Using Channels and Tabs in MyYSU

Guide to Understanding MyYSU Portal

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Introduction
MyYSU Portal provides a pathway to e-mail, calendars, groups and Web sites. Currently the system is set to time out after 15 minutes of inactivity for students and three hours for faculty and staff. However, it is a good idea to logout of the system if you leave your area or are not using the system.

Overview
To use the MyYSU Portal, direct your Web browser to http://my.ysu.edu and log in with your CUE User Name and password. If this is the first time you have accessed MyYSU, you will be prompted to establish a new password. See the Getting Started with MyYSU document for password guidelines.

Tabs and Columns Layout
MyYSU Portal is based on a tabs and columns structure. Each of the tabs identifies a role or purpose for YSU. Initially, the tabs have been identified as Home, Faculty/Staff, Student, and My Tab. All members of the University community will receive the Home tab and the My Tab. Based on your roles within the institution, the Faculty/Staff and Student tabs may also be available.

The Home, Faculty/Staff, and Student tabs are divided into a three-column structure. The My Tab initially supports the three-column structure; however, the My Tab can be modified and customized as desired.

To View a desired tab:
1. Click the <desired> tab
Channels

Channels provide at-a-glance information with click through to expanded content or Web resources. Channels are differentiated from each other by borders. Each channel contains a title and a toolbar.

Modifying a Channel

The toolbar provides the ability to maximize the channel, minimize the channel (removes the text but keeps the title), or if available, remove the channel.

Quick Tip

If the remove icon (X) is in grey, it means that removing the channel is not an option.

To maximize (full screen) a Channel
1. Click full screen icon

To return to the Channel
2. Click Return to page

To minimize a Channel
3. Click minimize icon

To return to the Channel
4. Click

To remove a Channel
5. Click remove icon

If the option to remove a channel is provided, it will remove the channel from the tab.

Once the channel is removed, it will need to be re-added to the tab using the Content/Layout link.
**Customizing a Channel**

On the My Tab, it is possible to customize the tab with the columns, channels layout and content most appropriate for your needs.

**To Customize a Channel:**

1. **Click Content Layout** link on the left side of the page

   The options to add a new column, select a column, or add a new channel appear

2. **Determine <desired> option:**

   - **Add Column** – enables a new column to be added to the layout of the tab.
   - **Select Column** – enables the column to be moved horizontally in the layout of a tab or to adjust the width of the columns a tab.
   - **Add Channel** – enables a new channel to be added or re-added (if it was previously removed) in a specified area of the tab.

   The directional arrows move a column or channel horizontally or vertically on the tab. The pencil icon enables editing of a channel, while the X icon enables deleting of the channel.

**Quick Tip**

Choose the Category of Select All to view all Channels available. A list for review and selection is provided.

**Quick Tip**

3. **Click back to Home Tab** link

   **Manage Content/Layout**

   Use the My Bookmarks channel on the My Tab to customize any desired hyperlinks.

**Help Feature**

To launch the online Help system, **click** the Help icon located in the upper-right corner. For additional assistance, please phone the Tech Desk at (330) 941-1595, or send e-mail to techdesk@cc.ysu.edu or visit the Tech Desk home page at [http://helpdesk.ysu.edu/](http://helpdesk.ysu.edu/) The Tech Desk office is located on the 4th floor in Maag Library.

**Exiting MyYSU**

Exit each application within MyYSU (ex., Calendar, E-mail, etc., ). **Click the Logout icon** located in the upper-right corner.