

LORIS User Guide

LORIS (Laurier Online Registration and Information System) is a self-service portal for managing academic and administrative tasks. This user guide will help you navigate the new LORIS interface and make the most out of new features.

Contents

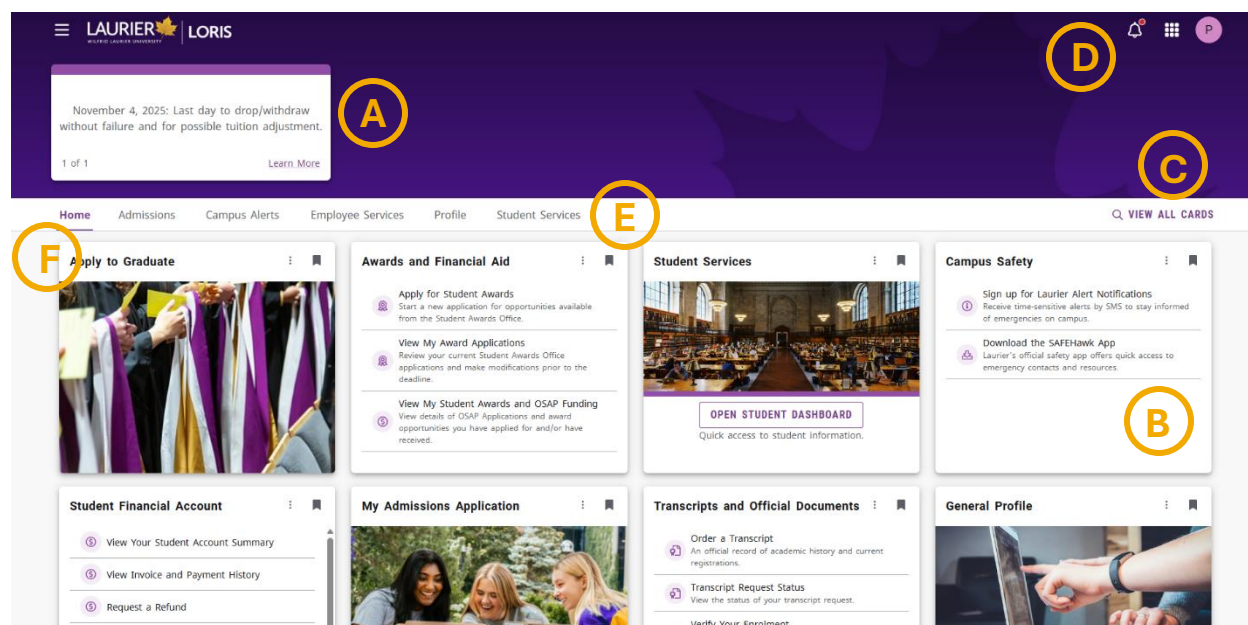
Log in to LORIS	2
Get to Know the New LORIS	2
Personalize Your Homepage	3
Move Cards	3
Add or Remove Cards	3
Search for Cards	3
Using LORIS on Mobile	4
Welcome Instructions	5
Questions?	6

Log in to LORIS

1. Go to loris.wlu.ca.
2. Log in using your Laurier username and password.

Get to Know the New LORIS

When you first log in to the new LORIS, take a moment to familiarize yourself with the layout. You'll see various sections and options designed to help you access important information.



- A) **Announcements:** This feature highlights important updates related to LORIS tasks, deadlines, and processes.
- B) **Cards:** Cards give you quick access to tools, information, and tasks. They act as entry points to the academic or administrative actions you need to complete.
- C) **View All Cards:** Browse or search all available cards to find what you're looking for. You can bookmark cards you use often so they show up on your Home tab.
- D) **Notifications:** You'll see a notification here whenever new content cards become available to you.
- E) **Main Menu:** Use the main menu to access categorized sections of content. Cards in these sections appear in a set order and can't be removed.
- F) **Home:** This is your personalized LORIS homepage. Add the cards that matter most to you and arrange your homepage dashboard to fit your needs.

Personalize Your Homepage

Personalize your LORIS homepage to fit your needs. Rearrange cards based on your priorities and drag and drop elements to create a layout that works for you.

