Introduction

This document will cover the basics on getting started with My Groups. To access My Groups, log in to the MyUH Portal web site. To access the MyUH Portal web site, you will need the following minimum system requirements:

- A PC running Windows 2000 or later or
- a Macintosh running Mac OS X
- a Web browser*

* For the latest browser recommendations, please visit

http://www.hawaii.edu/help/support/webapplication.html

In addition, you will need your UH Username and Password to access the MyUH Portal web site. If you do not have a UH Username and Password, please visit

http://www.hawaii.edu/account
What are My Groups?

My Groups allow University of Hawaii faculty, staff, and students the ability to create and manage group home pages for areas of interest. If you are a part of a My Group, you may access the Group’s chat room, message board, and online calendar.

How do I access My Groups?

To access My Groups, log in to the MyUH Portal web site at

https://myuhportal.hawaii.edu

Enter your UH Username and Password in the appropriate box.

Figure 1: MyUH Portal Login screen
After a successful login, you should see a window similar to the one below. To access My Groups, click on the **My Groups** link. See Figure 2: MyUH Portal page for the exact location.

![MyUH Portal page](Image)

**Figure 2: MyUH Portal page**
After clicking on the groups icon, a new window will open see *Figure 3: My Group Page*. Please click on the group you would like to view. If you would like to join more groups, click on the **Groups Index** link. In the example in *Figure 3: My Group Page*, it shows that I already belong to two groups, the DLUS group and the ITS group. If I would like to see what is happening in the DLUS group, I would click on the **DLUS** name.

![My Groups](image)

*Figure 3: My Group Page*
How do I join a My Group?

To join other groups, click on the **Groups Index** tab, see Figure 3: My Group Page. The Groups Index will appear and it will display a list of categories, see Figure 4: Category Index.

![Groups Index](http://myuhportal.hawaii.edu - MyUI Groups - Microsoft Internet Explorer)

**Groups Index**

Select a category on the left to view the available groups.

![Category Index](http://myuhportal.hawaii.edu - MyUI Groups - Microsoft Internet Explorer)

*Figure 4: Category Index*
In this example, I selected the System Category. Any groups within the System subcategory will then display on the right see Figure 5: Group listing.

![Figure 5: Group listing](image-url)
To join one of these groups, click on the appropriate group name. I would like to join the ITS Demo2 - System group, so I would click on the words ITS Demo2 - System. After I click on the link, the following window will open. The window will describe what the group is about and if I still want to join the group, I would click on the **Join Group** button.

Figure 6: Group description
After clicking on the **Join Group** button, a new window will open, see Figure 7: Join a group. If the Group is a restricted one, you will see the following window.

![Figure 7: Joining a group](image)

If I would like to join this group, I will need to agree to the terms listed in this window. Since this is a restricted group, please include the reason why you want to join the group. After filling in the required information, scroll down and click on **Join**.
Because this group is restricted, the following window opens saying that the group leader needs to approve the request. Click on OK to continue.

Figure 8: Group Submission
If the group is a public group, then once I agree to the terms and click on **Join**, I will automatically be allowed into the group.

![Group confirmation](image)

**Figure 9: Group confirmation**

Since this a public group, I can go back to my Group list and immediately access the group.
How do I request a My Group?

To request a group, click on the Create a Group Link, see Figure 3: My Group. Enter the information requested. All boxes with a red * next to it is a required field. For the Group Name, please append your campus affiliation to the end of the name. For example, ITS Help Desk – System. The campus affiliation is required because there can not be any duplicate Group Names. For the Group Category, please select your campus, then the letter that your Group Name starts with.

![Create New Group Form](image)

* Figure 10a: Request Group top half
When you scroll down, you will see the bottom half of the request page.

Before Clicking on the **Submit Request** button, please make sure you read the Groups Policy and click on the checkbox next to “I have read and understand the school’s policy on Groups.” Once you click on **Create Group**, your group request will then be forwarded to the system administrator for processing. The administrator will respond to your request by emailing you and stating whether your group request was granted or denied.
My Group names must be unique. If you attempt to request a Group name that already exists, the system will return the following error.

![System Error]

Figure 11: Group Error

**Leaving a group**

To remove yourself from a particular group, click on the checkbox next to the group name, see Figure 3: My Group Page. Then click on the **Remove** button.
Chatting

My Groups contain a chat feature. This allows you to chat with other members in your group. To enter the chat room, click on the **Chat** link, *see Figure 4: Group Homepage*. A Group Chat window will then open.

![Group Chat](image)

You may only chat with others who have also joined the chat. All connected users to this chat room will have their names listed in the right column. In this example, I am the only person in the chat room. All messages sent are displayed in the big box. To exit out of the chat room, click on the **Exit** link in the upper right corner.

In the bottom right corner, you should see a Whisper button. This button allows you to send a private chat message to one or more participants in the chat session. To use this feature, highlight the person (hold down the Shift key to select more than one participant) you would like to send a private chat message to, then enter your message in the **Type your message here, and hit the return key box**, then click on the **Whisper** button. In this case, **DO NOT** press return.
Calendar

My Groups contain a calendar for that group’s events. To access the calendar, click on the calendar link, see Figure 4: Group Homepage. After you click on the link, the calendar will open. For more information on how to use the Calendar, read the Getting Started with Calendaring document available at:

http://www.hawaii.edu/itsdocs/net/MyUH/calendar.pdf

Figure 13: Group calendar
Posting News

If you would like to post a news article for this group, click on the News link under the Group Tools see Figure 4: Group Homepage. Then click on Submit an Article.

Figure 14: Group news
After you click on the **Submit an Article** link, the following window will open. By default, your name will automatically be entered into the Submitted by field. Enter the Title/Subject and News Article then click on **Submit**.

![Submit an Article](image)

*Figure 15: Submit article*
Posting Links

Links are also called urls. They are web sites that are of particular interest to your group. Posting the links allow you to share your websites to members of your group. If you would like to post a link for this group, click on the Links link under the Group Tools. Then click on Submit a link.

Figure 16: Group links
After you click on the **Submit a link**, the following window will open. By default, your name will automatically be entered into the Submitted by field. Enter the Title, URL, and Link description into the appropriate fields and click on **Submit**.

![Submit a Link](image)

*Figure 17: Submit a link*
Message Boards

If you would like to post a message on the group’s message board, click on **Message Board** link under the Group Tools, see Figure 4: Group Homepage. A list of posted topics will display (if any). If you would like to view a message, click on the message.

![Message Board](image)

*Figure 18: Message Board*
If you would like to post a message, click on the **Post a Topic** link.

![Post a Topic](image)

*Figure 19: Post a topic*

Enter the information in the appropriate box, then press **Post**. Your message will then display on the Message Board.

**Exit**

To exit out of the Group window, click on the **Exit** link in the top right corner, *see Figure 4: Group Homepage.*
Getting Help

The MyUH Portal site has a very good help section. To access the online help, log in to MyUH Portal and click on the help icon located in the top right corner of the portal window. In addition, you may view the My Group FAQ at http://www.hawaii.edu/help/mygroups

You may also contact the ITS Help Desk.

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 http://www.hawaii.edu/help
The ITS walk-in Help Desk is located in Keller 105, Keller 213 and the ITS Hamilton Lab on the UH Mānoa Campus.

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