

mySVSU

SVSU has a web portal called mySVSU that allows users to log into a website to access many kinds of information in one place. Each user will see an environment unique to them based on their affiliations with SVSU. If you're a student, you can check your grades and view your class schedule in a calendar. If you're an employee, you view your pay stub and current benefits. These are just a few of the many services that mySVSU has to offer.

my.svsu.edu

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 mySVSU can be accessed through any web browser on or off campus.

 When you log into mySVSU on a computer for the first time, svsu.edu may need to be added to your list of trusted sites in your browser.

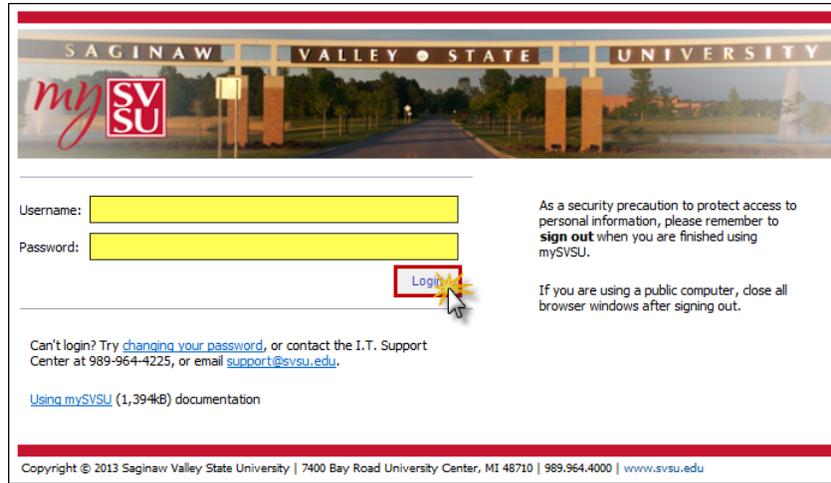
 You will be automatically logged out of mySVSU after 4 hours of inactivity.

 Need help? You can contact the IT Support Center by calling x4225 or sending an email to support@svsu.edu if you need help using mySVSU.

Logging into mySVSU

To log into mySVSU,

1. Open a web browser of your choice and visit my.svsu.edu.
2. Type your SVSU username and password in the fields provided.
3. Click Login.



You will be brought to your own unique page of services and information.

Logging out of mySVSU

It's important that after you are finished using mySVSU that you log out, especially when working on computers shared by others. Failure to log out could allow the next person to use the computer to access your personal information. Simply closing the browser window will not properly log you out of mySVSU.

To log out of mySVSU,

1. Click your name in the upper right-hand corner of the browser window and choose Sign Out in the dropdown menu that appears.



Your mySVSU Home Page

Every user's mySVSU home page will be different depending on their roles at SVSU. Employees will have access to different systems and information than students. It's also possible that a user will hold multiple roles. For example, an employee may also be a student at SVSU.

The screenshot shows the mySVSU home page for a user named Jennifer S. Paradise. The page is divided into several sections:

- Header:** Displays the user's name, a search bar, and a notification bell.
- Left Sidebar:** Contains a 'Menu' icon and a list of applications and services such as 'VSpace', 'Email via V-Mail', 'M Drive via VDrive', 'Change Password', 'Directory Lookup', 'Maintenance Request', 'Print Balance', 'Technology Support', and 'Student Self-Service'. A 'Self Service (Cardinal Direct)' dropdown menu is also present, with options for STUDENTS, FACULTY, and EMPLOYEES.
- Announcements:** A section titled 'Announcements' featuring a calendar icon and a list of news items, including 'Summer and Fall Registration' and 'Temporary Office Moves'.
- Campus News:** A section titled 'Campus News' with a list of news items, including 'TEDxSVSU Tickets on Sale' and 'SVSU Named a community engaged university'.
- Newsletters:** A section titled 'Newsletters' with a list of newsletters, including 'Interior', 'In the Loop', and 'Sponsored Programs'.
- Campus Events:** A section titled 'Campus Events' with a table of events for June 2015. The table has columns for Date, Time, and Event. Events include 'Cardinal Fitness: Boot Camp', 'Athletic Healthy Activity', '10th Annual Art Student Exhibition', 'Open Gym', 'Cardinal Fitness: Boot Camp', 'Total Body Sculpt', 'Last Day To Withdraw With W Grade', 'Athletic Healthy Activity', 'Cardinal Fitness: Guts + Glutes', 'Cardinal Fitness: Total Body Toning', 'Resume Workshop', 'Waza Soccer Tryouts', and 'Open Gym'.
- My Week:** A section titled 'My Week' showing a calendar for June 2015, with a date range from June Thursday 11 to Saturday 13. Below the calendar, it states 'There are no appointments for this time period.'

Callout boxes provide additional information:

- 'Hover over the Menu icon to expose the pages available to you.'
- 'There are two views of mySVSU: Faculty and Staff, and Students. Your view should default to your primary role.'
- 'Links to commonly accessed applications and services.'
- 'View your pay stub if you're an employee, enroll in classes if you're a student, and other services available to you.'
- 'Important campus announcements, news, and publications specifically tailored to you.'
- 'Current user logged in, and sign out option in the menu.'
- 'Alerts specific to you, such as holds on your account that may prevent you from registering.'
- 'Keyword search for mySVSU.'
- 'Current events from the University calendar.'
- 'Your weekly calendar if you are teaching or taking classes. This feature DOES NOT connect to your VMail calendar.'

Navigation

In previous versions of mySVSU, the Navigation menu was visible at the top of the page. The Navigation is now hidden on the left and can be exposed by clicking or hovering over the Menu icon, ☰.

