three tabs: '+ New Request', 'My Requests', and 'More'. The 'My Requests' tab is selected. Below the tabs, there is a section titled 'AgSci Requestors Dashboard'. Underneath, there is a section titled 'Status of My Requests'. This section includes an 'Export' button and a table with columns for 'Entry Date' and 'Name'. The table has one row with the entry date '2/21/20' and the name 'Training Request'. The table is titled 'Request Queue: AgSci Marketing & PR Support Requests (1)'.



The screenshot shows the details page for a 'Training Request'. At the top, there is a header with a logo and the word 'Requests'. Below the header, there is a section titled 'AgSci Marketing & PR Support Requests'. Underneath, there is a section titled 'Training Request'. This section includes tabs for 'Updates', 'Documents', 'Request Details', and 'More'. The 'Updates' tab is selected. Below the tabs, there are two buttons: 'New Updates' and 'Edit Custom Forms'. Below the buttons, there is a text input field with the placeholder text 'Start a new update'.

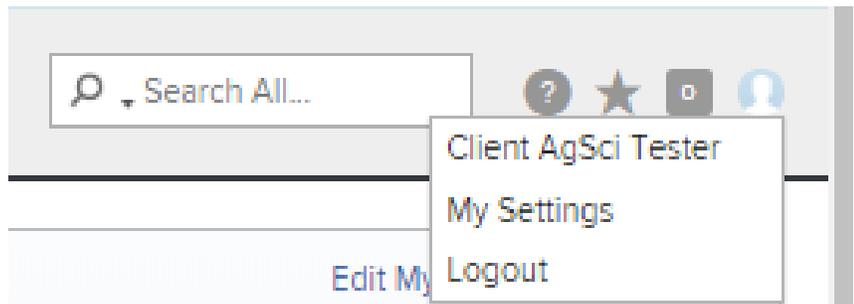
Workfront Notifications

1. When something needs your attention in Workfront you will receive notifications in two different places: via email and in the gray global navigation bar in Workfront.
2. If accessing your notifications via Workfront, simply click on the item and you will be redirected to the page needing your attention. Notifications will appear in the top right corner of your screen.
3. If accessing your notifications via email, you can click on the link provided, which will open a web browser and take you to the page needing your attention. Notification emails will come from a standard PSU email address, but it is important to note that in order to view and reply to a comment, you will need to click on the link and take action within Workfront. If you reply to the email, the recipient will not receive your response.



Profile Settings

1. You can access your profile by clicking the avatar icon on the far right of the global navigation bar and selecting your name.
2. From here you can edit your information by clicking “Edit My Info” located in the top right corner. This will take you to the “My Info” page where you can make any changes to your profile, including your email notifications.

A screenshot of the "My Info" profile settings page. The page has a left sidebar with navigation links: "Personal Info", "Preferences", "Notifications", "Custom Forms", and "Comment". The main content area is titled "My Info" and contains several sections:

- Personal Info**: Includes "Basic Info" with fields for "First Name" and "Last Name", "Email Address (this will be the username)", "Federation ID", and a "Reset Password" link.
- Job Info**: Includes a "Title" field.
- Talk to Me About**: Includes a text area.
- Contact Info**: Includes fields for "Phone Number", "Ext.", "Mobile Number", "Address", "City", "State", "Postal Code", and "Country".
- Profile Photo**: Includes a photo upload area with a "Profile Photo" label, a placeholder image, an "Upload Photo" button, and a note: "You can upload a JPG, GIF or PNG file (file size limit is 4 MB)".
- Preferences**: Includes dropdown menus for "When I log in, show:" (set to "Requests (Default page)"), "In the Global Nav bar, show:" (set to "My Updates, Requests"), "Time Zone" (set to "Eastern Standard Time (US & Canada)"), and "Locale" (set to "English (United States)"). There is also a checked checkbox for "Show percent complete on update status".

At the bottom of the page are two buttons: "Save Changes" and "Cancel".