

mySIUE Basic Overview

<https://my.siu.edu>

mySIUE

- mySIUE is your portal to SIUE
- It provides you with single sign-on for many of the applications you currently access
 - CougarNet
 - Connect
 - Blackboard
 - Financial Aid
 - GradesFirst
- Easy access to announcements, communities
- Connect to Facebook
- Create your own public pages
- mySIUE times out after 30 minutes of inactivity
 - If you opened an application from within mySIUE, there is a separate time out for each
 - Will receive warning message to extend session
 - If extended and try to access an application, will get sign on page for the application
 - Best to logout of mySIUE and log back in
 - Extending allows you access to the portal pages but does not extend the log in to the Central Authentication Service (CAS)

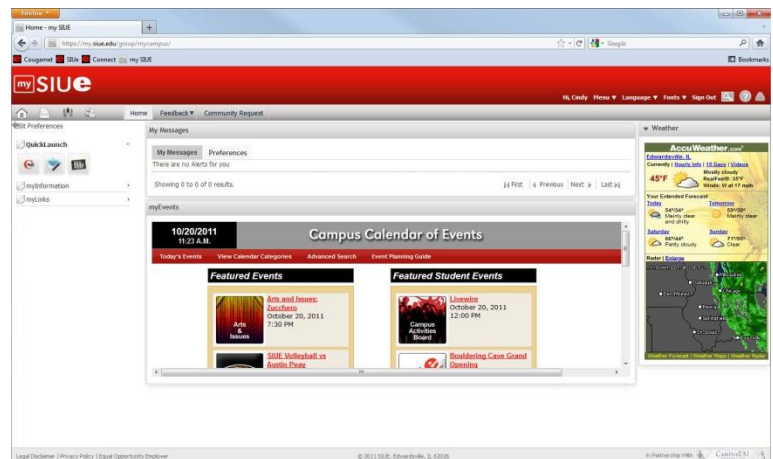
Login

- Open browser
- Navigate to <https://my.siu.edu>
- Click
- Login page opens (CAS)
- Enter e-ID and password
- Click

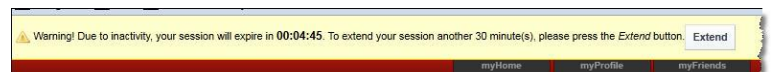
Note: Do not press Enter and click for the login process. If both are used, the login can freeze up.

- mySIUE home page opens

mySIUE Home Page



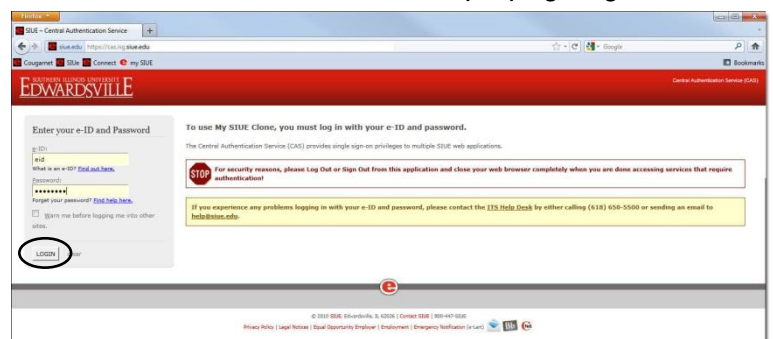
Warning Message



mySIUE



Central Authentication Service (CAS) Login Page



Navigate mySIUE

- Navigation tools
 - Tool Bar
 - Tabs
 - Menu

Menu

- Hover mouse over Menu to expand
 - Home – Returns to home page
 - Control Panel – Manage account and personal pages
 - My Account – Manage account
 - Toggle Edit Control – Show/hide edit controls in portlets
 - Available edit controls vary depending upon responsibilities
 - Collapse Right panel – Collapses (hides) the right panel
 - Collapse Right panel toggles with Restore Right panel
 - Maximize All – Makes the center section full-size
 - Maximize All toggles with Restore All

