What is the MyUH Portal?

The MyUH Portal is the University of Hawaii's portal web site, which provides UH students, faculty and staff with a virtual "front door", meaning a single point of access to email, course registration, and Internet web browsing. Also included in the portal are a groups tool (to facilitate discussions and sharing for a specific topic), and a calendaring application (allows a user to share their calendar with others in the UH community).

This document will discuss the basic navigation of the MyUH Portal web site, and direct you to other more specific documents for specific tools included in the portal.

Please refer to http://www.hawaii.edu/help/support/webapplication.html to get the latest information on supported web browsers for the MyUH portal.
Getting Started

There is a Secure Access Login window in the upper left corner of the web page. This is where you enter your UH Username and your UH Password to gain access to the MyUH portal services. If you DO NOT have a UH username and password, click on the Get a UH username link.

The MyUH Portal Window

Once logged into the system, you will see a window similar to the one below. Note, you have the ability to customize much of what you see below, so your screen may vary slightly. In addition, the Registration, Class List, and My Courses links are only for teaching faculty and students, so they may not be available to everyone.
MyUH Navigation

The top left of the MyUH portal displays the name of the person logged in. In this case, you can see that John Doe is logged in. On the top right of the screen are links that enable you to customize your layout, send feedback about the portal, get help, and to logout of the portal.

Below these links are the tabs that display specific, customized information. The default tabs are Home, UH Life, and My Account. These tabs are fully customizable, allowing each user to see information directly related to their interests. To customize the tabs, see the section Customizing the Portal Layout or click on the help icon on the top right of the page. A new window will open with help content that is available. Click on the "How do I..." link, and then click on the Customize content link.

Following is a list of the default tabs, and a general description of what will be found there.

HOME

The Home tab gives you a general overview of your portal account. You can start here to register for classes (students) and to view your class lists (faculty). On the left side of the Home tab are links for registration, class lists, My Groups, My Account, as well as a section on getting help with the portal. In the center of the Home tab are any courses you are affiliated with, as well as your weekly calendar. On the right of the Home tab are any Personal Announcements for you, and a preview of your 5 most recent email messages in your inbox.

UH LIFE

Click on the UH Life tab to view the contents on that channel. Directly below the UH Life tab will be four links, UH Life, News, Resources, and Entertainment.

- **UH Life**
  On the top left is the Bookmarks section. This section will display any bookmarks you have saved. There are some default bookmarks set for you, which you cannot change. Click on the campus you are interested in to see a list of common web pages for that campus. Below that is a channel that displays the current weather conditions. On the right side of the page is a list of some current UH news. Below that is a list displaying some current events for UH.

- **News**
  Under the RSS channel, select the channel you would like to display the news for. For example, in the Sports channel menu, select Football News. Next, select the column you would like the news to be displayed in (1 = left column, 2 = right column). Then click on the Add button to add that news channel. You will then be able to see the latest news displayed in this channel.

- **Resources**
  On the left side of the screen is your Library Account. Here you can see any items you have checked out. You can also login to your library account from this channel. On the right side of the screen is the Student Employment job search function. Use this to locate student jobs that are posted via the student employment office.
• **Entertainment**
  On the top left is the Daily Business Cartoon. Below that is a movie listing feature. On the top right of the screen is the TGI calendar from the Honolulu Advertiser. Below that is the Island Life section of the Honolulu Advertiser.

**MY ACCOUNT**

The My Account tab allows you to change your password, change your secret questions, change the MyUH portal time out, and see an overview of your MyUH profile. Note: the timeout is the amount of time of inactivity that passes before automatically logging you out of the system. A word of caution about changing the portal time out: the longer the time out period, the less secure your portal account will be. Choose a time out that's as short as possible for your needs.

**Customizing the Portal Layout**

There are a few options you can customize with the layout of the portal. You can add channels you want, remove the ones you don't, add or remove items from the channels, and change the order in which they appear.

Customizing the layout of the portal can be accomplished by clicking on the **Customize** link located on the top right of the window. The page that loads will have all the options for customizing the layout.

**CUSTOMIZING CHANNELS**

Channels provide a general overview of information, with links to more in-depth content or web pages. To customize the layout of a channel, simply click on the **Customize** link from any of the pages in the portal.

In the web page that opens will be options for changing the layout of the channels. For example, in the Home tab, you could choose to switch the middle and right columns. To do this, click on the right arrow above the middle column.
Another option would be to add a new channel to the layout. To do this, simply click on the **Add Channel** button where you would like to place a new channel. In the page that opens is a drop down menu box for the category of channel to add. Select the category and then click on the **go** button.

Next, select a subcategory (if applicable) for the channel to add. Then click on the channel you would like to add from the list on the right. Finally, click on the **Add channel** button to add the channel. You will then be taken to a page which instructs you that you must logout for the changes to take effect. Click on the **Finished** button to return to the Customization page.

