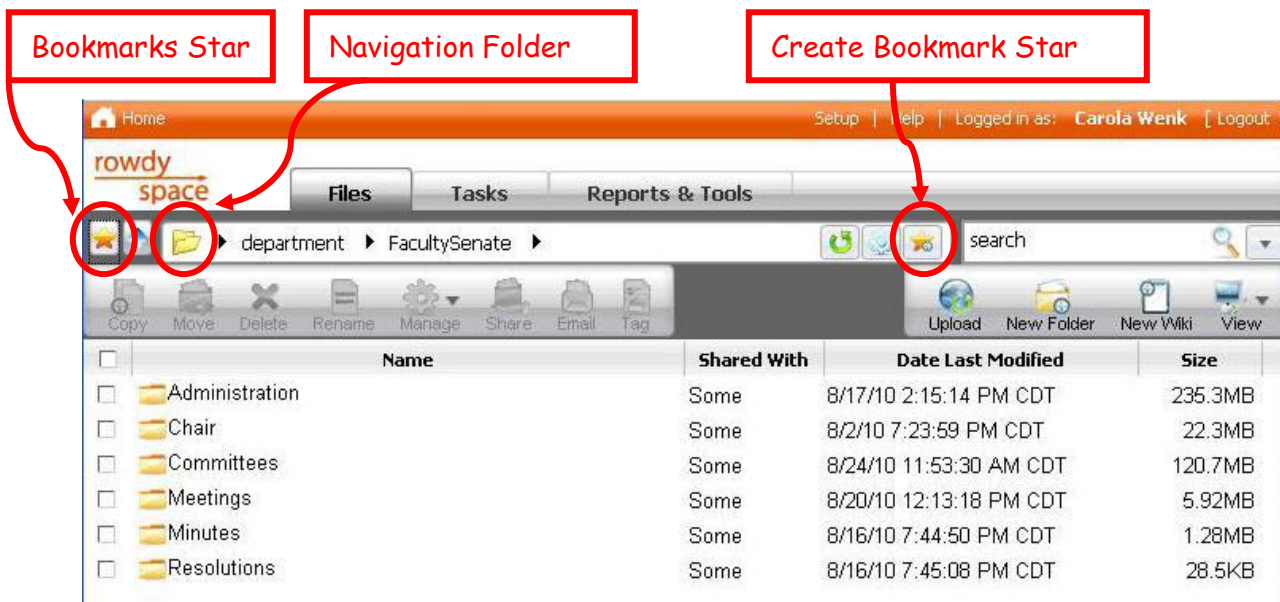


# Instructions on accessing the Faculty Senate folder on Rowdyspace

The FacultySenate folder on Rowdyspace consists of several subfolders as shown below.

- The Action Memos, Meetings, and Minutes folders are accessible by all faculty senators. The Meetings folder contains all materials for the senate meetings.
- The Committees folder contains one folder for each faculty senate committee. Only members of the particular committee have access to their committee folder. Committee members who are not senators cannot access the FacultySenate folder, but can only access their committee subfolder, for example /department/FacultySenate/Committees/HOP\_Committee.
- Note that none of the folders are accessible by all faculty members. Faculty members who are not senators may find more information on the senate's webpage: <http://www.utsa.edu/senate/>.



The following describes different options on how to access the FacultySenate folder on Rowdyspace. Option 4 is the preferred option. For general questions on your abc123 login and password please contact OIT Support Services. For other problems in accessing the FacultySenate folder please contact Sarah Leach.

## Option 1: Use a direct link

- Click on a direct link such as the one below:  
<https://rowdyspace.utsa.edu:443/department/FacultySenate>
- If no login window pops up, click on "Launch WFS Web View" on the top of the page.
- A login window should pop up asking you for your user name and your password. Log in using your abc123 and your password. If you have trouble with this, please contact OIT Support Services.

## Option 2: Direct access to Rowdyspace

Note that this option will not work for senate committee members who are not senators.

- Access rowdyspace directly
  - Go to <http://rowdyspace.utsa.edu>
  - Or go to <http://my.utsa.edu> and click on “Rowdyspace”
- Log in to rowdyspace using your abc123 and your password. If you have trouble with this, please contact OIT Support Services.
- Navigate to the folder /department/FacultySenate
  - Click on the **Navigation Folder**. In the folders click on department and then on FacultySenate.

## Option 3a: Create a bookmark in Rowdyspace

- Access and log in to rowdyspace as in Option 2.
- Add the FacultySenate folder to your bookmarks:
  - Navigate to the folder /department/FacultySenate as described in Option 2
  - Click on the **Create Bookmarks Star**. Make sure the Bookmark Name is Faculty Senate and the Full Path is /department/FacultySenate , then click ok.

## Option 3b: Create a bookmark in Rowdyspace

- Access and log in to rowdyspace as in Option 2.
- Add the FacultySenate folder to your bookmarks:
  - Click on the **Create Bookmarks Star**. Manually enter the Bookmark Name to be Faculty Senate and the Full Path to be /department/FacultySenate , then click ok.

This option will also work for senate committee members who are not senators. Depending on your committee you need to specify the path corresponding to your committee folder:

For example:

`/department/FacultySenate/Committees/Budget_Committee`

## Option 4: Use a bookmark in Rowdyspace

For this option you must have already created a bookmark to the Faculty Senate folder as described in Options 3a and 3b. This option will also work for senate committee members who are not senators with the modification described in Option 3b.

- Access and log in to rowdyspace as in Option 2.
- Use the Faculty Senate bookmark:
  - Click on the **Bookmarks Star**
  - Click on Faculty Senate