

# The new LOCUS – FAQ for Faculty & Staff

What happened to LOCUS? Where is it?

Where can I find more training materials for LOCUS?

I used to look at the Undergraduate Academic Calendar on LOCUS. Where is it now?

Why doesn't my Homepage look like *(someone else's)* homepage?

I can't find *[some page]* on my Homepage? Where is it?

What happened to My Favorites that I had saved in LOCUS? I can't find them!

How do I add a page to My Favorites?

I used to access the Faculty Quick Look in LOCUS, but now I don't see it anywhere. What happened to it?

I need more help.

## What happened to LOCUS? Where is it?

You can still find LOCUS at <https://locus.luc.edu/>. However, it does look very different! Read a quick overview of the change here: <https://www.luc.edu/its/services/locus/>. On this page, you will also find some brief videos about the system upgrade and how your user experience has changed.

## Where can I find more training materials for LOCUS?

Go to <https://www.luc.edu/aboutlocus/>. Scroll down until you see the "LOCUS Training Materials" section.

## I used to look at the Undergraduate Academic Calendar on LOCUS. Where is it now?

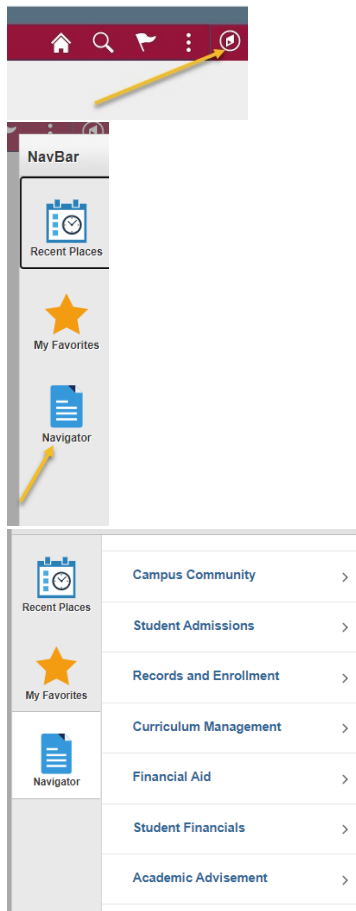
[https://www.luc.edu/academics/schedules/spring/academic\\_calendar.shtml](https://www.luc.edu/academics/schedules/spring/academic_calendar.shtml)

## Why doesn't my Homepage look like *(someone else's)* homepage?

Your assigned Homepage depends on your role at the University. If you are a Faculty member, you will have access to the Faculty Homepage. If you are a Faculty member with additional administrative responsibilities, you will also have access to the Faculty Homepage and another Homepage.

If you are a Staff who uses LOCUS often, you will probably be assigned a Homepage related to your functional area of responsibility like Academic Advising or Financial Aid. If you use LOCUS less frequently, you probably have the General LOCUS Access Homepage.

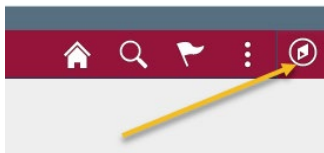
But don't worry – you have the exact same access that you previously had in LOCUS. If you can't find the page you want on a Homepage, try using the Navigator. Click on this icon on the top right of the screen:

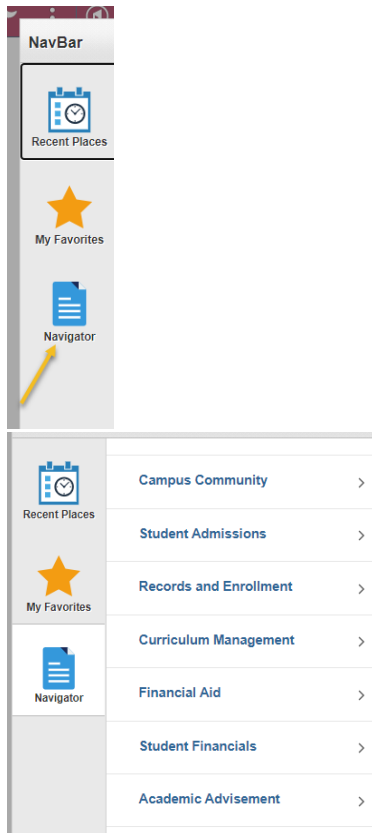


The Navigator is a menu structure very similar to the menus you saw in the older version of LOCUS. All pages that you have access to can be found using the Navigator.

