CU*BASE gold edition

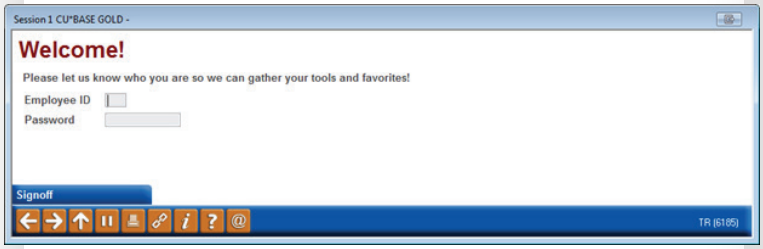
CU*BASE Tools Screen Tips

Learning How to Navigate and Personalize CU*BASE

Use this handy two-page brochure to learn more about the entry screens of CU*BASE. The front side of this brochure explains the Welcome screen and the different views of the CU*BASE Tools screen. The back side shows you what you how to search for tools and how to personalize your experience.

Setting Up Your CU*BASE Experience and the CU*BASE Tools Page

The first screen you will see when you enter CU*BASE will be the Welcome Page. Enter your two-digit employee ID and use Enter. This will set up your CU*BASE Tools page and your favorites.

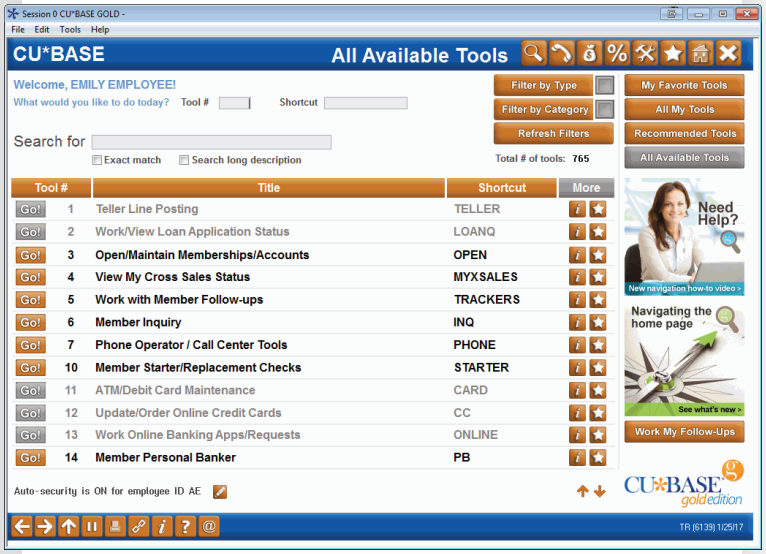


The CU*BASE Tools Page: Viewing Tools

The first time you enter the CU*BASE Tools page the All My Tools button will be selected and the screen will show you just the tools you have access to.

View All Available Tools

Click the All Available Tools button to see all the tools available. If a tool is grey, this means you currently do not have access to it.



Turn around for more information

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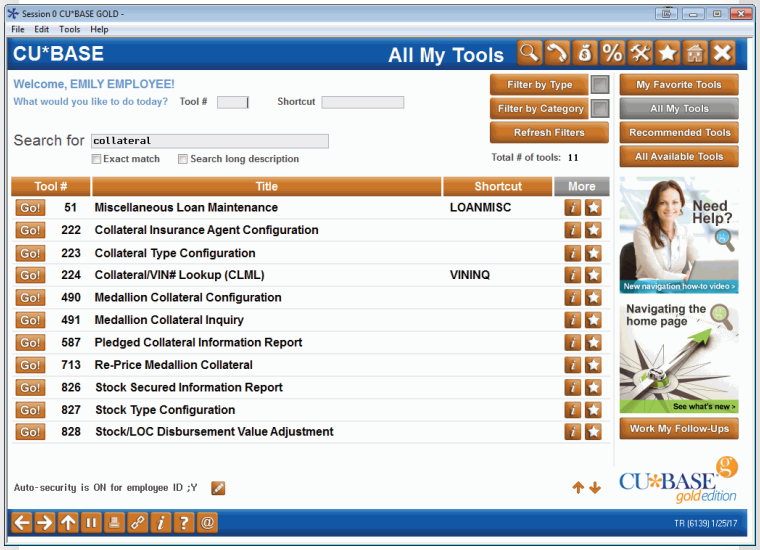
Searching for a Tool on Your List

The most popular tools are at the top of the list. If you don't see a tool you can easily search for it using the search field and filters.

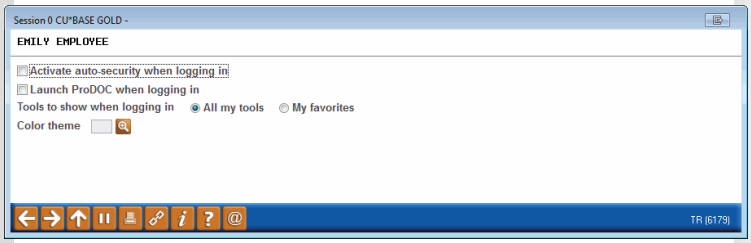


Make Your Own List of Your Favorite Tools

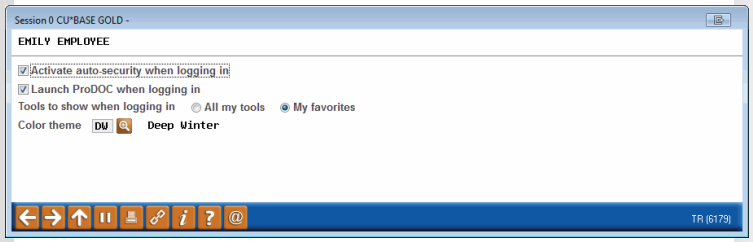
Click the star next to a tool, and a window will appear allowing you to assign your own number. Then click on the My Favorite Tools button to view your own list of tools.

Personalize Your Experience (Auto-Security, ProDOC, My favorites, and color theme)

Click the Preferences button (the Star) at the top of the CU*BASE Tools page and you to personalize your experience in CU*BASE.



From here you can activate auto-security, set ProDOC to launch at login, set your default page to My Favorite Tools, and pick your color theme.



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