
Introducing



A comprehensive
overview of Lewis
University's Portal

Richard T. Conley, myCampus Portal Administrator

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Overview

Lewis University utilizes myCampus, which is the most widely deployed campus portal and web content management solution in higher education. The system provides single sign-on access to everything from academic information to social networking for prospective students, current students, faculty, staff, student organizations, university administration, and alumni, and is the "one-stop-shop" for everything related to your university experience. With the deployment of this portal you no longer need to be worried about keeping up with multiple passwords for your Lewis accounts. Everything from the communities and organizations that matter to you to all of your academic applications are located within this portal.

On January 4, 2012, the myCampus V7 upgrade was performed and deployed to the Lewis University community. Noticeable improvements over the previous version will include the ease of access to web services through our network authentication manager, Active Directory. What this means for the Lewis University community is access to Email, Blackboard and Student Records upon logging in to the portal. Single sign-on buttons will no longer need to be configured prior to use. The portal will automatically handle the authentication process for all of these services.

As a result of these changes, on January 4, 2012, students, faculty and staff who log in directly to Blackboard and Campus Anyware (without the use of myCampus) will need to log in using their network (email) username and password.



The Login Page

The screenshot shows the Lewis University login page. At the top left, the text "LEWIS UNIVERSITY" is displayed in white on a red background. Below this is a photograph of three students sitting on a stone wall in a garden. In the bottom left of the photo is the Lewis University logo and the tagline "A Catholic and Lasallian University".

On the right side, there is a white login box with a lock icon and the word "Login". Below this is a red link: "Need Help? Call 1.855.MYCAMPUS". The login form includes a "Login:" label, a text input field (callout 1), a "Password:" label, and another text input field (callout 2). Below the password field is a checkbox labeled "Remember Me" and a red "LOGIN" button (callout 3). Underneath the button are links for "Reset Password" and "Forgot Password First Time Users". A section titled "Install myCampus Mobile App" provides instructions for mobile devices. A "myCampus Mobile:" section explains how to access the portal on a smartphone. At the bottom of the box, a disclaimer states that by signing on, users agree to the Terms of Use.

At the bottom of the page, there are links for "Legal Disclaimer", "Privacy Policy", and "License Terms". On the right, the text "LASALLIAN EDUCATION" is followed by the tagline "Transforming Lives Since 1680".

1

2

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LEWIS UNIVERSITY
A Catholic and Lasallian University

LEWIS UNIVERSITY

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1

Username / Password Fields

These are the fields where you will enter your official Lewis University network login credentials.

Students:

- Your Account Username will be your first name followed by your middle initial and then your last name truncated at 18 characters (e.g. johnsmith)
- Your Password will be your Lewis University ID Number (e.g. 200100456)

Faculty and Staff:

- Your Account Username will be the first six letters of your last name followed by the first two initials of your first name (e.g. smithjo)
- Your Password will be your Lewis University ID Number (e.g. 200100456)

Keep in mind that these are default passwords. If you have changed your email password in the past then you will have to use that password. All passwords are now synced across all web services.

2

Password Reset Suite

Students, faculty, and staff now have the ability to reset their passwords at any time from the Lewis University myCampus portal. Upon initial login (covered in detail later) users will select two password reset verification questions from a list of common questions and answer those questions. When the user wants to reset their password, they will be required to answer both questions in order to access the password reset suite.

3

myCampus Mobile

myCampus now has a mobile application available on iPhone, Blackberry, Android, and Windows Mobile devices. This application will be covered in another module but in order to get the application, users can select this option and follow the on-screen instructions.

