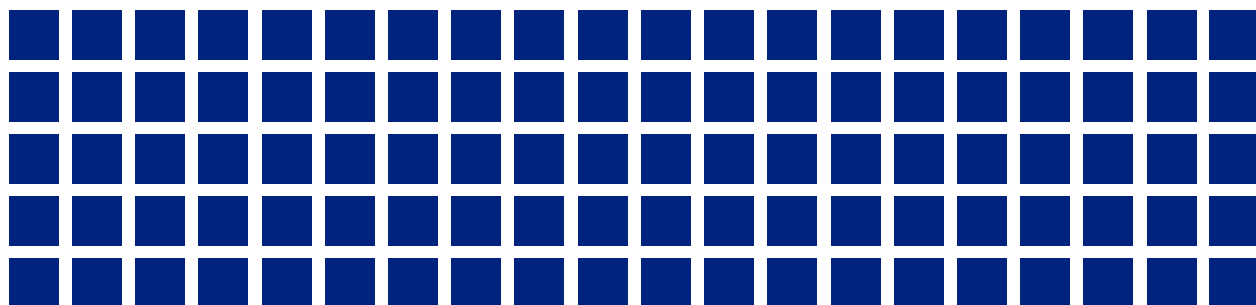


# The myMemphis Portal



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# Overview

## Objectives

The objectives of this training are to:

- Introduce the myMemphis Portal
- Describe how to log into the Portal
- Define Tabs and Channels
- Identify how to customize your Portal

## Intended Audience

University employees.

# The myMemphis Portal

The myMemphis portal is an online tool that allows users to access many University systems from one location. In addition, the Portal offers personalized content and individual customization.

The myMemphis Portal Web site is <http://my.memphis.edu>. Users may access the Portal anytime from any computer with an Internet connection.

Log into the Portal using your UUID and password. Your UUID is your Universal User Identification. The username and password required to enter the Portal are the same username and password used to login to your University e-mail and UMdrive accounts. The Portal is case sensitive. When logging in, type your username and password as you would normally do when logging into your other University accounts. If you have trouble logging in, contact your local technical support provider or the ITD Helpdesk at 678-8888.

After entering your username and password, click on the **Login** button to enter the Portal.

University of Memphis Login - powered by SunGard SCT Inc. - Windows Internet Explorer

https://my.memphis.edu/cp/home/displaylogin

myMEMPHIS

THE UNIVERSITY OF MEMPHIS

**Secure Access Login**

User Name:

Password:

Login Cancel

Having problems logging in? Click here.

Initialize Your Account

Alumni & Friends: Sign Up

Forgot Your Password?

Forgot Your UUID?

Help

Welcome to the myMemphis portal - your source for personalized online resources at the University of Memphis.

**Important Notices**

**The University of Memphis portal has a new name.** On Sunday, May 17, 2009 the Spectrum portal was renamed 'myMemphis' (<http://my.memphis.edu>).

**Always log out** of the myMemphis portal and close your browser windows when you have completed your session so no one else has access to your personal records. Even if you follow an outside link, you will remain logged in until you hit the log out button.

**Never share your password with anyone.** Your password gives those who have it access to your personal information and any other secured University information accessible to you.

Need additional help? Contact the ITD Helpdesk at (901) 678-8888.

# Tabs & Channels

Upon entering the Portal, you will see a series of “tabs” directly under your name. These tabs are generated based on the roles you hold at the University. For example, if you have been granted access to Banner Finance, you have a Finance tab, if you are an employee of the University, you have an Employee tab; students have a series of student tabs, and so on.

Each tab is comprised of a series of “channels.” Channels contain information and often feature clickable hyperlinks to additional content.

The screenshot displays the myMemphis Portal interface. At the top, there is a navigation bar with tabs: Home, eCampus Resources, UMdrive, Student, Account\$, eCampus Student, Employee, and Finance. Below the tabs, there are several channels. The 'Personal Announcements' and 'Campus Announcements' channels have a pencil icon, indicating editing controls. The 'myMemphis Channel Information' channel has a pencil icon and a lock icon, indicating it is a permanent channel. The 'UMWiki' channel has a pencil icon and a full screen icon. The 'umsearch' channel has a search bar and a 'GO' button. The 'Bookmarks' channel has a list of links. The 'U of M Organizational Charts' channel has a list of links. The 'Weather' channel has a weather forecast for Memphis, TN. Red arrows point to the 'Controls' (edit, full screen, minimize, close) icons in the upper-right corner of various channels.

Each channel contains controls in the upper-right corner. However, not all channels have the same controls.



A pencil icon denotes that the channel has editing controls.

An arrow icon represents viewing the channel in full screen.