Move Cards

1. Locate the card you want to move.
2. Click the **ellipsis** (⋮) in the top right corner.
3. Select **Move forward** or **Move backward**.

Tip: On a tablet or desktop device, you can also click and hold the card header to **drag and drop cards** to the desired position.

Add or Remove Cards

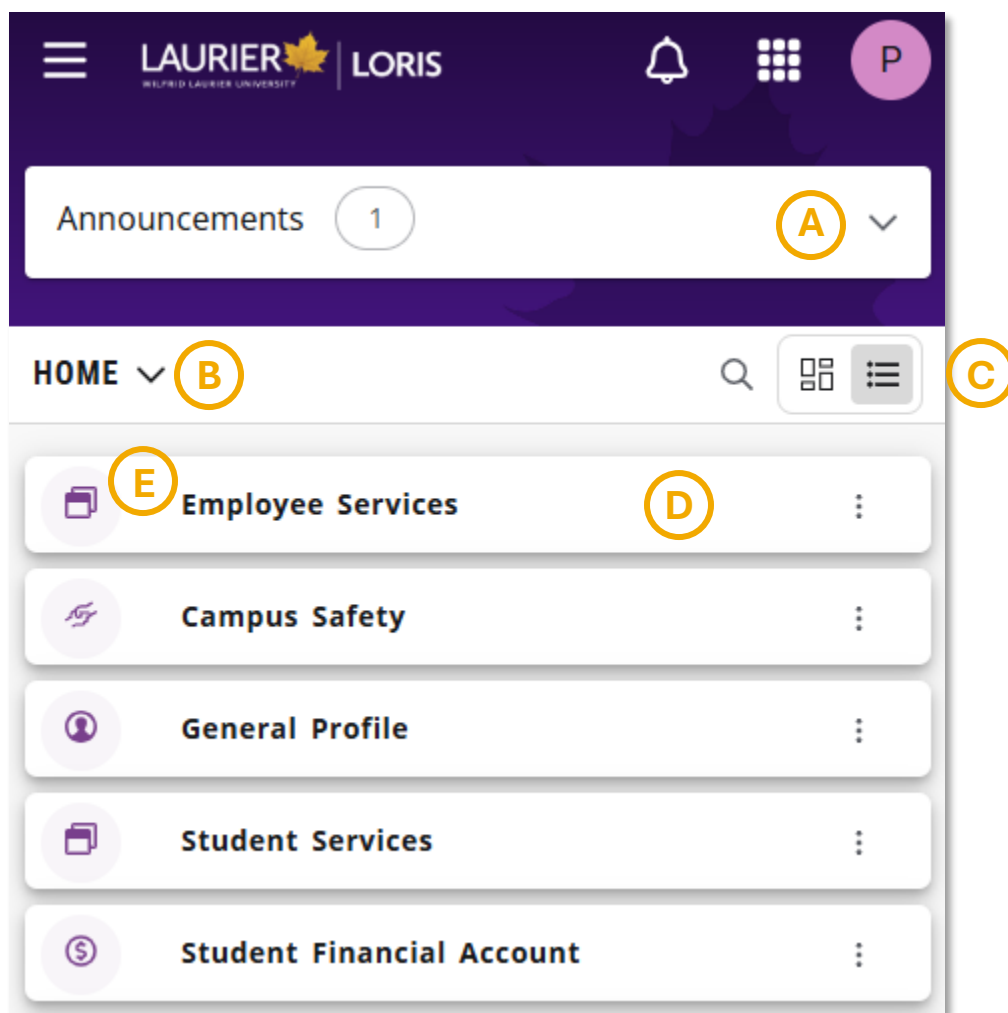
1. Locate the card you want to add or remove.
2. Identify the **bookmark icon**  in the top right corner of the card.
 - Note: If you are on a mobile device, tap the **ellipsis** (⋮) to reveal the bookmark icon.
3. Click the **bookmark icon**  to add or remove the card from your homepage.
4. When the bookmark icon is **highlighted**, the card is saved to your homepage.

Search for Cards

1. Click **View all Cards** to the right side of the main menu.
 - Note: If you are on a mobile device, tap the magnifying glass icon.
2. Click **Find cards** in the top left corner.
3. Type a keyword in the search bar and **press Enter** to view results.