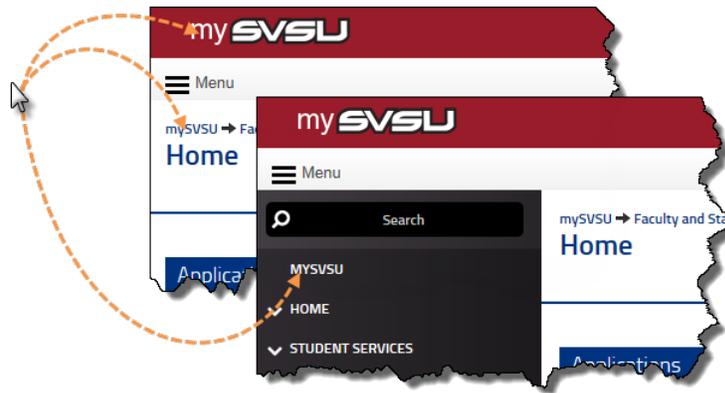
The two screenshots illustrate the navigation menu's behavior:

- Left Screenshot:** Shows the mySVSU home page with the 'Menu' icon (☰) in the top left corner. A hand cursor is hovering over the icon, and a dashed arrow points to the right, indicating the menu is about to be exposed.
- Right Screenshot:** Shows the mySVSU home page with the 'Menu' icon (☰) in the top left corner. The navigation menu is now exposed, showing a search bar and a list of categories: MYSVSU, STUDENTS, FACULTY AND STAFF, STUDENT SERVICES, FACULTY AND STAFF INFORMATION, FINANCIAL, and TECHNOLOGY. The 'FACULTY AND STAFF' category is highlighted with a blue arrow pointing to the right, indicating it is the active user role.

Once exposed, you can click the arrows to the left of the page titles to reveal additional pages.

Return to the mySVSU Home Page

There are a few ways to return to the mySVSU home page. Choose the one that works best for you. Click the mySVSU logo, or mySVSU links.

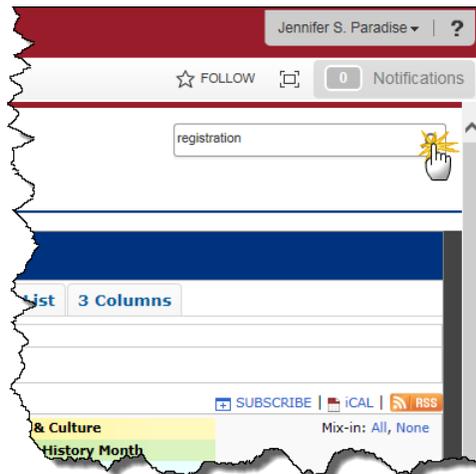


Search mySVSU

You can search the entire mySVSU site and documents with a keyword or two.

To search the entire site,

1. Type a keyword into the Search field on the right.
2. Click the magnifying glass icon or Return or Enter on the keyboard to execute the search.



Matching search criteria will be displayed.

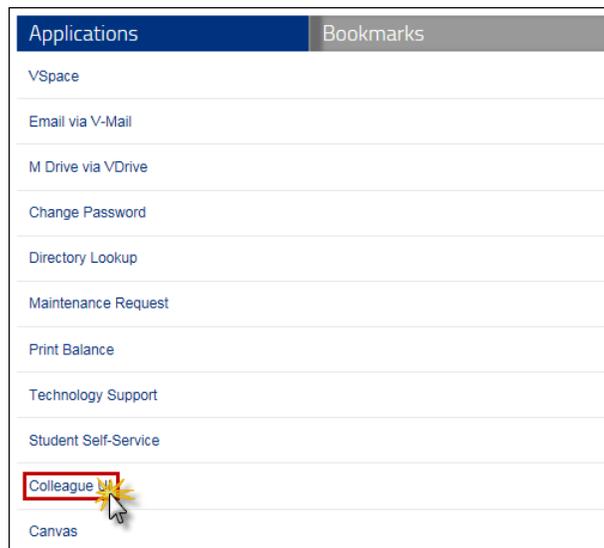


The search feature on mySVSU only searches the mySVSU portal and not the svsu.edu website.

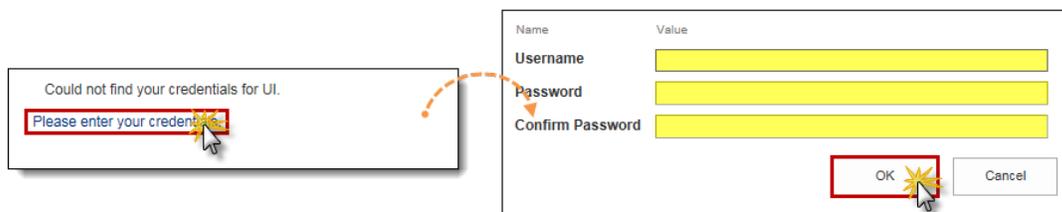
Logging into Colleague

If you are a Colleague user, you can access Colleague from mySVSU. The first time you try to access Colleague through mySVSU, you will be prompted to add your SVSU credentials.

1. Click Colleague UI.



2. Click "Please enter your credentials."
3. Type your SVSU username and password, and click OK.



Your information will be saved, and you'll be redirected to Colleague. The next time you attempt to access Colleague through mySVSU, you will not be prompted for your SVSU credentials.

What happens after I change my SVSU password?

If you change your SVSU password and click Colleague UI in mySVSU, logging into Colleague will fail. You will need to re-enter your credentials.