### I can't find *[some page]* on my Homepage? Where is it?

Homepages and tiles were designed for commonly used pages. But don't worry! If the page you're looking for is not on your Homepage, you can still access it. You have the exact same access that you had in the previous version of LOCUS. If you can't find the page you want on a Homepage, try using the Navigator. Click on this icon on the top right of the screen:

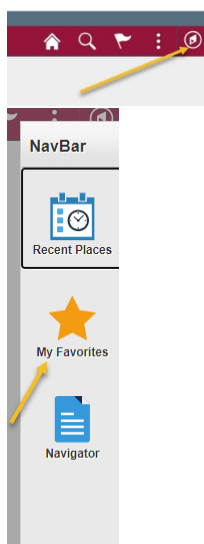




The Navigator is a menu structure very similar to the menus you saw in the older version of LOCUS. All pages that you have access to can be found using the Navigator.

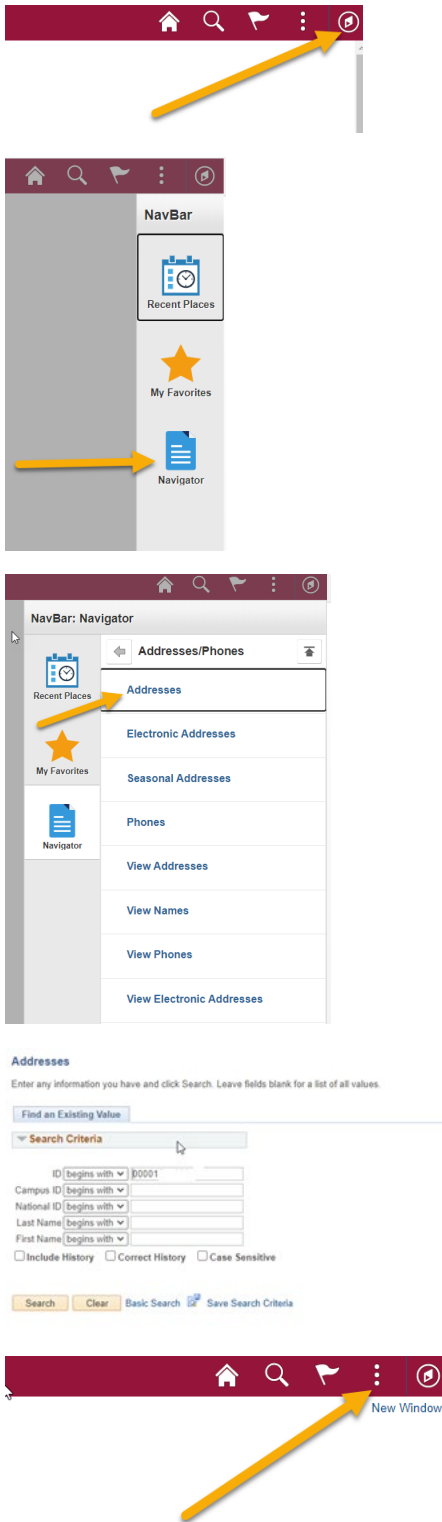
What happened to My Favorites that I had saved in LOCUS? I can't find them!

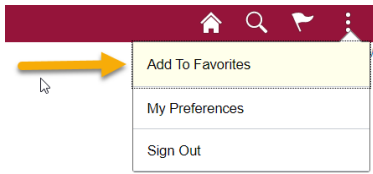
Your Favorites transitioned safely to the new version of LOCUS. Click on this icon on the top right of the screen:



## How do I add a page to My Favorites?

To add a page to your My Favorites list, first use the Navigator to get to the page you want to add. Once on the page, click the kebab on the top right (three vertical circles) and select Add To Favorites. Edit the label if you want and click Add.





I used to access the Faculty Quick Look in LOCUS, but now I don't see it anywhere.  
What happened to it?

The Faculty Quick Look is not included in this version of LOCUS. All functionality that could be done in the Faculty Quick Look can be done via the Class Roster page of Faculty Center.

I need more help.

Contact [locus@luc.edu](mailto:locus@luc.edu)