Tabs

- Home – Home page
 - Consist of portlets
 - Portlets are the individual boxes within each page
 - QuickLaunch
 - Access to applications using the single sign-in
 - Items seen will vary among users based on applications accessed
 - Opens in center panel
 - myInformation hold Deeplinks; links to components within the applications without going through the menus (i.e.; Pay Information takes you directly to Pay Information menu within CougarNet for employees)
 - Opens in center panel
 - myLinks are links to other areas or applications
 - myHome cannot be modified other than minimizing a portlet
 - Not all portlets can be minimized
- Feedback – Leave feedback concerning mySIUE
 - Share an idea
 - Ask questions
 - Report a problem
- Communities Request – Communities (groups) pages access request

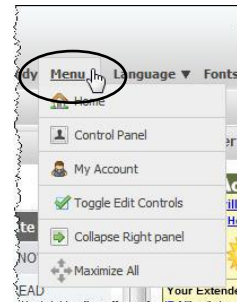
Tool Bar

- Tool bar buttons change with page (Tabs)
- My Messages
- My Community – Drop down menu to access your profile, groups (communities) you belong to, friends
- Friends Requests

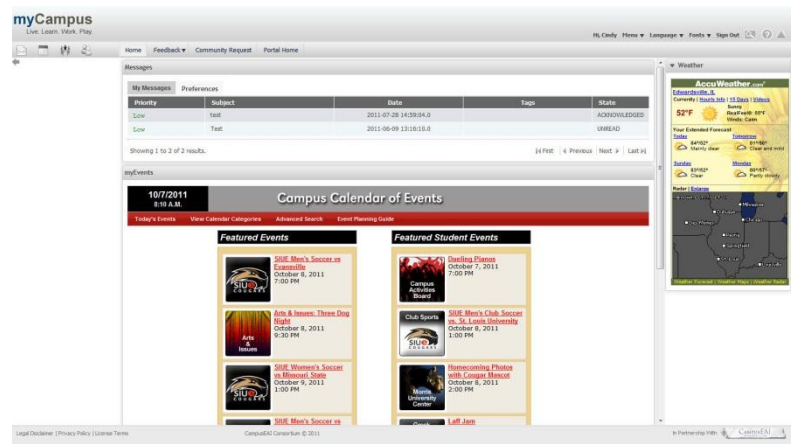
mySIUE Header



Menu









mySIUE Home Page



Tool Bar



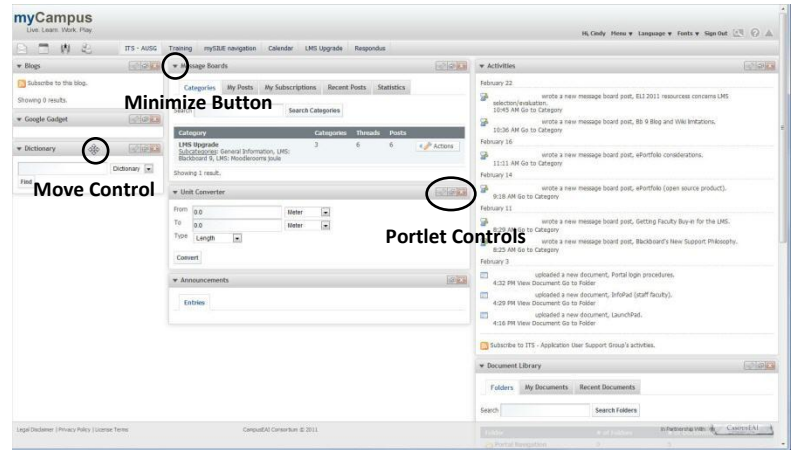
General Information

- To move a portlet
 - Hover mouse over portlet title bar
 - Will change to 4-way arrow 
 - Click and hold left mouse button
 - Drag portlet to new position and release mouse button
- Edit controls are located in the portlet title bar
 - To minimize portlet
 - Click 
 - Portlet is reduced to title bar only
 - To restore a minimized portlet
 - Click 
 - To maximize a portlet to full page
 - Click 
 - Click **Return to Full Page** to return to previous view
 - To expand edit option menu
 - Click 
 - Select menu
 - To remove portlet
 - Click add 

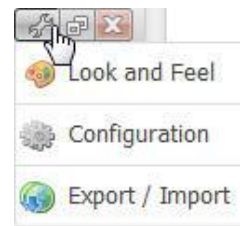
Sign Out

- Click **Sign Out**
 - Be sure to always sign out and close browser to prevent someone from accessing the various applications (i.e.; CougarNet, Connect, Blackboard) with your active sign-in

mySIUE Portlets



Edit Option Menu



Sign Out