Another option to customize the layout of the portal is to rearrange the order of the tabs. For instance, you could change the layout so that the My Account tab is listed before the UH Life tab. To do that, simply click on the appropriate arrow next to the tab’s name to move it in the correct direction. In this example, you would click on the left arrow next to the My Account tab to move it to the left, ahead of the UH Life tab. *Note, you cannot move anything before the Home tab.*
For more information on customizing the layout of the channels, click on the Help link at the top right of the page. Then click on the How do I... drop down folder on the left side of the window, and click on Customize content. This help page will provide you with a detailed explanation of how to customize all features of the portal.

**MyUH Tools**

There are six tools within the MyUH portal that you may use regularly. They are **Student Services, Faculty Services, My Courses, Calendar, Email**, and **My Groups**. *Note: depending on your affiliation with the University, you may not have access to all of these tools.

- **STUDENT SERVICES**
  
  Student Services can be accessed by clicking on the Student Services link on the left side of the Home tab. Student services allows a student to register for classes, view their student records, as well as view their financial aid information.
• **FACULTY SERVICES**
  Faculty Services allows faculty to view their class list, schedule, as well as the Grade Entry function. This tool is limited to active, teaching faculty.

• **MY COURSES**
  Any courses you are teaching or are registered for will be displayed on the **Home** tab. For more information on using My Courses, refer to the following document: [My Courses (PDF format)]({#}).

There is also a tutorial available online for faculty at [www.hawaii.edu/myuh/faculty/tutorials/index.htm](http://www.hawaii.edu/myuh/faculty/tutorials/index.htm). Click on the *My Courses* link. A tutorial is available for students at [https://myuh.hawaii.edu/support/tutorials/index.htm](https://myuh.hawaii.edu/support/tutorials/index.htm). Click on the *My Courses* link.

• **MY CALENDAR**
  A weekly overview of your calendar is displayed on the Home tab in the middle of the screen. To view your complete calendar, click on the View your calendar link below the weekly calendar. A new window will open with the complete calendar. The calendar allows you to enter events or tasks. For a more in-depth look at the calendar and how to use it, refer to the [Getting Started with the MyUH Calendar documentation at http://www.hawaii.edu/itsdocs/net/myuh/calendar](http://www.hawaii.edu/itsdocs/net/myuh/calendar)
• **MY EMAIL**

The five most recent email messages are displayed on the **Home** tab on the right side of the window. To open the complete MyUH Email tool, click on the **Email** icon located below your inbox preview. A new window will open with your UH email. For more information on the portal email client refer to the Getting Started with MyUH Email document at [http://www.hawaii.edu/itsdocs/net/myuh/myuhemail.pdf](http://www.hawaii.edu/itsdocs/net/myuh/myuhemail.pdf)

![Email Window](image1.png)

• **MY GROUPS**

Click on the **Groups** link located on the left side of the **Home** tab to access the Group Tools. The group tools allow you to interact and communicate with other members of the University community. You can collaborate online, share photos, share articles, host a group chat, along with many more features. Click on the help icon in the top right of the screen for more information on the Group Tools.

There are three tabs on the Group window: **My Groups**, **Groups Index**, and **Create Group**.

The **My Groups** tab displays the current groups you belong to. It also provides links to the group index and to request a new group. To access the group tools, simply click on the name of one of the groups you belong to. In the window that opens is where you can collaborate online, have a group chat, or perform any of the other group functions.

![Groups Window](image2.png)
The **Groups Index** tab displays a list of current groups. They are organized by Category. To join a group, click on the appropriate category and search for the group you want to join. Click on the group name, and then click on the **Join Group** button in the new window that opens. Follow the onscreen instructions to complete the process. You can also perform a search for a particular group by using the search function at the bottom of the window.

The **Create Group** tab allows you to request a new group to be created. Fill out the form with all required information and click on the **Submit Request** button to have the group created. For more help with this feature, click on the **help** button on the top right of the groups window.
HELP
Clicking this icon will open a new window with the different types of help that is available. If there is something that you need to know how to do, this is a good place to start to find your answer.

LOGOUT
Clicking the Logout link located at the top right of the window will close your session and log you out of the portal. It is important that you do this after you have finished a session, or will be leaving the computer for any amount of time. If you do not log out of the portal, someone can view your personal information without your permission. Always be sure to log out.

Additional Help
For additional assistance, please phone the ITS Help Desk at (808) 956-8883, send email to help@hawaii.edu, or fax (808) 956-2108. Neighbor islands may call the ITS Help Desk’s toll-free phone number at (800) 558-2669.

Or see the ITS Help Desk home page at www.hawaii.edu/help
The ITS walk-in Help Desks are located in Keller 105, Keller 213 and CLIC Lab on the UH Mānoa Campus.

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