Using LORIS on Mobile

LORIS works seamlessly on mobile devices. The layout adapts to your screen so you can browse cards, check updates, and complete tasks from anywhere, without losing any functionality.

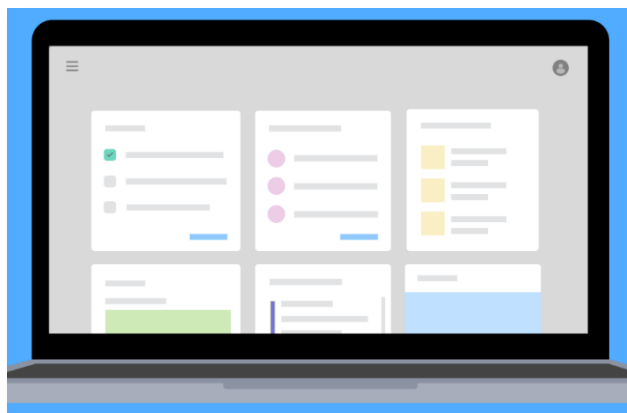


- A) **Announcements:** Quickly see how many announcements are waiting for you, then tap the dropdown to view them all.
- B) **Main Menu:** Tap the dropdown menu to open the main navigation and access categorized content.
- C) **Mobile View Options:** Switch between tile view and list view to choose the layout that works best on your screen.
- D) **Cards:** Tap any card title to open a pop-up with the full details and links you need.
- E) **Card Icons:** These icons help you identify and group card content at a glance, making it easier to find what you're looking for.

Welcome Instructions

When you first log in, you will be prompted to click through welcome instructions.

1. Click **Get Started**.



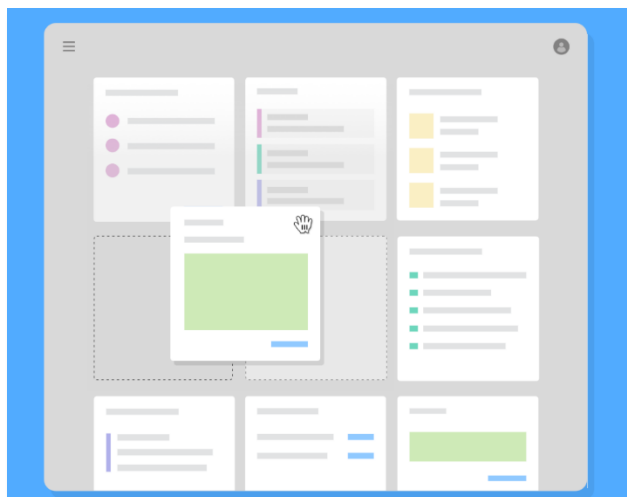
Welcome to Your Dashboard

Get access to important information, announcements, and academic resources in one place. Take a look!

GET STARTED



2. Click **Next**.



Make it Your Own

Add, remove, and organize cards that are important to you. Cards make it easy to prioritize and accomplish tasks.

NEXT



3. Choose whether you want to accept non-essential cookies.



Enhance Your Experience

Ellucian uses essential and non-essential cookies to provide and improve our services.

We use non-essential cookies to help us understand how you use the product with 3rd party analytics so we can improve the features that matter most to you.

If you select 'No Thanks,' only essential cookies will be used to ensure everything functions properly. You can change your preferences at anytime in your profile settings.

[Details on what we track in Experience](#)

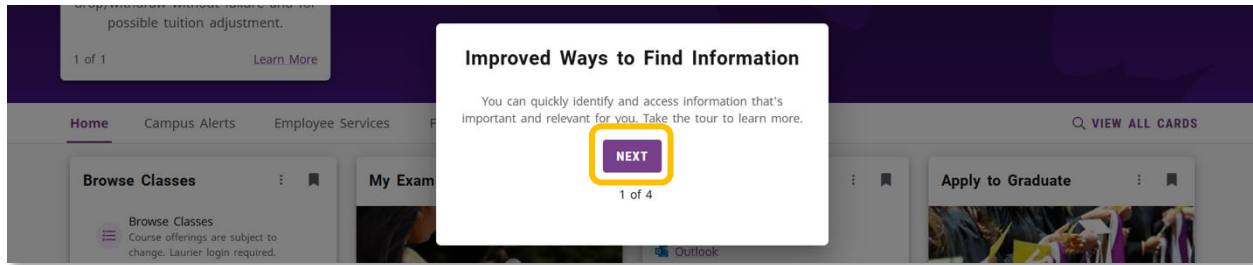
[View Ellucian's full privacy policy](#)

