

Navigating the new ANU Insight – User Guide

[ANU Insight](#) was upgraded at the end of September 2017. This user guide provides a quick overview of some of the changes in order to assist you in navigating the new ANU Insight. All the functionality is still there but it may be found in a different location. If you need help, please contact the ANU Insight Service Desk:

ANU Insight support contact



ANU Insight Service Desk



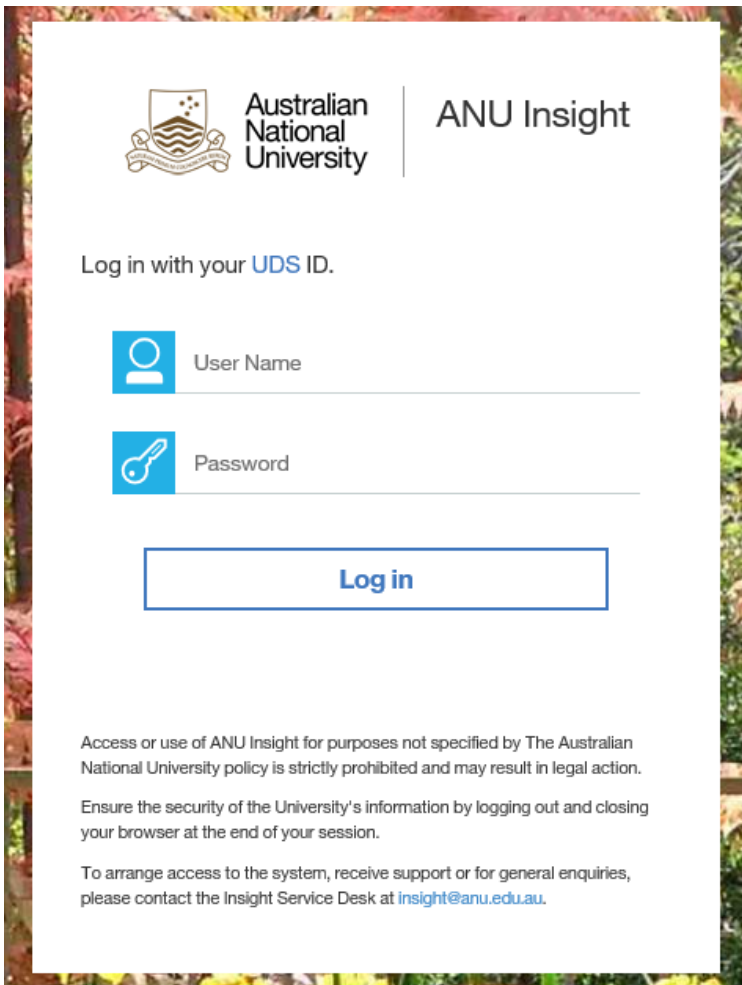
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The Log on screen

Enter your UDS ID and password (see image below) for access to ANU Insight. Your password is normally your UDS or HORUS password.




The screenshot shows the ANU Insight login interface. At the top left is the Australian National University logo, and to its right is the text 'Australian National University'. Further right, separated by a vertical line, is the text 'ANU Insight'. Below this, the instruction 'Log in with your UDS ID.' is displayed. There are two input fields: the first is labeled 'User Name' and has a person icon to its left; the second is labeled 'Password' and has a key icon to its left. Below these fields is a blue 'Log in' button. At the bottom of the screen, there is a disclaimer: 'Access or use of ANU Insight for purposes not specified by The Australian National University policy is strictly prohibited and may result in legal action.' followed by a security notice: 'Ensure the security of the University's information by logging out and closing your browser at the end of your session.' and finally, contact information: 'To arrange access to the system, receive support or for general enquiries, please contact the Insight Service Desk at insight@anu.edu.au.'

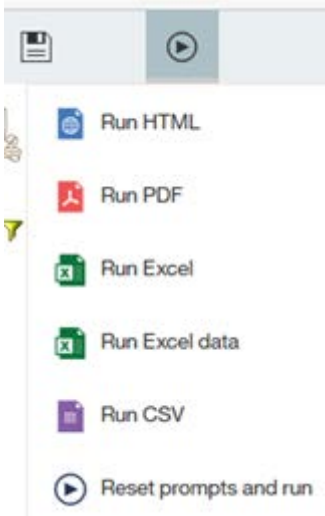
The Home screen

The new Home screen features the *Menu* at the top with *News* items immediately below. There is a new *Side Menu* for alternative navigation.

The Menu / Report screen

The Reports section will display your report. However, to export the report to a different format you will need to select the  icon at the top left of the screen.

This will provide you with the following menu options to export your report.






At the bottom of the screen are the same navigation buttons as before.



For further assistance on any of your reports or if you encounter a problem, please contact the ANU Insight Service Desk:

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