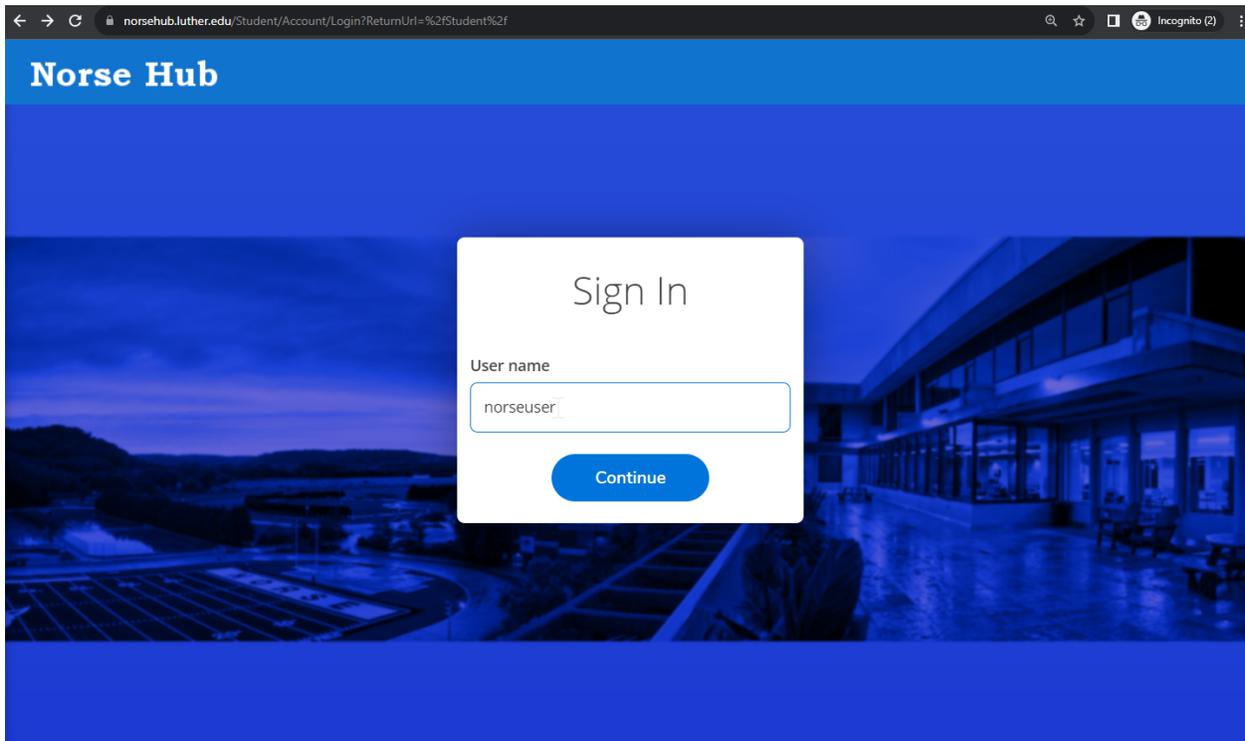


## Norse Hub: Instructions for Submitting Documents

*Norsehub.luther.edu* provides students, faculty and staff, parents, guardians, or proxies self-service access to manage your information. Norse Hub Self Service allows employees and students to upload documents requested by Human Resources, Financial Aid or Student Life. You can securely upload vaccination cards, health forms, or other documents requested by offices on campus. Do not send documents with personally identifiable or sensitive information by email. Norse Hub can be used on most mobile devices.

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## Log in with your Norse Key username and password



## Notifications of document requests

If you have pending requests for documents, you will see a notice on the home screen. You can click the link to view outstanding requests. Norse Hub refers to all documents as 'required documents', however some documents are optional. If you have a question about whether or not a document is optional, contact the office requesting the document.

After the office views the document as received or waives the request, you will not see a notification.

The screenshot shows the Norse Hub (Test) web application. The browser address bar displays 'norsehub-test.luther.edu:8178/Student/'. The page header features the title 'Norse Hub (Test)', the user name 'norse5', and buttons for 'Sign out' and 'Help'. A notification banner on the right side of the page indicates 'Documents Required' and states 'There are 1 requests from your institution that require your action.' with a link to 'View required documents'. Below the notification is a table with the following content:

Title	Details	Link
Documents Required	There are 1 requests from your institution that require your action.	<a href="#">View required documents</a>

At the bottom of the page, there are buttons for 'Student Finance' and 'Financial Aid'.