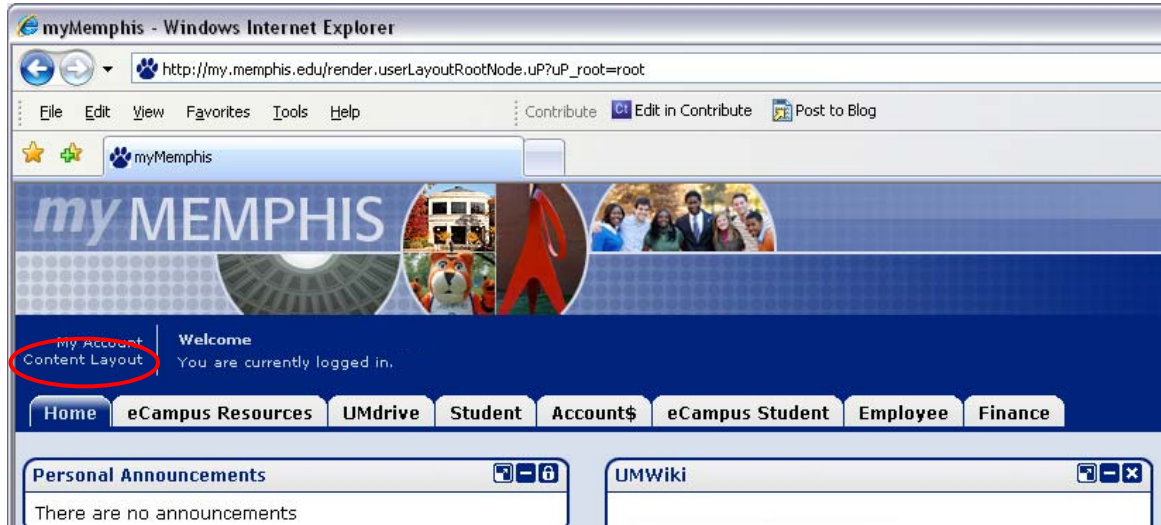
A dash icon represents minimizing the channel.

The X icon indicates that you may close or remove the channel from the tab.

The lock icon indicates a permanent channel that you may not close.

# Customizing Content & Layout

Users are able to manage most of the content displayed in their Portal. To do so, click on the hyperlink to the left of your name labeled **Content/Layout**.



Some of the things you may do when managing your portal include:

- Adding or removing tabs.
- Open a Web page in a tab.
- Move tabs to the left or right.
- Set the default tab to be something other than the Home tab.
- Change tab names.
- Add or remove a column on a tab.
- Adjust the widths of columns.
- Add, remove, and arrange channels.

Follow the instructions provided in the gray boxes for modifying your preferences. If you accidentally remove a tab or a channel, you can always add them back. The Portal is user-friendly; how you choose to customize your Portal is entirely up to you.

myMemphis - Windows Internet Explorer

http://my.memphis.edu/tag/bf96b17c9e2cb68f.render.userLayoutRootNode.target.cdf10.uP7uP\_fname=portal/userpreferences/dm&uP\_tparam=frm&rm=

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Back to Home Tab

E-mail Datebook Groups Logout Help

### Manage Content/Layout

## Instructions

Options for **modifying Preferences:**

**Tabs:** To **add** a tab, click the "Add New Tab" button. To **move** a tab, click the arrow pointing in the direction you want it to move. To **edit** or **remove** a tab, click on its name.

**Channels:** To **add** a channel, click on the "Add Channel" button where you want it to be placed. To **move** a channel, click the arrow pointing in the direction you want it to move. To **edit** a channel, click on its name or the edit button within its colored bar. To **remove** a channel, click on the "X" button within its colored bar.

**Columns:** To **add** a column, click on the "Add Column" button where you want it to be placed. To **move** a column, click the arrow pointing in the direction you want it to move. To **edit**, **resize**, or **remove** a column, click its "Select Column" button.

Revert to default layout

Home eCampus Resources UMDrive Student Account eCampus Student Employee Finance Add Tab Fragments

Column is unmovable Add Column Select Column Add Column Select Column Add Column

Personal Announcements Select Channel

Campus Announcements Select Channel

myMemphis Channel Information Select Channel

UMWiki New Channel Select Channel

Bookmarks Select Channel

Search the University of Memphis New Channel Select Channel

Weather Select Channel

When you are finished managing your Portal, click on the **back to Tab** hyperlink located under the myMemphis logo. The Portal will always remember which tab you were on when you entered the Content/Layout management screens.

Keep in mind that the Portal is a continuously growing resource for faculty, staff, and students. As it expands, you may see new services and noticeable changes in the layout and positioning of new portal tabs and channels.