

JSU Navigate

How to Sign into JSU Navigate

JSU Navigate uses the single-sign-on feature through your MyJSU account.

Steps for Signing into JSU Navigate:

- 1. Log into your MyJSU account.
- 2. Scroll down the Home page to the Employee Links and click on JSU Navigate.

Optional:

You can update your User Preferences by:

- 1. **Click on your initials** located on the top right corner.
- 2. Select User Preferences.
- Choose your Default Term or keep System Default Term (will automatically change the term to the current active Banner 9 term).
- 4. Choose your Default Landing Page.
- 5. Select Save.



Employee Dashboard My Paystub Tax Forms Leave Balances Leave Reporting Chrome River Update Addresses and Phones View Submitted/Pending Electronic Forms Holiday Schedule HR Forms Library Register Your Bicycle Faculty / Staff Parking Decals PRISM JSU Navigate cayuse 74

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Need technical support with JSU Navigate? Submit a "Retention Technology Support" ticket at <u>www.jsu.edu/navigate</u>