

## Getting Started with MyMSU Portal

**MyMSU Portal** is MSU's campus portal. A portal provides secure single login to various MSU systems and provides customizable access to information through roles and groups. Roles include students, faculty and staff.

### Logging in to MyMSU Portal

From the main MSU home page, [www.montana.edu](http://www.montana.edu) click *MyInfo* in the lower left corner.

**Log in using your Student ID and PIN.**

**Click on "Announcing MyMSU Portal".**

**Here you will see your Username and email.**

**Click on the myMSU Portal link to log in.**

**After you have logged in the first time,**

**you can go directly to <https://myportal.montana.edu>**

### Logging out of MyMSU Portal



Click **logout** in the top right corner of each page.

Remember that this will log you out of all external systems as well, such as email, calendars etc.

## Getting Help

A *MyMSU* quick reference guide is available on the login screen. A *MyMSU* tutorial is available on the Help tab. You can also click help in the upper right corner of any page for training and help,

Contact your campus's Help Desk for other questions.

### Entering Content/Layout

Click **Content/Layout** in the upper left corner of the screen

### Exiting Content/Layout

Click **back to ... Tab** in the upper left corner of the screen to return to channel view

**Once in Content/Layout, use any of the instructions below to customize your MyMSU layout:**

### Subscribing to (or adding) a channel

Click on the desired tab for the channel location, then click

Select a category from the dropdown menu or choose **Select**

**All**, then click

Select a channel from the list, then click

Click **finished**, if necessary

### Moving a channel

Click the left/right arrows on a channel to move a channel to another column

Note: The channel will move the bottom of that new column

Click the up/down arrows to move a channel up or down within a column

### Removing a channel

Click the remove channel button on a channel, then click **OK** to confirm removal

### Adding a tab

Click , found to the right of your existing tabs

Enter the name to appear on the new tab

Select the tab type and position:

*Traditional* tabs allow you to add channels and columns

*Framed* tabs allow you to add a web site as a tab

Click

### Moving a tab

Click the left or right arrow on a tab to move it in the desired direction

### Editing or removing a tab

Click on the tab name, then choose the desired option

### Adding a column

Click where you want a new column to be placed

### Moving a column

Click the arrow pointing in the direction you want the column to move

### Deleting a column

Click 'Select Column' in the column you wish to delete

Click **Delete this column**, then click **OK** to confirm deletion

Note: You will delete all channels within the column

### Changing column widths

Click 'Select Column' in the column you wish to change

Modify the column width percentages, making sure that they add to 100 and include the percent sign (%)

Click

## Navigating Channels

### Focusing/Removing focus

Click to enlarge a channel

Click **back to ... Tab** in upper left of page to return to default view

### Minimizing/Maximizing a channel

Click to temporarily hide channel content.


Click to restore channel content

Note: Currently, this will not hold after you log out.

### Removing a channel

Click remove to remove channel from your layout. Note: For some channels this is not available.

## Using Groups in MyMSU

**Groups** give members the ability to create, manage and take part in online group communities. Clubs, affiliations or groups with common interests are some examples of who would use the group feature. Groups can be public (open to all), restricted or hidden. For more information on using Groups, see  in MyMSU.

help

### Locating and accessing your groups

Click the **Groups** icon 

All groups in which you are a member are available on the **My Groups** tab.

To access a group, click a group name. All tools available to that group appear on the left column of the group window under Group Tools.

### Joining a group

Click the **Groups** icon 

Click the **Groups Index** tab 

Choose a category or search for a group  
 Click the group name, then click **Join Group**.

Review and agree to the membership policy, then click **Join**.

If the group is a restricted group, your membership will need to be approved by a group leader

### Canceling your membership in a group

Click the **Groups** icon, mark the box next to the group.  
 Click **Remove**.

### Exiting groups

Click **Exit** in the upper right corner of the MyMSU Groups window

## Using Group/Course Tools

### Announcements

The Announcements feature allows you to view all the group announcements. Group announcements will also appear in your Announcements Channel on the Home tab.

- Click **Announcements** to read all announcements
- Click on the announcement title to read more
- Click **Delete** to delete the announcement

### News

The News feature allows you to view news articles and submit your own articles to the group leader for approval.

- Click **News** to view news
- Click **read more** to view the full story

To submit a new news article to the group leader:

- Click **Submit an Article**
- Enter a Title/Subject
- Select the text type, plain text or html
- Enter the text of the article
- Click **Submit**

### Photos

The Photos feature allows you view photos and submit photos to the group leader for sharing with the group.

- Click **Photos** to browse photos, then click on photo or title to view it individually
- Click **Submit a photo** to submit a photo to the group leader for sharing with the group

### Links

The Links feature allows group members to share web links within the group.

- Click **Links** to view list of links, then click a link to visit the web site
- Click **Submit a link** to submit a new link

### Files

The Files feature allows groups to share files within the group and submit new files to the group leader for approval.

- Click **Files** to view the files shared within the group
- Click **Submit a new file for...**, then browse for the file you wish to submit
- Click **Submit** to submit the file to the group leader for approval

### Message Board

The Message Board feature is an online bulletin board for group members.

- Click **Post a Topic** to propose a new topic
- Click the topic and then **Post a Message** to post a new message in a topic
- To reply, click the message, then click **Post a Reply**

### Calendar

The Calendar feature allows you to view events related to your group, as well as to keep track of your schedule, propose events to others and manage to-do tasks.

- Click on an event to view event details
- Choose a view from the view tab (day, week, month)
- View Help to learn how to combine your calendars.

### E-mail

The E-mail feature allows you to e-mail all or some of the group members.

- Click **Select All** or click the box by the individual member(s) to e-mail group members

### Chat

The Chat feature provides a real time chat room for group members only.

- Click **Chat** to enter room
- Click in the Type your message here.... box to enter a message
- Click **Enter** to send message

To chat with only one person:

- Select the name of the person, type your message and then click **Whisper**

### Members

The Members feature allows you to view a list of all group members.

- Click the name of a member to view their profile

### Course Studio

Has the same features as Groups but is generated from your class schedule.