

# MyBUworks Getting Started from your desktop

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## Introduction

**MyBUworks** is the new user experience (UX) for BUworks. It is a collection of applications with a simple and easy to use experience for frequently used functions that work seamlessly across multiple devices, including smartphones and tablets.

MyBUworks will be accessed from mobile devices and tablets using a browser and not through an app.

This document describes how to access MyBUworks from a desktop.

## Access MyBUworks from your Desktop

Below are instructions on how to access MyBUworks using the Internet Explorer browser from your desktop:

### Step 1: Opening a Browser and entering the MyBUworks link

The easiest way to access MyBUworks for the first time from your browser of choice on your desktop is to open an email that contains the following link

http://pgw.buw.bu.edu/sap/bc/ui5\_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html

Click on the link and it will open in your default browser.

## Step 2: Enter your BU login name and Kerberos password

The BU Login page will be displayed

BU login name	
Password	
Continue	You have asked to login to NWGW_ZGW.
Forgot Password	
Update Your Account	
Web Login Help	

Enter your login name and Kerberos password and click **Continue**.

You will be prompted for the DUO - Two factor authentication

Select the appropriate DUO options and press the Log in button.

Note: Information regarding Two-factor Authentication with Duo Security can be found at http://www.bu.edu/tech/duo/

Two-Factor Authentication	Powered by Duo	Security
Authenticator: (XXX-XXX-0212     Duo Push RECOMMENDED	2) •	eed help?
<ul> <li>Phone call (2)</li> <li>Passcode (2)</li> <li>Send SMS passcodes</li> </ul>		
Remember this device for 30 data Log in >	ays 🔇	

After clicking the **Log In** button, an alert will be delivered to the smartphone or tablet selected as the Authenticator in the previous step.

Open the alert and click on **Approve** on your designated device.

Your screen will look similar to this:



Return to the Web browser session you are using to access MyBUworks

The MyBUworks home page will display:



## Step 3: Bookmark the MyBUworks link for ease of future use

To bookmark the MyBUworks link in Internet Explorer click on Favorites

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#### Then select Add to Favorites

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File	Edit	View	Favorites	Tools	Help	
<u>~</u> [		- 11.	Add t	o favorite	es	

#### The Following will pop-up

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The default name is **Home** but you can change it to whatever you want.

For ex: MyBUworks

Note: Check that the location is Favorites

https://	zgw.buw. <b>bu.edu</b> /sap/bc/ui5_ui5/ 🌮 🖀 🖒 🛁 Home
Add a Favorite	Add a Favorite
Name:	Favorites Center. MyBUworks
Create in:	Favorites   New folder  Add Cancel

Click on Add

It will return to the MyBUworks Launchpad



Next time you open Internet Explorer Click on **Favorites** and select the **MyBUworks** bookmark to navigate to MyBUworks.

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