Navigation: Click on the menu icon  in the upper left corner to expand and collapse the navigation menu.

Getting help: Click on the 'Help' button in the upper right corner of the screen. For more information, you can contact the Technology Help Desk at [helpdesk@luther.edu](mailto:helpdesk@luther.edu) or 563-387-1000.

## View document requests

You can view document requests in three ways: By clicking the link on the main page, or by clicking the yellow notifications menu in the top-right corner, or by navigating through the sidebar menu (User Options > Required Documents).

The screenshot displays the Norse Hub (Test) interface. The top navigation bar includes the user name 'gullick', 'Sign out', and 'Help' buttons. A yellow notification box in the top right corner contains the following text: 'Documents Required/Requested', 'There are 1 requests from your institution that require your action.', and a link 'View required/requested documents'. The main content area is titled 'Required/Requested Documents' and features a table with the following data:

Document	Explanation	Due Date	Requesting Office	Status	Attachments
COVID-19 Vaccination Card	COVID-19 Vaccination Card		Human Resources	Pending Review 5/18/2021	<a href="#">Manage 1</a>

The sidebar on the left contains various navigation options, with 'Required Documents' highlighted by a green box and a mouse cursor. Other options include Home, Financial Information, Employment, Academics, Daily Work, Vendor Information, User Options, User Profile, Emergency Information, View/Add Proxy Access, Required Agreements, and Sitemap Report.

Press the 'tab' key to move between fields.

## Create an image of your document

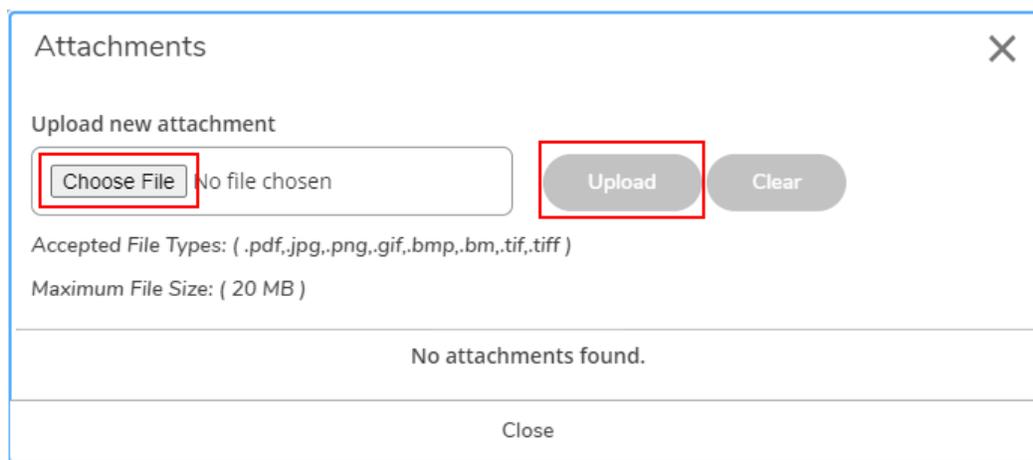
You can use a scanner to scan your document or you can take a photo of your document with a smartphone. It's helpful to use an intuitive name for the image you create to make it easier to find the file later on your device.

## Required/Requested Documents page

The *Required/Requested Documents* page displays the description of the document requested. You can click on the *Manage* button to add the attachment.



Use the *Choose File* button to choose a file from the device, then click *Upload*.