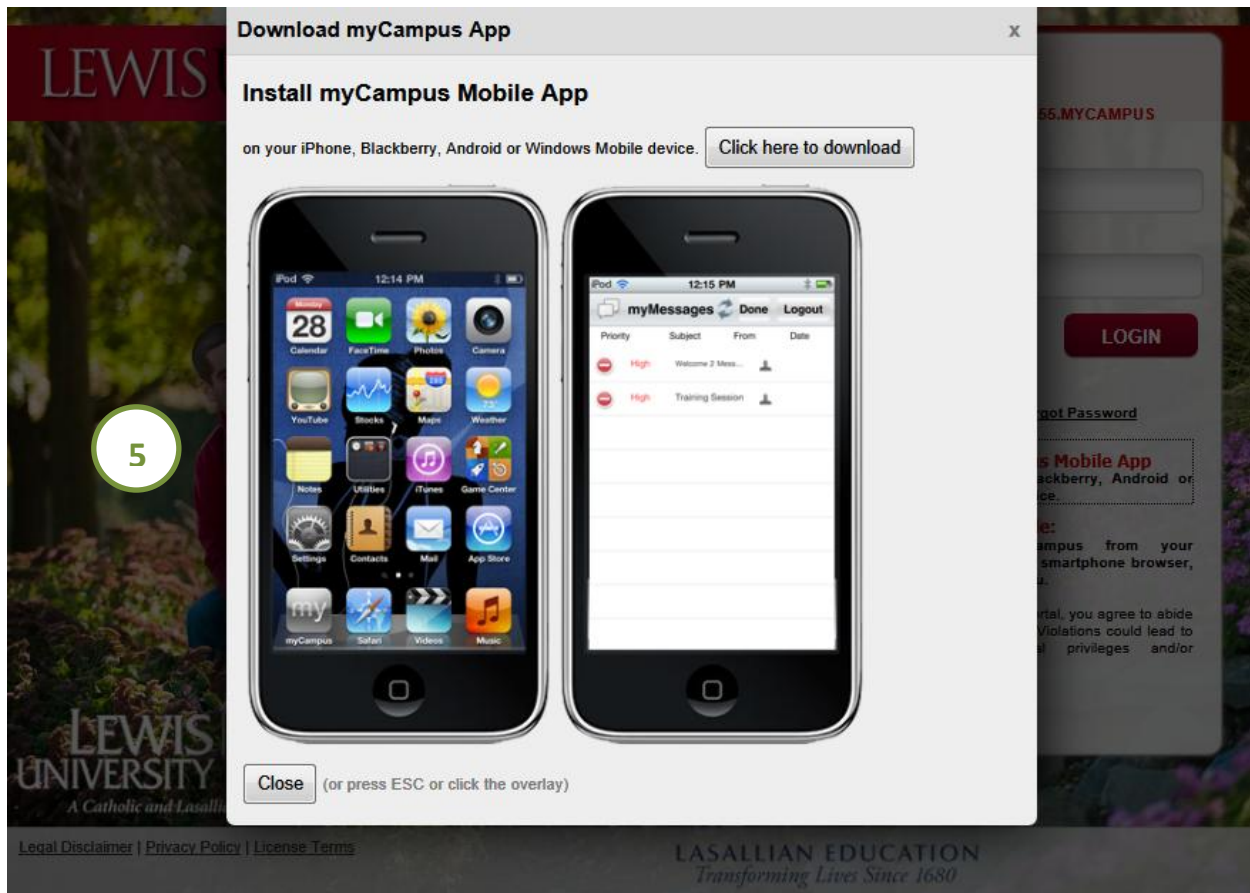
4

Terms of Use / Terms of Service

The Lewis University terms of service are always available by visiting the following link:

http://www.lewisu.edu/welcome/offices/infoservices/All_AcceptableUsePolicy.htm

You can also view the Lewis University terms of service by clicking on the link available here on the myCampus portal login page.



5

Lightbox Style Campus Emergency Alerts

While this system is also used for the myCampus Mobile App installation instructions, its primary use is to alert users of campus emergencies prior to login. The system fades to login page out and brings focus to the campus-wide alert message. myCampus V7 uses this system for alerts that are of a very serious nature and it is only utilized in critical situations. These alerts will be initiated according to the Lewis University crisis management plan.

The Initial Login

The first thing a new user to the myCampus Portal will encounter upon initial login is the *Lewis University Information Services Acceptable Use Policy*. The *Lewis University Information Services Acceptable Use Policy* is an agreement between members of the Lewis community and Lewis University regarding use of the Internet, on-campus network, Web Page, Course Management Systems, Student Information System, and other electronic systems run for or by Lewis University (collectively, “Lewis University Information Services”) and the provision of such services. By using Lewis University Information Services, you are consenting to be bound to the terms of this Lewis University Information Services Acceptable Use Policy (this “Agreement”).

After reading the *Lewis University Information Services Acceptable Use Policy*, you will have two choices available to you; I Agree or I Disagree.

Approved by Technology Approval Council on May 3, 2010

If you **disagree** with any of the terms above and consequently choose “I Disagree”, Lewis University does not grant you permission to use the myCampus Portal. Lewis University reserves the right to update and change the Information Services Acceptable Use Policy without notice to you. The use of the myCampus Portal after such change constitutes acceptance of such changes.

If you **agree** with the *Lewis University Information Services Acceptable Use Policy*, you will be forwarded directly to the *Landing Page*.

The Landing Page

The screenshot shows the Lewis University landing page with several numbered callouts:

- 1**: Points to the user name "Hi, Richard" in the top right navigation bar.
- 2**: Points to the "QuickLaunch Nav" area on the left side of the page.
- 3**: Points to the "Home" button in the main navigation bar.
- 4**: Points to the "LaunchPad" area on the left side of the page.
- 5**: Points to the "myCampus" logo in the "myAnnouncements" section.