NO THANKS

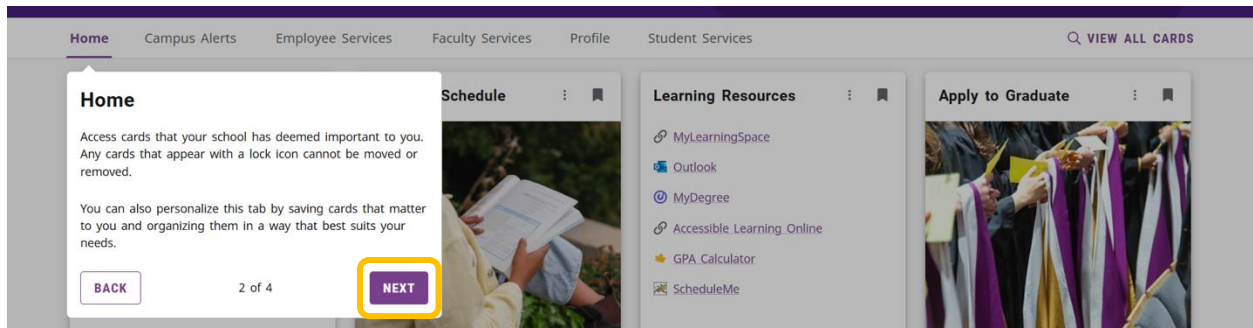
ACCEPT



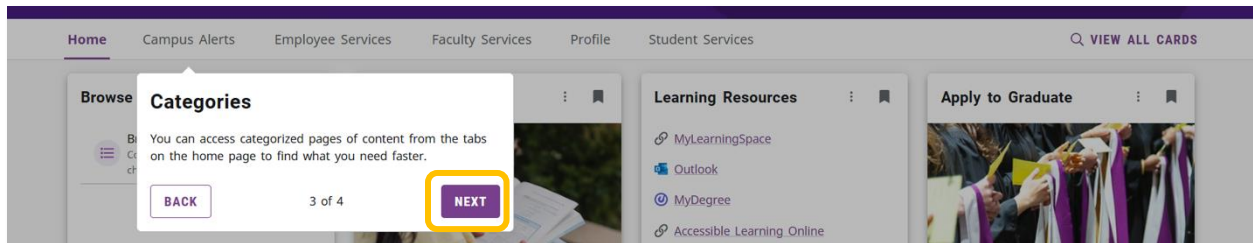
4. Click **Next**.



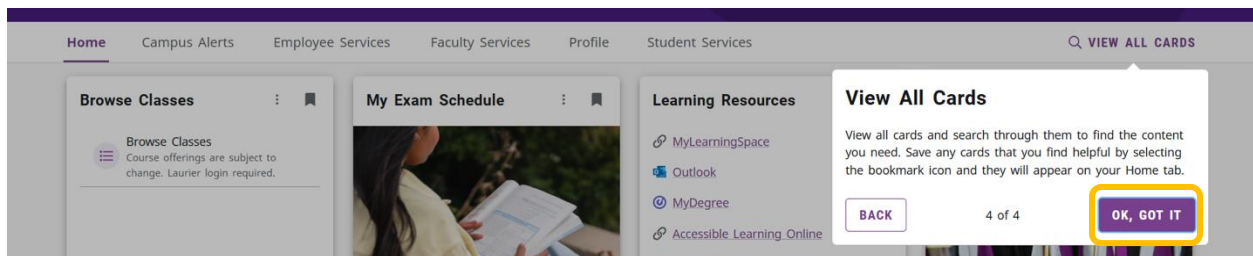
5. Click **Next**.



6. Click **Next**.



7. Click **OK, Got it**.



Questions?

If you have any questions about the new LORIS, please contact the **ICT Service Desk** by calling 226.243.6393.