

# Introduction to the New Bethlehem University Website

The new **Bethlehem.edu** website will be launched on 17 August, 2012. Many employees of Bethlehem University have contributed greatly to this project. In particular, we would like to recognize the Website Committee: Philip Daoud, Elsa Hazboun, Dr. Irene Makhoul Hazou, Kirby Knight (chair), George Maria, Samer Nasser, Patti Riippa, and Dr. Rabab Tamish.

This guide will provide information on Logging In (pg. 1), the Faculty/Staff Gateway (pg. 2), Frequently Asked Questions (pg. 4), and Content Authors (pg. 6).

The functionality of the new website will incorporate aspects of the old main website, the old intranet (campus.bethlehem.edu), and other sites. **Just as you had to for the old intranet, you must log into the new site in order to see everything available for Faculty and Staff.**

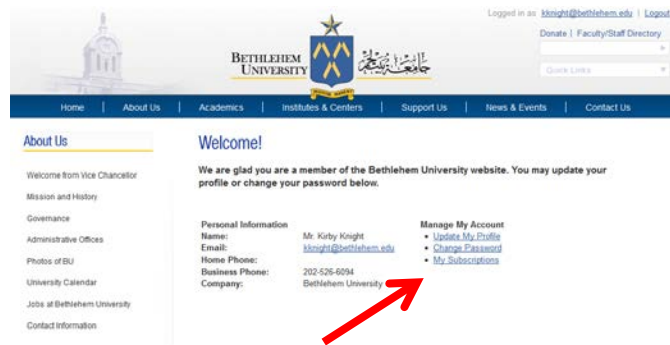
## Logging In

Once you go to the new site, you should first log in by clicking the “Log in” link as indicated below by the red arrow. Enter the login information provided to you by email. If you would like the site to remember your login information, check the box labeled “Remember Me.”



## Change Your Password

Once logged in, you will see this screen below. You are encouraged to change your password to something only you would know. You can do this by clicking the “Change Password” link as indicated below with the red arrow.



The screen below will appear:



To change your password, type in your new password, type it again in the “Confirm Password,” then type a phrase that will help you remember your password in case you forget it later on. Click “Update.”

You will get this screen:



Type in the **old** password you previously used to log in (not the new one you just input) and click “Update” to finalize the change.

## Faculty/Staff Gateway

Most Faculty/Staff members will spend a lot of time in the new “Faculty/Staff Gateway,” which is the replacement for the old intranet (campus.bethlehem.edu). This is where you can find:

- Announcements
- The Weekly Bulletin
- Forms and documents
- Faculty/Staff Directory
- Academic Calendar
- And much more!

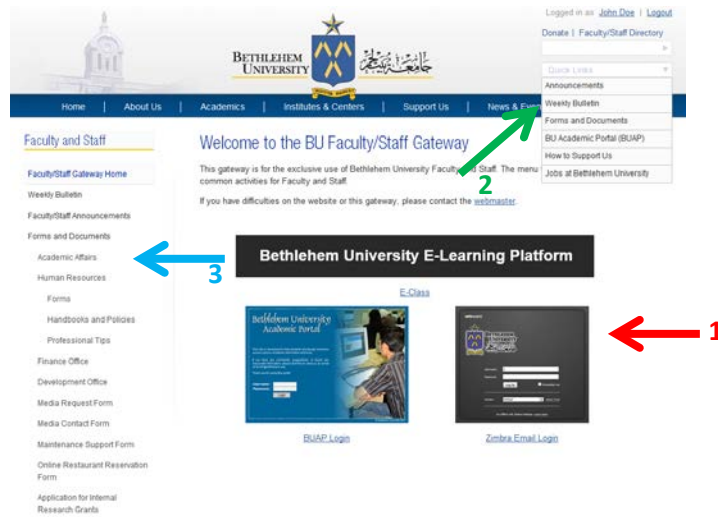
The Faculty/Staff Gateway can be accessed from the Home page or from the link *at the bottom of every page*, as indicate by the arrows below:



If you are **not** logged in when you go to the gateway, you will see the following page indicating that to see all of the materials available for Faculty and Staff, you must be logged in. If you see the page below, please first log in and then return to the gateway.



If you **are** logged in when you go to the gateway, you will see the following screen instead:



The **red arrow (1)** above points to links that will lead you to some most often-used resources: E-Class (Moodle), BUAP, or Zimbra Email.

The **green arrow (2)** points to the “Quick Links” menu, which is visible on **any** page on the website, and will lead you to most common pages: Announcements (viewable only if you are logged in), the Weekly Bulletin, Forms and Documents, etc.

The **blue arrow (3)** points to the side menu where many common resources can be found: Weekly Bulletin, Announcements, Forms and Documents, etc.

