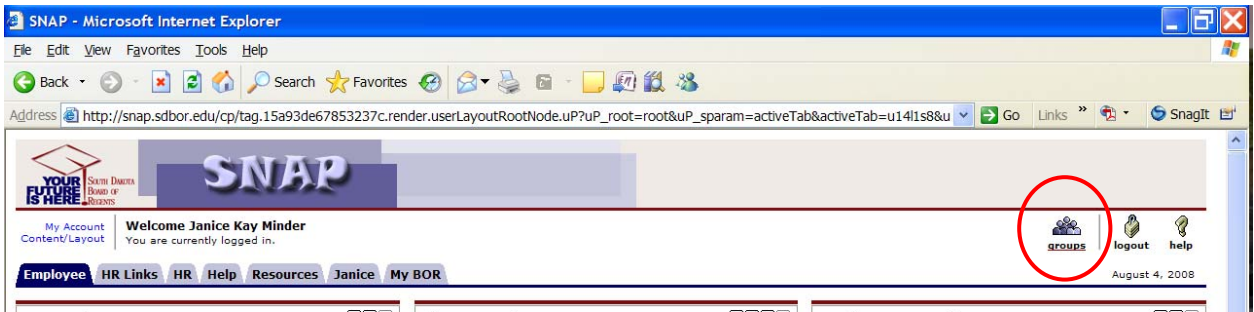


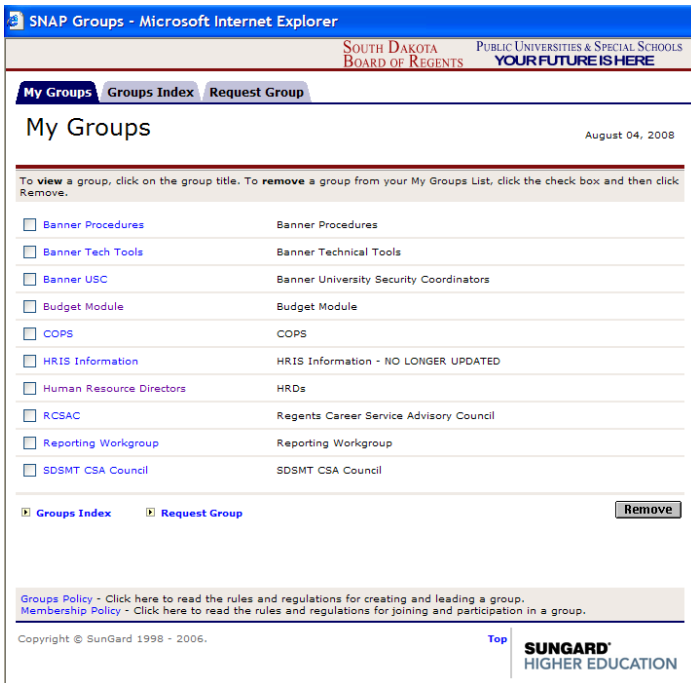
# ACCESSING THE HR GROUP VIA SNAP

Log into SNAP.

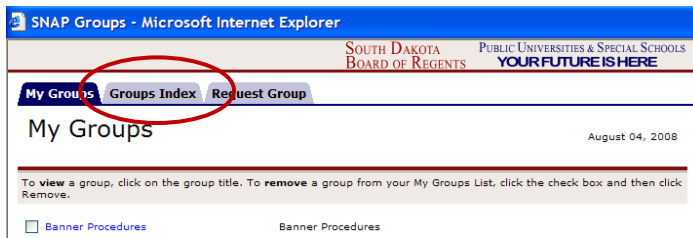
1. Select the **Groups** icon on the top right, as shown below.



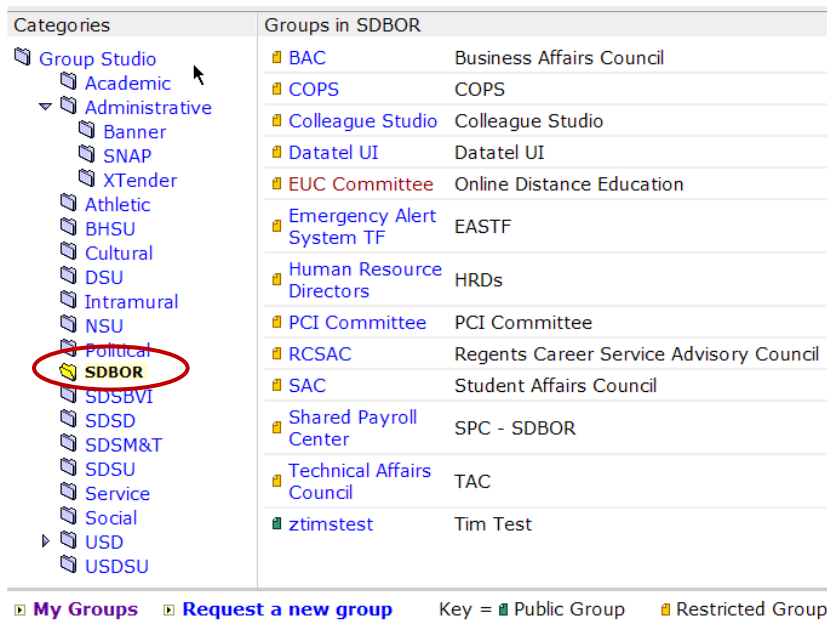
2. Select the **Human Resource Directors** group from the list of groups.



