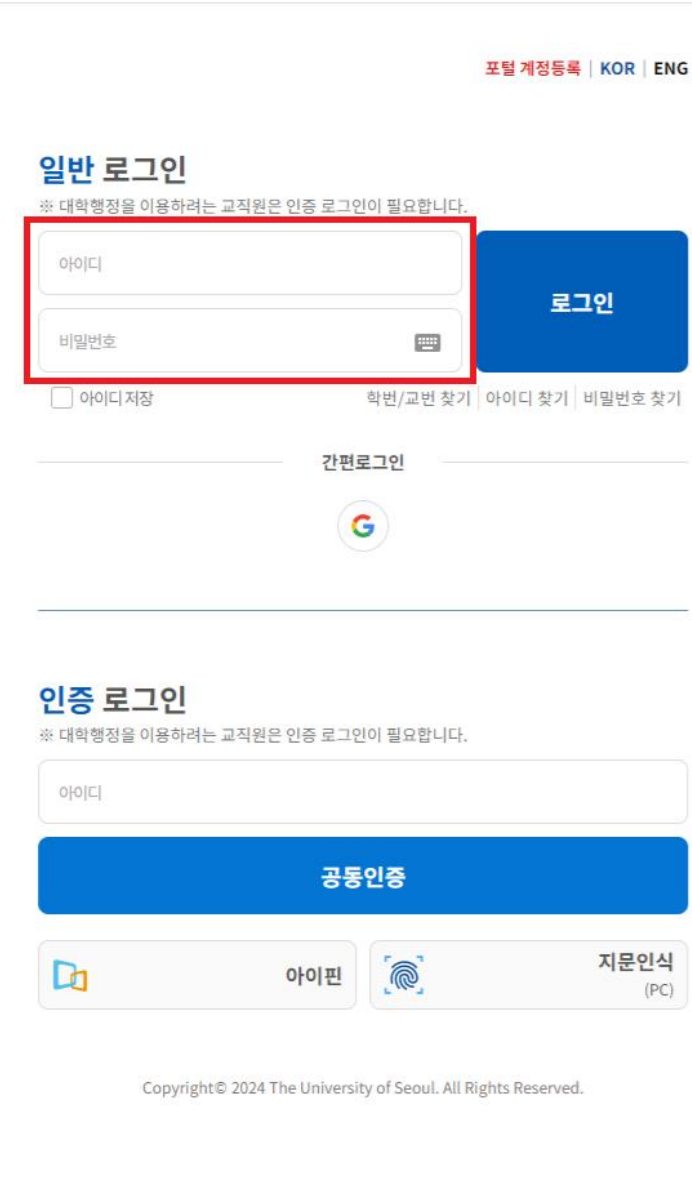


Guideline for WISE (대학행정정보) system

How to access WISE in portal

1. Log in to the UOS portal : <http://portal.uos.ac.kr>



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2. Choose "대학행정", the 2nd menu.

The screenshot displays the Seoul National University (SNU) portal system. At the top, a blue navigation bar contains the university's name in Korean and English, along with various utility links like 'UOS Facebook', 'Help', 'Information for inquiries', 'Bulletin boards', 'Portlet setting', 'Portal calendar', 'My info', 'Logout', and language options 'KOR | ENG'. A digital clock shows '05:59:55' and an 'Extend' button is present.

Below the navigation bar is a secondary menu with several options: 'MyDash Board', 'Homepage', 'University Administration' (highlighted with a red box), 'Electronic document', 'Educational-Industrial', 'Online lecture hall', 'Main Library', 'Webmail', 'Decision support', and 'Service Directory'.

The main content area is divided into several sections:

- Left Panel:** A blue sidebar with a 'Register next generation IRUNet ...' button. Below it is a 'My info' section with the SNU logo, a user profile (name and position), and a 'Log out' button. It also shows 'Previous ip' and 'Previous login date'.
- My dash board:** A central section titled 'My dash board' with a '+ My dash board' icon. It features three circular widgets: 'Received emails' (with a red '2' notification), 'Electronic document' (with a red '0/2/4/0' notification), and 'Univ Admin Work (Individual/Charge)' (with a red '0/0' notification).
- Univ admin Service:** A section titled 'Univ admin Service' with a gear icon and 'University Services' text. It contains several service tiles: 'Faculty/staff contact inquiry', 'Register work status', 'Welfare points status', 'Salary details (PC)', 'University administration cooperation', 'Overall Counc... Progress by Student', and 'Pre-registration of overtime work'.
- Right Panel:** A 'QUICK MENU' section with a grid of icons. The 'My dash board' icon is highlighted with a blue heart, and the 'Service Directory' icon is highlighted with a blue square. A 'new' badge is visible next to the '남황우(도시행정학과)' entry.
- Shortcut applying:** A section at the bottom with two buttons: '대학행정 업무협조 요청' and 'IT서비스 신청'.