## Frequently Asked Questions (FAQs)

### ***How do I find announcements?***

First, you must be logged in. Once logged in as explained at the beginning of this guide, you can find announcements either in the “Quick Links” menu in the upper right corner of the site or in the left side menu within the Faculty/Staff Gateway.

### ***How do I find the Weekly Bulletin?***

Again, you must be logged in. Once logged in as explained above, you can find the Weekly Bulletin (in both Arabic and English) either in the “Quick Links” menu in the upper right corner of the site or in the left side menu on the Faculty/Staff Gateway.

### ***Where are the forms I used to find on the intranet (campus.bethlehem.edu)?***

First, you must log in. The forms and documents are found in the “Quick Links” menu as well as in the side menu within the Faculty/Staff Gateway.

### ***How can I find contact information for a particular Faculty or Staff member?***

The “Quick Links” menu, as well as the top right corner of the site, has a link to the Faculty/Staff Directory. You can scan the list of all employees, or you can search for a particular person or list an entire Faculty/Unit or Department/Office.

***What if I don't remember my password?***

On the login page, click the “Forgotten Password” link to receive an email that will guide you in recovering your password.

***What if my login doesn't work?***

Be sure you have typed in your User ID and Password exactly as they were originally sent to you (or as you changed it previously if you did so). Try the “Forgotten Password” link to recover your password (you can also recover your User ID on the same page if you have forgotten it). For all further assistance, contact Webmaster Kirby Knight at [kknight@bethlehem.edu](mailto:kknight@bethlehem.edu).

***I am a Faculty member and I want a Faculty Profile page. What do I do?***

You will receive a separate email with instructions on how to create your page.

***I cannot find a form I used to find on the intranet. Where is it?***

If you cannot find something you are used to finding on the intranet, please contact Webmaster Kirby Knight at [kknight@bethlehem.edu](mailto:kknight@bethlehem.edu) and let him know what you cannot find. Please be as specific as possible in your message.

***There is something I want added or changed on my department's section of the website. Who do I contact?***

Each department has a Content Author, who is responsible for that department's section of the website. A list of Content Authors (current as of 17 August 2012) is at the end of this guide. You can also check with the office for your department to find out who is currently serving as the Content Author.

***Where do I find the Academic Calendar?***

There is a link in the left side menu within the Faculty/Staff Gateway to the Academic Calendar. You can view the interactive version, or you may download a PDF of the Calendar.

***How do I add an event to the University Calendar?***

Contact your Content Author (the list is at the end of this guide) to have an event added to the Calendar.

***How do I have a web form created on the website?***

There is a link, under “Forms and Documents,” on the left side menu within the Faculty/Staff Gateway that points to a form you can fill out to request a form to be created for you.

***What do I do if I urgently need something from the old intranet and it is missing or I cannot find it?***

For a brief transition period until 31 August 2012, there will be a link on the main Faculty/Staff Gateway (you must be logged in) to the old intranet site. After 31 August, if you cannot find what you need, please contact Webmaster Kirby Knight at [kknight@bethlehem.edu](mailto:kknight@bethlehem.edu).

***How do I have an Announcement posted on the Faculty/Staff Gateway?***

Your department's Content Author (the list is at the end of this guide) can post an announcement for you.

