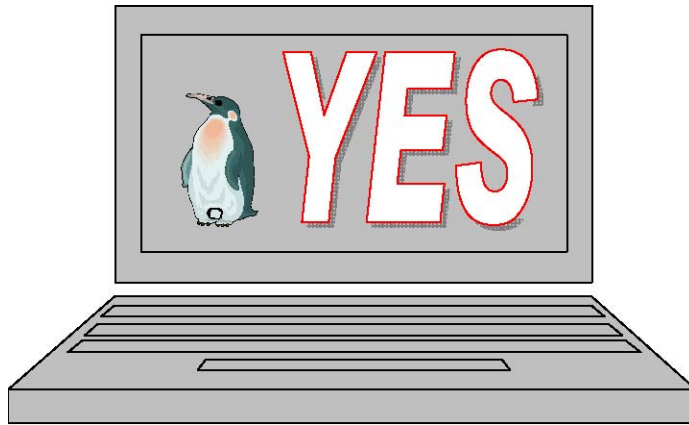




Using Channels and Tabs in MyYSU



Guide to Understanding *MyYSU* Portal

Donna Wainio

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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 30 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.yzu.edu> and log in with your CUE User Name and password. If this is the first time you have used your CUE username and password, you will be prompted to establish a new password. See the Getting Started with MyYSU document for password guidelines.

Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)

How do I reset my password?

[Forgotten Password Reset](#)

Make this my homepage.

[Click here](#) for instructions on how to make your browser load this page on startup.

Welcome to the MyYSU portal!

MyYSU is an exciting new online pathway that offers Youngstown State University students, faculty and staff secure and personalized access to e-mail, calendars, announcements, groups and Web sites. In future months, other services will be added to enhance the learning and working environments for everyone on campus. Enjoy!

What's Inside?

- E-mail:** Send and receive e-mail, and create your own personal address book. [MyYSU E-mail Policy](#)
- Calendar:** Access and manage your personal, course and school calendars. [MyYSU Calendar Policy](#)
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests. [MyYSU Groups Policy](#)
- Announcements:** Stay up-to-date on ... [MyYSU Announcements Policy](#)

and much more...

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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



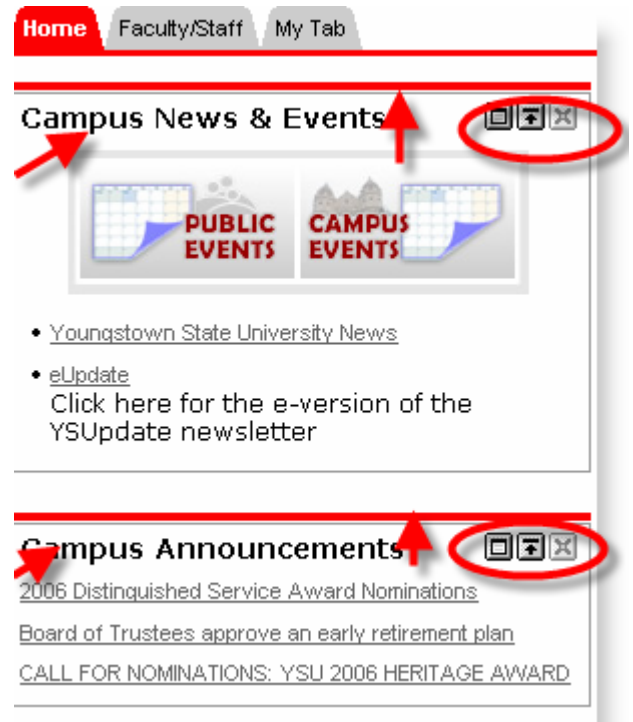
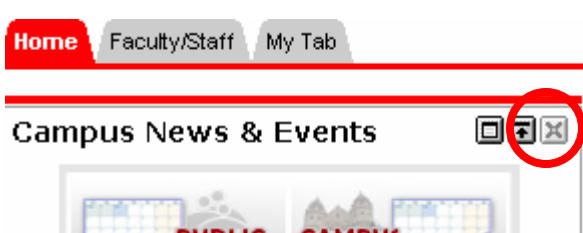
To minimize a Channel

3. Click minimize icon



To remove a Channel

5. Click remove icon



To return to the Channel

2. Click Return to page

To return to the Channel

4. Click the Maximization 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.



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

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/> 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.