The page content includes:

- Header:** LEWIS UNIVERSITY logo and navigation links: Home, Academics, Campus Life, Tutorials, Feedback, Flyer Communities.
- My Messages:** A section titled "My Messages" with a "Preferences" tab. It states "There are no Alerts for you" and "Showing 0 to 0 of 0 results." with navigation buttons for First, Previous, Next, and Last.
- myAnnouncements:** A section containing a red exclamation mark icon, the myCampus logo, and a text announcement: "On January 4, 2012, myCampus V7 will be deployed to the Lewis University community. Noticeable improvements will include the ease of access to web services through our network authentication, Active Directory. What this means for the Lewis University community is access to Email, Blackboard and Student Records upon logging in to the portal. Single sign-on buttons will no longer need to be configured prior to use. The portal will automatically handle the authentication process for all of these services. As a result of these changes, on January 4, 2012, students, faculty and staff who log in directly to Blackboard and Campus Anywhere (without the use of myCampus) will need to log in using their network (email) username and password." Below the text is another myCampus logo.
- My Calendar:** A calendar for December 2011. The current date is Sunday, Dec 11. It shows "FINAL EXAMS" for the day. Below the calendar, it lists "Subscribed Calendars: Academic Calendar, Arts and Ideas" with checkboxes. There are also links for "Edit Calendars" and "Calendar Admin".

After completing the tasks outlined in the *Initial Login* chapter, users will be forwarded to the landing page. This page is the central hub for all the information that is passed through the portal. The *Initial Login* process will only have to be completed once a semester. The next time that the user logs in to the portal, they will be brought directly to the landing page. Here are the elements of the landing page:

1 User Control Panel



The UCP has many features. Most are explained below:

- The “Menu” contains links to various places around the portal such as *Home*, *Control Panel*, and *My Account*. Each of these area help to personalize the user’s portal experience.
 - *Home* will bring you back from any place within the portal to the landing page.
 - *Control Panel* is where users can manage their organizations and communities.
 - *My Account* is where users can personalize their individual profiles by adding information (don’t worry the portal is as secure as your banking site) and even a photo for use on the various message boards throughout the portal.
- The “Language” link allows you to translate the entire page into your native language. These setting are stored in the cloud so if you change the language over to Japanese, you will only have to do it once and the change will affect all other computers and apps.
- The “Fonts” button allows the user to choose whatever font they personally find appealing for everyday use.
- The “Sign Out” button logs the user out of his or her account.
- The “Magnifying Glass” allows users to search the entire portal for information.
- The “?” will display a host of useful documents and information.
- The “↑” arrow allows for the user to free up more screen real estate by hiding this area all together.

2 Notification Bar

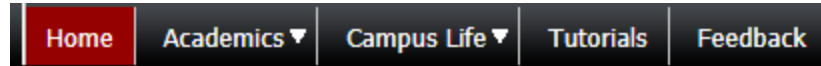


The notification bar icons will alert users whenever new events occur. The notification bar has three key areas:

- The “Envelope” icon displays a list of messages on hover. These messages are directly intended for the specific user who is currently logged in and may include everything from billing alerts, library alerts, and other alerts sent from the registrar.
- The “Calendar” icon will alert users of upcoming events taking place around campus.

- The “Communities” icon shows all flyer communities in which the user is a member.

3 Navigation Pane



In an effort to promote congruence between the Lewis University webpage and the myCampus Lewis University portal, the navigation pane links directly to the most popular links on the Lewis University webpage. This was done to prevent needless data duplication as well as to provide the users with the same links that they are used to on the University webpage without requiring them to leave the portal. The links include:

- Course Catalogues
- Learning Resources (LARC)
- IMPACT Center
- Career Services
- Study Abroad
- Faculty and Staff Directory
- Bookstore
- Security
- Campus Map
- Dining Services and Hours
- Fitness and Recreation Services
- Register Game Console

Remember that the myCampus portal is dynamic in nature so these links are subject to change as the service itself grows. Check back often and feel free to leave feedback if you have any ideas on the direction the portal should go.

4 Launchpad



This is one area that has experienced the most change with the upgrade to myCampus V7. Prior to the upgrade, users were required to enter information into each individual icon in order to be logged in to the corresponding service automatically. In myCampus V7 this is no longer required because of the noticeable improvements to assist in ease of access to web services through our network authentication manager, Active Directory. Now, the Lewis University community can access to Email, Blackboard and Student Records upon logging in to the portal without entering any additional information. With these systems synced, users will notice faster, more reliable connections to the services they use the most. Single sign-on buttons will no longer need to be configured prior to use for all of the common applications. The portal will automatically handle the authentication process for all of the following services:

- Lewis Email (Faculty & Staff)
- Lewis Gmail (Students)
- Library Databases
- Paper Cut Web Printing
- University News
- Lewis University Flyer Newspaper Online
- Blackboard
- Campus Anyware (Undergraduate / Graduate)
- Campus Anyware (Accelerated)
- Online Tech Support

The only service currently not automatically handled by the authentication system is *iEmployee*; our time tracking software that assist in management of timesheets and employee time tracking. This was left out for security reasons and will possibly be an automatic icon when those matters are addressed.