If you are not a member of the Human Resource Directors group, the link will not appear on the My Groups page. In order to become a member, click on the **Groups Index** tab, as shown below.



Click on the **SDBOR** folder, as shown below.



The Human Resource Directors group can be found in the SDBOR listing. Click on the **Human Resource Directors** link to request to join the group.

The Group Guest View will load and you can click the **Join Group** button, as shown below. You can also view the Groups Policy and Membership Policy here.

## Group Guest View

Your Location: [Group Index](#) / Group Guest View

### EUC Committee

Page for the Electronic University Consortium

[Join Group](#)

[Groups Policy](#) - Click here to read the rules and regulations for creating and leading a group.  
[Membership Policy](#) - Click here to read the rules and regulations for joining and participation in a group.

You will be asked to fill out a form, as shown below before submitting your request to join the group. Check the policy checkbox and complete the “why I want to be a member” field. You may want to note your supervisors approval of joining the HRD group here so that Janice has record of this.

Click the Join button in the bottom right-hand corner to complete the transaction.

## Join a Group

### Welcome to the EUC Committee group.

Page for the Electronic University Consortium

#### Group Membership Policy

Group members should accord themselves in a professional and respectful manner when publishing content on the group web site. Members agree not to publish content that is illegal or offensive to other group members and agree to share their user names and e-mail addresses with other members of this group. Members may not use group web sites for the publication or distribution of copyrighted materials or licensed software.

#### Additional Membership Criteria:

Login

#### Required Information

I have read and understood the school's policy on Group Membership.

**Tell us why you want to be a member of the EUC Committee group:**

Once your request is approved, you will be able to view the group, as shown below.

3. Once you select HRDs group, you can review the page. This is where all of HR information is housed.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'SNAP Groups' website. The browser's address bar shows 'SNAP Groups - Microsoft Internet Explorer'. The website header includes the South Dakota Board of Regents logo and the text 'PUBLIC UNIVERSITIES & SPECIAL SCHOOLS YOUR FUTURE IS HERE' and 'Groups'. The main navigation bar has 'My Groups', 'Groups Index', and 'Request Group' tabs. The page title is 'Group Homepage - Human Resource Directors' with a date of 'August 04, 2008'. The page content is organized into several sections:

- Group Tools:** A vertical menu on the left containing links for Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, and Members.
- Content Tools:** A vertical menu on the left containing links for Manage Homepage, Manage Guest View, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Calendar, and Manage Announcements.
- Configuration Tools:** A vertical menu on the left containing links for General Settings, Applications, Sub-Groups, Members, and Permissions.
- Personal Tools:** A vertical menu on the left containing links for Groups Policy and My Profile.
- Announcements:** A section titled 'Announcements' with the text 'There are no announcements.' and links for 'More announcements...' and 'Send announcement'.
- Group News:** A section titled 'Group News' with three news items:
  - Turnover - Revamp the Calculation:** 'It's time to revamp the way you calculate turnover HR Specialist. There's a big difference between losing three slugs... read more...' with links for 'More news...' and 'Post an article'.
  - 17 Questions to Determine if Workers are Fully Engaged:** '17 questions to determine if workers are fully engaged HR Specialist. Don't think you can pick out disengaged workers... read more...' with links for 'More news...' and 'Post an article'.
  - Building your [HR] Power from the Inside Out:** 'Building your [HR] power from the inside out Business Week I gave a talk recently at a human resources conference. The... read more...' with links for 'More news...' and 'Post an article'.
- Message Board Topics:** A section titled 'Message Board Topics' with three topics:
  - Updated Practices Attached for Faculty**
  - PZRDLEV**
  - Payout of Sick Leave for Faculty**with links for 'More topics...' and 'Post a topic'.
- Featured Photo:** A section titled 'Featured Photo' with a photo of a group of people and the caption 'FY07 Human Resources Picture'. It has links for 'More...' and 'Post'.
- Featured Links:** A section titled 'Featured Links' with a list of links:
  - Society of Human Resources
  - Bureau of Personnel
  - College of Human Resource Professionals
  - State Department of Labor
  - Wage and Hour
  - Workforce Managementwith links for 'More...' and 'Post'.

At the bottom of the page, there is a copyright notice 'Copyright © SunGard 1998 - 2006.', a 'Top' link, and the 'SUNGARD HIGHER EDUCATION' logo. The browser's status bar at the very bottom shows 'Done' and 'Trusted sites'.