UNIVERSITY OF MICHIGAN – OFFICE OF SPACE ANALYSIS

SUBJECT: Log in to Wolverine Access & Add Space Management Homepage

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PURPOSE: This is a Job-Aid to navigate to Wolverine Access, log in to M-Pathways, and add the Space Management homepage to your list of Homepages in the M-Pathways Financials and Physical Resources System. The Space Management homepage provides access to the transactions (tiles) you need to review or update your unit’s space data.

FYI: Please see ITS’s Browser & Operating System Support webpage https://its.umich.edu/help/browser-support for details on browsers that are supported by ITS for accessing M-Pathways.

PROCEDURE: This document covers how to navigate to Wolverine Access, log in to M-Pathways, and personalize your homepages in order to add the Space Management Homepage to your list of homepages.

1. In Google Chrome or Internet Explorer, at the U-M gateway (https://umich.edu/), click the ‘QUICK LINKS’ plus sign and select the Wolverine Access link (bookmark this page):

2. At the Wolverine Access page, select ‘Faculty & Staff’:

3. Under the ‘University Business’ section, select ‘Financials & Physical Resources System M-Pathways’, & then log in using your uniquename, kerberos password & Two-Factor Authentication (screenshot is on the next page):
4. If this is the first time you are logging in to **M-Pathways Financials & Physical Resources System**, the default homepage will be the **Financials Homepage**. Use the following steps to access the **Space Management** homepage.
5. Click the **Actions List** menu drop-down in the upper right-hand corner of this screen & select **‘Personalize Homepage’**.

![Actions List](image1)

**OR**

![Actions List](image2)

6. On the left side of the new screen, click the **‘Add Homepage’** button.

![Add Homepage](image3)
7. The ‘Add Homepage’ subpanel will pop up with a list of available homepages. Scroll down this list to locate & select the ‘Space Management’ homepage.

8. The ‘Space Management’ homepage will appear in the list of your current homepages on the left side of your screen.
9. Click the green ‘Save’ button in the upper right-hand corner of your screen.

10. You have now completed the steps to add the **Space Management** homepage to your list of homepages.

11. The next time you log in to the **Financials & Physical Resources M-Pathways System**, if your default homepage is the **Financials Homepage**, then you need to click the drop-down menu, and select the **Space Management** homepage in the list that is displayed to access the different space management tiles you need to use in order to review or update your space data.
12. To view rooms assigned to your department or to make updates to rooms assigned to your department, select the ‘Room Survey-ORA-Utilization’ tile.

13. To run and print a Space Inventory report or an Organized Research Activity report, or a Pending Survey Change Per Action report, select the ‘Space Reports’ tile.

14. To view or make updates to staff assigned space survey roles for your department, select the ‘Space Departments’ tile.

15. If you hold the role of ‘Authorizer’ and you want to authorize your survey or check to see if your survey has been authorized, select the ‘Authorize By Department’ tile.

16. If you hold the role of ‘Submitter’ and you want to submit your survey or check to see if your survey has been submitted, select the ‘Submit By Department’ tile.

If you want to set the Space Management homepage as your Default Homepage:

17. Click Personalize Homepage from the Action menu.

18. Locate the Space Management homepage in the left-hand column.

19. Click and drag the Space Management homepage to the top of the list and click Save.