

# Administrative Portal Navigation Quick Start Guide

September 1, 2019

Starting in December 2019, there will be changes to the Administrative Portal login page and Homepage. While the new version of the Administrative Portal will have a new look and feel, this upgrade will not affect how processes are completed in SWIFT.

**Note:** There may be some changes to this information, since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact the SWIFT Help Desk: [SWIFT.project@state.mn.us](mailto:SWIFT.project@state.mn.us).

This guide will show you how to sign in to the Administrative Portal, how to navigate to different pages by selecting tiles from the Homepage, and how to use the Home icon and the Actions List.

- Step 1: Sign in to the Administrative Portal.
- Step 2: Navigate to pages by selecting tiles.
- Step 3: Use the **Home** icon to return to *My Homepage*.
- Step 4: Use the **Actions List** to personalize *My Homepage*, change preferences, or sign out.

## Step 1: Sign in to the Administrative Portal

To sign in to the Administrative Portal, enter your User ID and Password, and press the **Sign In** button.

1. Open the Administrative Portal.
2. Enter your User ID in the *User ID* field.
3. Enter your password in the *Password* field.
4. Press the **Sign In** button.



**m** MINNESOTA

**Administrative Portal**

User ID

Password

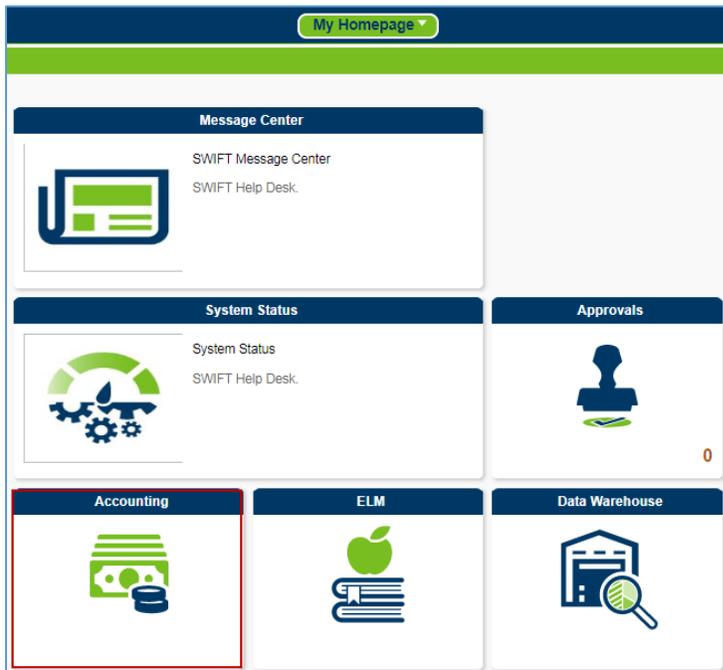
Sign In

## Step 2: Navigate to pages by selecting tiles.

After signing in to the Administrative Portal, you will land on *My Homepage*. On *My Homepage*, users will see tiles that let you navigate to menus and pages.

**Note:** All employees will see the **Message Center**, **System Status**, **ELM**, and **Self Service** tiles. Other tiles may or may not display, depending on what security roles you've been assigned.

1. Select a tile to open menu options that lead to pages. For example, select the **Accounting** tile to open the *Accounting* menu.



2. Select more tiles to open submenu options. For example, select **Accounts Payable** tile to open *AP* submenus.



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3. Select further tiles to open the page you're looking for. For example, select the **Vouchers** tile to open the *Voucher – Regular Entry* page.



## Step 3: Use the Home icon to return to *My Homepage*.

If at any time you wish to return to *My Homepage*, press the **Home** icon.



## Step 4: Use the Actions List to personalize *My Homepage*, change preferences, or sign out.

If you wish to personalize your Homepage, change any of your preferences, or sign out, select the **Actions List** (the Triple-Dot icon).

1. Personalize *My Homepage* by selecting *Personalize Homepage*.
2. Update information on your profile or change general settings by selecting *My Preferences*.
3. Log out of the Administrative Portal by selecting *Sign Out*.