**Content Authors**

<b>Department / Office</b>	<b>Content Author</b>	<b>Emails</b>
Brother Vincent Malham Center	Toni Al-Zomot	<a href="mailto:tzomot@bethlehem.edu">tzomot@bethlehem.edu</a>
Center for Excellence in Teaching and Learning	Judy Hanania	<a href="mailto:jhanania@bethlehem.edu">jhanania@bethlehem.edu</a>
Computer Center	Mike Lama	<a href="mailto:mlama@bethlehem.edu">mlama@bethlehem.edu</a>
Computer Labs	Ibrahim Nuaimi	<a href="mailto:abe@bethlehem.edu">abe@bethlehem.edu</a>
Dean of Arts Office	Nelly Nemeh	<a href="mailto:nellyn@bethlehem.edu">nellyn@bethlehem.edu</a>
Dean of Business Office	Mary Hodali	<a href="mailto:maryh@bethlehem.edu">maryh@bethlehem.edu</a>
Dean of Education Office/Education	Elias Alhazen	<a href="mailto:eliash@bethlehem.edu">eliash@bethlehem.edu</a>
Dean of Nursing & Health Sciences Office	Saadeh Sahouri	<a href="mailto:saadehs@bethlehem.edu">saadehs@bethlehem.edu</a>
Dean of Research Office	Mahera Abu Farha	<a href="mailto:mfarha@bethlehem.edu">mfarha@bethlehem.edu</a>
Dean of Science Office	Johnny Bassous	<a href="mailto:jbassous@bethlehem.edu">jbassous@bethlehem.edu</a>
Department of Social Sciences	Naila Musleh	<a href="mailto:nailam@bethlehem.edu">nailam@bethlehem.edu</a>
Department of Accounting	Mary Hodali	<a href="mailto:maryh@bethlehem.edu">maryh@bethlehem.edu</a>
Department of Arabic	Naila Musleh	<a href="mailto:nailam@bethlehem.edu">nailam@bethlehem.edu</a>
Department of Biology	Ghasan Handal	<a href="mailto:ghandal@bethlehem.edu">ghandal@bethlehem.edu</a>
Department of Business Administration	Mary Hodali	<a href="mailto:maryh@bethlehem.edu">maryh@bethlehem.edu</a>
Department of Chemistry	Fouad Bannoura	<a href="mailto:fouadb@bethlehem.edu">fouadb@bethlehem.edu</a>
Department of Computer Information Systems	Johnny Bassous	<a href="mailto:jbassous@bethlehem.edu">jbassous@bethlehem.edu</a>
Department of English	Yara Matar	<a href="mailto:ymatar@bethlehem.edu">ymatar@bethlehem.edu</a>
Department of Humanities	Nelly Nemeh	<a href="mailto:nellyn@bethlehem.edu">nellyn@bethlehem.edu</a>
Department of Mathematics	Nariman Abu Abara	<a href="mailto:narimana@bethlehem.edu">narimana@bethlehem.edu</a>
Department of Physics	Ahmad Atiyha	<a href="mailto:aatiyha@bethlehem.edu">aatiyha@bethlehem.edu</a>
Department of Religious Studies	Nelly Nemeh	<a href="mailto:nellyn@bethlehem.edu">nellyn@bethlehem.edu</a>
Director of Instructional Technology	Mike Hazboun	<a href="mailto:mhazboun@bethlehem.edu">mhazboun@bethlehem.edu</a>
Hereditary Research Laboratory	Dima Dweik	<a href="mailto:ddweik@bethlehem.edu">ddweik@bethlehem.edu</a>
Institute for Community Partnership	Samer Nasser	<a href="mailto:sam@bethlehem.edu">sam@bethlehem.edu</a>
Institute of Hotel Management & Tourism	Rania Abdel Nour	<a href="mailto:rnour@bethlehem.edu">rnour@bethlehem.edu</a>

<b>Department / Office</b>	<b>Content Author</b>	<b>Emails</b>
Institutional Research Unit	Wasim Zoghbi	<a href="mailto:waseemz@bethlehem.edu">waseemz@bethlehem.edu</a>
Library	George Maria	<a href="mailto:gmaria@bethlehem.edu">gmaria@bethlehem.edu</a>
Office of Alumni Relations	Haneen Musleh	<a href="mailto:haneenm@bethlehem.edu">haneenm@bethlehem.edu</a>
Office of Assistant VP for Academic Affairs Office	May Mubarak	<a href="mailto:mmubarak@bethlehem.edu">mmubarak@bethlehem.edu</a>
Office of Communications	Patti Riippa	<a href="mailto:priippa@bethlehem.edu">priippa@bethlehem.edu</a>
Office of Counseling	Amani Atrash	<a href="mailto:amusleh@bethlehem.edu">amusleh@bethlehem.edu</a>
Office of Development	James Howell	<a href="mailto:jhowell@bethlehem.edu">jhowell@bethlehem.edu</a>
Office of Finances	Varihan Khair	<a href="mailto:vkhair@bethlehem.edu">vkhair@bethlehem.edu</a>
Office of Human Resources	Hana Jahshan	<a href="mailto:hanaj@bethlehem.edu">hanaj@bethlehem.edu</a>
Office of the Assistant Vice President for Academics	Esperansa Kattan	<a href="mailto:esperansa@bethlehem.edu">esperansa@bethlehem.edu</a>
Office of the Assistant Vice President for Development	Rania Hazboun	<a href="mailto:rania@bethlehem.edu">rania@bethlehem.edu</a>
Office of the Dean of Students	Amani Atrash	<a href="mailto:amusleh@bethlehem.edu">amusleh@bethlehem.edu</a>
Office of the Registrar	Muna Elias	<a href="mailto:melias@bethlehem.edu">melias@bethlehem.edu</a>
Office of the Vice Chancellor	Gloria Handal	<a href="mailto:gloriah@bethlehem.edu">gloriah@bethlehem.edu</a>
The Cardinal Martini Leadership Institute	Irene Thalgieh	<a href="mailto:ithalgieh@bethlehem.edu">ithalgieh@bethlehem.edu</a>
UNISCO Biotechnology	Dr. Naim Iraki	<a href="mailto:niraki@bethlehem.edu">niraki@bethlehem.edu</a>
WSERU	Reem Zaitoun	<a href="mailto:rzeitoun@bethlehem.edu">rzeitoun@bethlehem.edu</a>