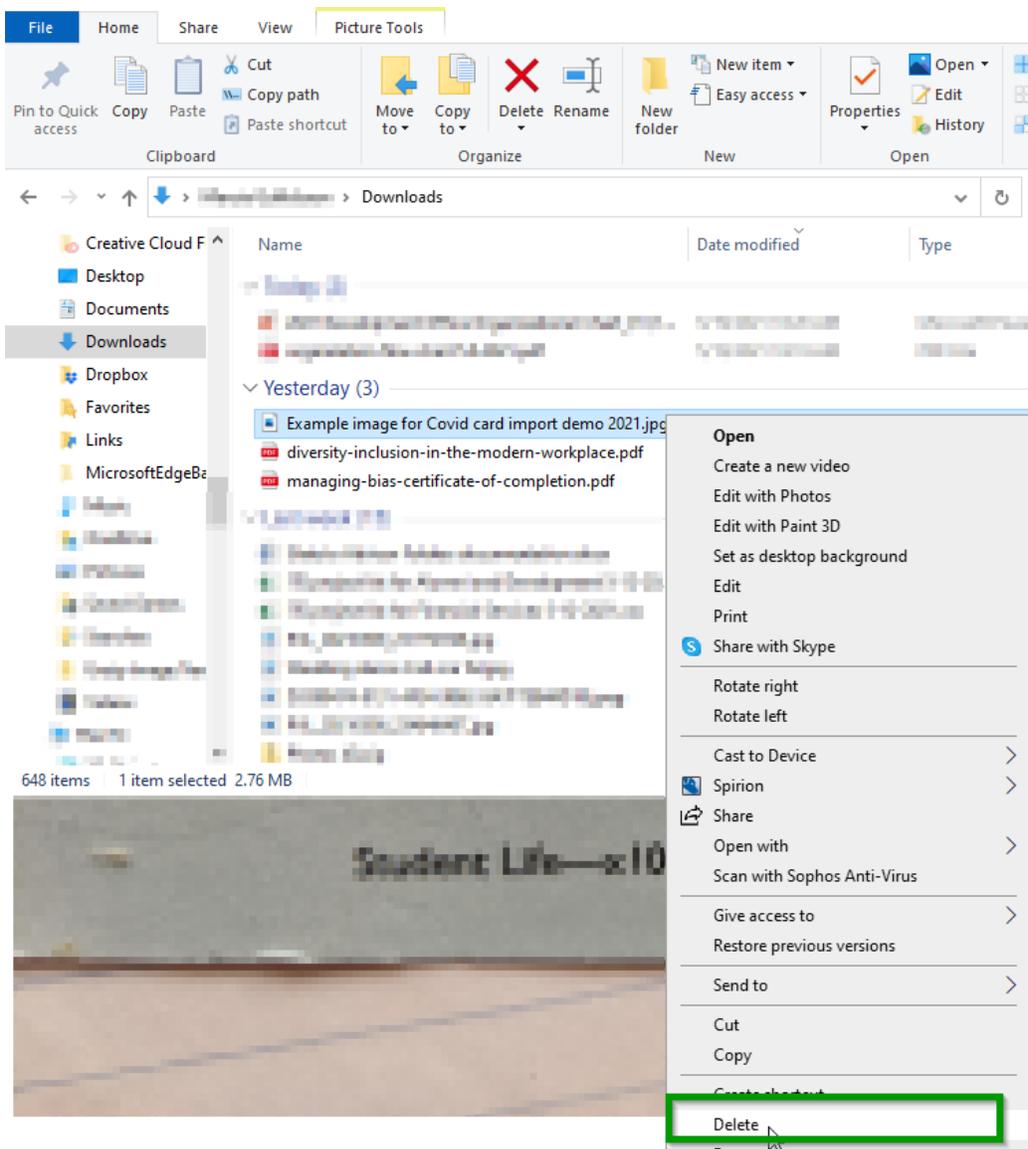


The appropriate office receives an email that you have attached and uploaded a file. Only authorized personnel will have access to view the contents of the file. Once the office updates your record that the document has been received, the notification will not appear on the home screen.

### Delete a file and sign out

Because Norse Hub contains private employee and student information, be sure to sign out when you have finished working and close your browser. If you are working on a public computer and have downloaded any information, please delete it.

To delete a file, find the file by searching for the file name, click on 'open the file location', then right-click on the file name and choose 'delete' from the options displayed.



Sign out of Norse Hub:

The screenshot displays the Norse Hub interface. At the top, the header includes the text "Norse Hub (Test)" and a user profile for "janedoe". To the right of the user profile, the "Sign out" button is circled in red, with a mouse cursor pointing to it. Below the header, a breadcrumb trail shows "Employment > Employee > Employee Overview". The main content area features a welcome message: "Welcome to Colleague Employee Self-Service!". Below this, there are eight service tiles arranged in a 4x2 grid:

- Tax Information**: Here you can view your tax forms and consent for e-delivery of tax information.
- Time Entry**: Here you can fill out your timecards.
- Time Approval**: Here you can approve or reject timecards for the people you supervise.
- Earnings Statements**: Here you can view your earnings statement history.
- Leave**: Here you can view your leave balances.
- Position History**: Here you can view a list of your positions.
- Stipend History**: Here you can view a list of your stipends.
- Current Benefits**: Here you can view all your current benefits.

A left-hand navigation menu is visible, listing various options such as "Employee Overview", "Tax Information", "Time Entry", "Time Approval", "Earnings Statements", "Leave", "Position History", "Stipend History", and "Current Benefits".