THE HALO
LIMESTONE'S PORTAL FOR ALL SAINTS

Halo Restructure

Benefits of using the Halo

- Most up-to-date information
- Central location for Limestone students, faculty, and staff
- As we input more information, University will go here for needs

Key Terms

- Halo Forms
  - Can be prepopulated with data from database (i.e., Name, ID number, Major, Class)
  - Populates tables in our database so that reporting can be done
  - Specific access to groups of students and time periods (Ex: Residential Students during Homecoming Week)
  - Examples: Incomplete Grade Form, Housing Application, Grade Appeal
- Formstack Forms
  - Can be accessed and filled out by public
  - Forms are easily editable (departments have access to forms and submissions
  - Examples (Suspension Appeal Form, Change of Status, Graduation Application)
- Adobe Forms (to be implemented later)
  - PDF forms that can be filled out and signed
  - Example: Direct Deposit Form
- Pages
  - Individual pages under tabs on Halo that correspond to different areas in University and tasks
    - Advising
    - Registration
    - Residence Life & Housing

Tab Changes

- Most information will be relocated to pages under Student Resources and Faculty/Staff Resources

- Easier to locate needed information

THE HALO
LIMESTONE'S PORTAL FOR ALL SAINTS

Home   FAQs   Student Resources   Faculty/Staff Resources

Faculty/Staff Resources

Faculty/Staff Homepage   ⌄

Faculty Resources

Human Resources

Budget

Requisition Approval

Requisitions and Orders

Advisors

Student Resources

Registration   ⌄

Financial Aid

Advising

Billing

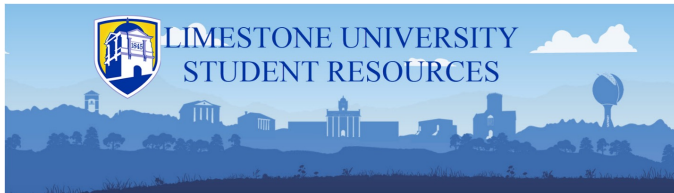Incoming Student Housing

Residence Life & Housing

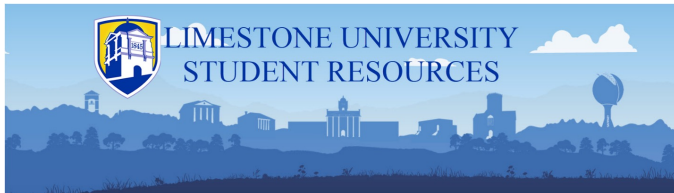# Registration Tab →Registration Page

- Course Schedule
- Order Textbooks
- My Grade Report
- Registrar Forms
  - Grade Appeal (Halo)
  - Incomplete Grade Request (Halo)
  - Change of Name (Formstack)
- Register for Classes
- Lcard Student ID Request Form
- And more…

Finances →Financial Aid

- Financial Aid Forms
  - Athletic Agreement Renewal Form (Halo)
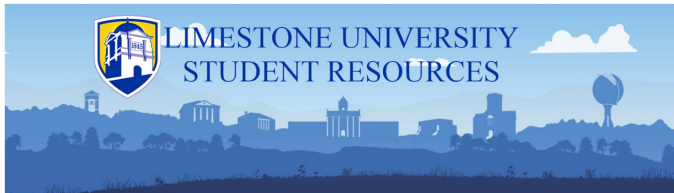 - 2021-2022 and 2022-2023 forms (Formstack)
- Financial Aid Rewards

Advising → Advising Page

- My Academic Information
- Advising Worksheet Report
- Unofficial Transcript
- Life Scholarship Expected GPA

LIMESTONE UNIVERSITY
STUDENT RESOURCES
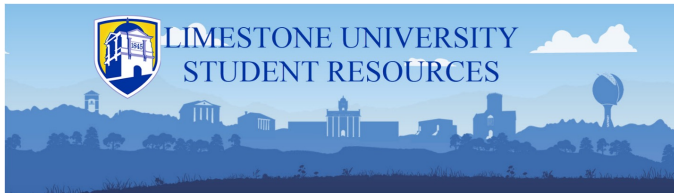
Finances →Billing

- Cashnet

- 1098t Report

- Business Office forms and information
  - HEERF Grant Certification Agreement Form (Halo)
  - Meal Plan Option (Halo)
  - Payment Plan Application (Formstack)

Housing → Residence Life & Housing

- Resident Life Forms
  - SGA Voting
  - Housing Selection Form
- Maintenance Request (Maximo)
- Emergency Contact Portlet

Housing →Incoming Student Housing

LIMESTONE UNIVERSITY STUDENT RESOURCES

- Housing Application
- Potential for general information

Faculty/Staff Homepage

- Forms and Information separated by department
- Halo Forms

Faculty Resources

- Teaching Resources
- Faculty Links
- Incomplete Grade assignment form (Halo)

Human Resources

LIMESTONE UNIVERSITY FACULTY/STAFF RESOURCES

- HR Links
  - ADP
  - Benefit First
  - Access Perks
- Forms for supervisors (Coming soon)
  - New Employee IT Request Form
  - Request to Fill Vacancy
- HR forms located on T drive
  - Direct Deposit
  - W4

Advisors

- Advisee Information List
- Reports
- Final Grade Report for Advisees