5

Dashboard

The screenshot displays the myCampus V7 dashboard interface. It features three main sections:

- My Messages:** A section with tabs for 'My Messages' and 'Preferences'. It indicates 'There are no Alerts for you' and shows 'Showing 0 to 0 of 0 results.' with navigation buttons for 'First', 'Previous', 'Next', and 'Last'.
- myAnnouncements:** A section featuring a large red exclamation mark icon and the myCampus V7 logo. Below the logo is a text announcement:

On January 4, 2012, myCampus V7 will be deployed to the Lewis University community. Noticeable improvements will include the ease of access to web services through our network authentication, Active Directory. What this means for the Lewis University community is access to Email, Blackboard and Student Records upon logging in to the portal. Single sign-on buttons will no longer need to be configured prior to use. The portal will automatically handle the authentication process for all of these services.

As a result of these changes, on January 4, 2012, students, faculty and staff who log in directly to Blackboard and Campus Anyware (without the use of myCampus) will need to log in using their network (email) username and password.
- My Calendar:** A calendar view for December 2011. It shows the current date as Sunday, Dec 11, and highlights 'FINAL EXAMS' for the day. Below the calendar, it lists 'Subscribed Calendars' including 'Academic Calendar' and 'Arts and Ideas', with an option to 'Edit Calendars | Calendar Admin'.

The initial dashboard displays announcements and applications such as myCalendar and a Blackboard course application. This area changes often and will include new and exciting applications as they are developed.

Another function of this area is *internal linking*. Prior to the myCampus V7 upgrade, every link in the Launchpad opened in a pop-up window or additional tab; this caused issues with some browsers and cause a break in the feeling of immersion normally associated with portal use. In myCampus V7 we use an *internal linking application* that allows this area to act as a browser-within-a-browser. Now when a student clicks on one of the icons in the Launchpad area, the web service will open inside of the portal environment. In the example below, I have clicked on the Campus Anyware application:

The screenshot shows the Lewis University myCampus V7 portal. The top navigation bar includes 'Home', 'Academics', 'Campus Life', 'Tutorials', 'Feedback', and 'Flyer Communities'. The main content area is titled 'Online Registration & Student Information Services' and features three columns of services: 'Registration' (Registration, Course Offerings), 'Student Records' (Billing/Financial Aid, Grade Report, Schedule, Transcript, Order Official Transcript, Apply for Graduation), and 'Student Services' (Buy Books, Online Payment, Personal Calendar, Update Address/Phone, Change PIN, Advising, Residence Life, Student Worker, eBills-Refunds, SallieMae TuitionPay Plan). A 'Sign Out' button is located at the bottom left of the main content area. The EDC Technology logo is visible at the bottom right.

This method will eliminate browser support issues and create an environment of immersion within the myCampus portal. If more screen real estate is required, there is an arrow located on the Launchpad application bar that will hide the bar entirely.



The Philosophy

The myCampus V7 project was created as a part of a university-wide initiative to link all available web services at the University to one another. The reason that this is an important undertaking is simple; congruent systems work better with one another. Interconnecting all available web services creates a simple and efficient user experience. Another goal of the *myCampus V7* upgrade was to create a smoother and more tightly integrated experience for Lewis University students, faculty, and staff. The most important references utilized in this upgrade were user's opinions of Lewis University's current web services which were gathered through the *Student Technology Survey* and the *Faculty and Staff Technology Survey*. Each participant's feedback was scrutinized and in some way directly affected the development of myCampus V7. Other sources of feedback during development included; the President's Student Advisory Council (PSAC), Student Governing Board (SGB), Student Organization Resource Center (SORC), Marketing and Communications, and various administrative offices.

Dynamic Web Services (DWS)

The myCampus Portal is considered a dynamic web service. The portal actually grows and changes daily based off of how the community chooses to use it. Flyer Community development is an important facet of portal growth.

Flyer Communities

The portal supports organizing people and content around the notion of communities. Communities enable you to: Create and manage groups of pages; Organization's Executive Board members can broadcast messages to members of their group and share content like pictures; Streamline member application process; Allow users to pick and choose their own communities / projects of interest.

Communities are ideal workspaces for teams to collaborate on common projects. They provide an isolated area where a group of people can communicate, collaborate, access information, trade files, etc. Communities can be used for content management around a department, co-curricular student organizations, or subject-specific teams. Think of Flyer Communities as a cleaner, clearer, and easier to maintain version of a website.

myCampus V7 was built and developed with community involvement at its core. If you would like to see how you can be involved in future development or you have suggestions regarding the current portal instance please contact us at myCampus@lewisu.edu