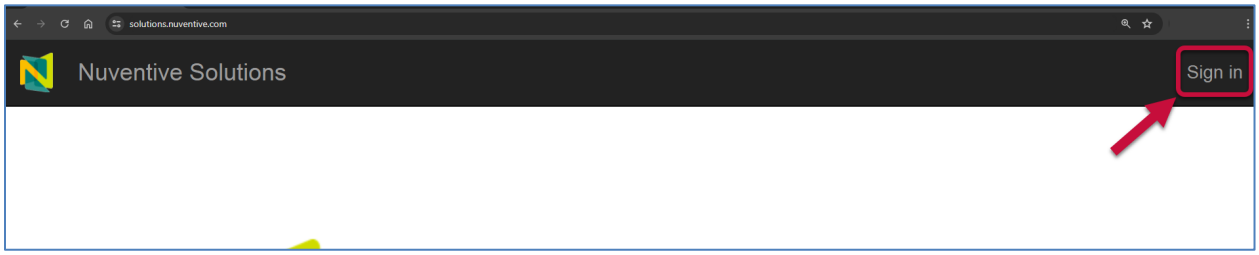
BASIC NAVIGATION

LOGGING INTO NUVENTIVE

Authorized users can log into Nuventive using their UHD email address and password. It will be helpful to bookmark the Nuventive Log-In page for easy access at https://solutions.nuventive.com/.

On the **Nuventive Log-In page**, click **Sign In**, located in the top right corner of the screen.



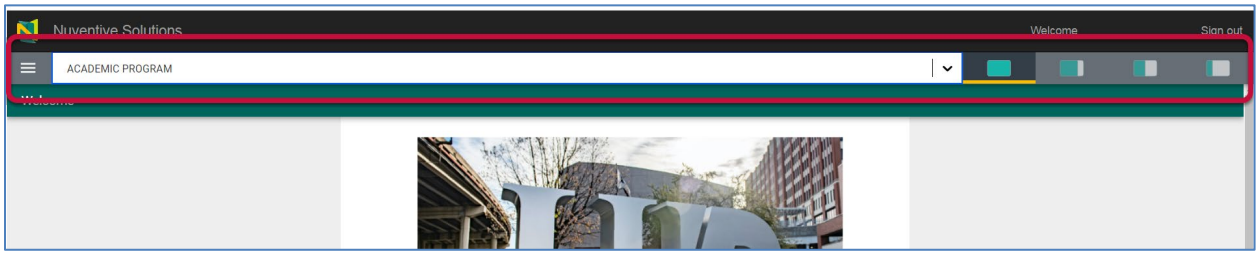
Choose or enter your UHD email address and then enter your password when prompted. You may also need to perform two-factor authentication via Duo.

NOTE: If you are already logged into other UHD services (like O365, Canvas, or PeopleSoft), you may not be required to enter your password.

For assistance with logging in to Nuventive, contact the UHD Service Desk (itservicedesk@uhd.edu or by phone at 713-221-8031).

NAVIGATING NUVENTIVE

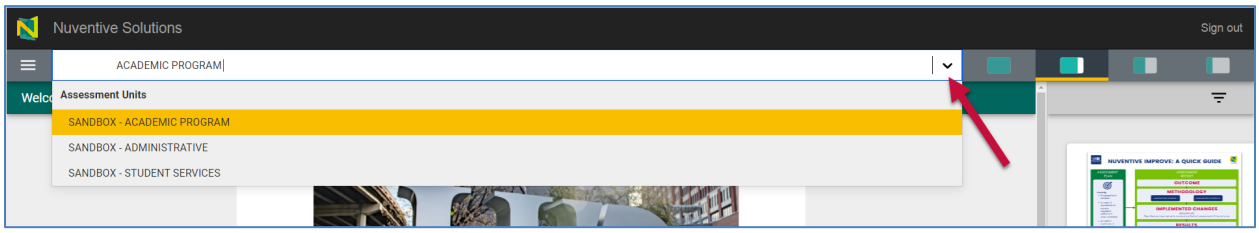
Once logged into Nuventive, you will be taken to the **UHD Welcome Page**. Pages within Nuventive are known as **Workspaces**. At the top of each **Workspace**, you will find two sets of icons (to the left and right) and the **Unit Drop-Down Menu** in the center. This is the primary navigation menu through-out Nuventive.



NOTE: After logging into Nuventive for the first time, subsequent logins will show the area you last accessed. You may have to navigate back to the Analytics Dashboard after logging in.

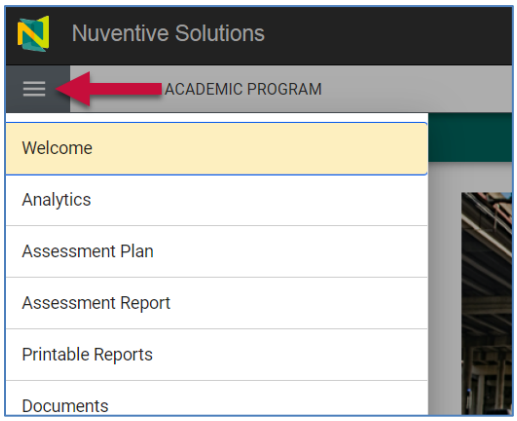
Unit Drop-Down Menu

The center **Unit Drop-Down Menu** is where you will locate your programs or departments. Your programs or departments are referred to as **Units**. By clicking the drop-down caret/arrow to the right, you will be able to locate the units assigned to you. You may also type the name of your unit in the drop-down box to quickly locate it. Selecting a program will take you to the program's **Workspace**.



Hamburger Icon / Platform Menu

Once you have found your program or department, click the **Hamburger Icon** to the left of the **Unit Drop-Down Menu** to reveal the **Platform Menu**. Each unit will have different options under the **Platform Menu**.

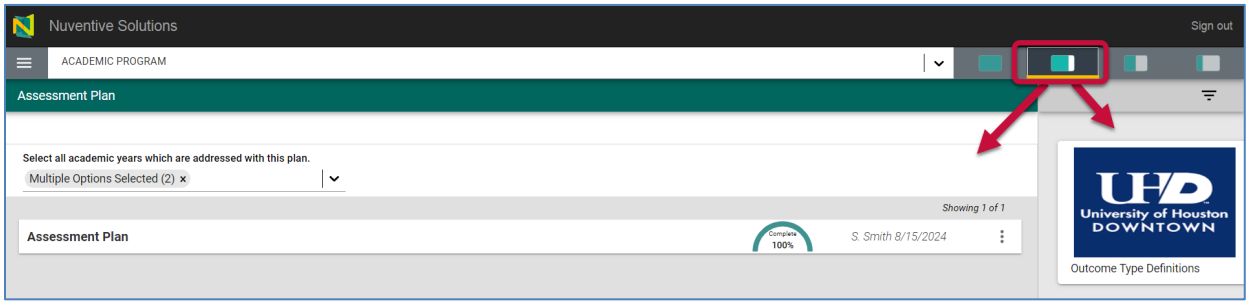


Data View/Split Screen Documents & Reports

To the right of the **Unit Drop-Down Menu**, you will find a set of icons referred to as **Split Screen/Layout Options.** Each of the icons represent the amount of space to be taken up on the screen (split-screen view) when clicking on and opening an item in the list (100, 75/25, 50/50, 25/75).

Under the icons, a space is provided for various documents and reports to be viewed. The purpose of this area on the right side is to provide you with information, reports, and data to complete various tasks including assessment and program review while in Nuventive.

Below is an example of a 75/25 split screen:



Other Navigation Items

While working in Nuventive, you will see the following icons and buttons in various areas. Below are descriptions, as you will use these navigation items frequently:

Information Icon	Clicking on **the Information Icon** will reveal instructions or additional information that have been made available for a specific field, item, or area.
Ellipsis Icon	Clicking on the **Ellipsis Icon** will reveal options such as Open, View/Print, or Delete.
Add New Icon	Clicking on the **Add New Icon** to add a new Plan, Outcome, or other element. You will see this icon on workspaces where you have privileges to add items.
Hide Icon	Clicking on the **Hide Icon** allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the information.
Unhide Icon	Clicking on the **Unhide Icon** allows you to uncover the highlighted information.
Close & Save Butttons	After completing form fields/text boxes, as designated, you may want to click the **Save Button** to retain your progress. Once you are satisfied with the information you have entered, and have saved the form, click the **Close Button.** These buttons are usually located at the top right of the screen.
Focus Mode	Clicking **Focus Mode** expands data to the fit your current computer screen.
More Options	Clicking on the **More Options Icon** will reveal options that allow data manipulation, such as exporting data to Excel or downloading a PDF.