SSO ID
Stands for: Single Sign On

• SSO = your login for MyGateway and MyView
• SSO = your email address

Example:
• If sbr46@mail.umsl.edu is your email
• sbr46 is your SSO ID

• SSO ≠ your Student ID Number
• Keep your password safe.
Get SSO ID password – myview.umsl.edu
To set or reset Password

1. Visit myview.umsl.edu

2. On the next page:
   - Click here
   - Click here

3. Follow Instructions for each page,
   - Click here
   - Using the buttons to advance.
5 Main Uses for SSO ID

1. MyGateway
2. WebMail (Email)
3. MyView
4. My Connect
5. Computers on campus
USE #1: MYGATEWAY OVERVIEW
Logging in to MyGateway
MyGateway Overview

“Communication tool for Academic Course Work”

- MyGateway is used by both students and faculty.
- Provides access to course materials, email and much more.
- Enables communication and interaction with the uses of a variety of programs.
- Any computer with a current web browser and an Internet connection can use MyGateway.
- My Gateway assistance is available in any of the staffed computer labs.
- Most of your instructors will make use of MyGateway. If they do, it’s likely that you’ll be able to access class notes, handouts, and other course materials from your residence hall or from home.
What you can do from here?

- Students Tab
- Semester Courses
- Personalize page
- Student Email
- Communication tools
- Happenings on campus
- Writing Center
The Writing Lab (hometab)
Located on Social Studies Building 222 | http://www.umsl.mywconline.com/

- It’s a facility to help students in writing papers for different classes.
- Students can self enroll in the writing lab by clicking on the link provided on MyGateway in The Writing Lab @ UMSL box. This will add Resource -- Online Writing Lab to your My Courses as a quick link to the Writing Lab site.
- The Writing Lab is a useful place to get help with almost any writing issues, from brainstorming to polishing a final draft.
- The Writing Lab does NOT proof read papers.

The Writing Lab@UMSL

Now on MyGateway!
A free site where you can
- Discover the Lab's resources and location
- Learn about the writing process
- Contact a writing consultant for assistance
- Pre-check your writing with Turnitin
- And more...

Enroll in The Writing Lab site and click "Submit" to start exploring this great resource!
Course / Organization Pages

MyGateway

- Course and Organization pages have a left-side navigation bar that contains buttons such as Announcements, Discussions, Tools, and Assignments (chosen by the instructor or administrator).
The Tools section in course pages, contains links to:

- Check posted grades
- Email instructor or classmates
- NetTutor
- Wimba online classroom
- And more
This page displays your academic profile and has tools to help keep track of your academic record.
Student Job Listings

MyGateway – Student Tab

Clicking on a specific listing will take you to a page containing the job’s details.
• Has links to class schedule, final grades, online testing appointments and other academic records.
• Majority of these links redirect to MyView.
• Link to DARS (Degree Audit Reporting System) shows your academic progress toward a degree.
Clicking on this link brings up a new tab with upcoming online tests (if applicable).

Select the appropriate test from the drop-down menu for available exams and then click on Check Available Dates.

Select the date and time that suits you and then click on Make Appointment to schedule an online test.
Located at 93 JC Penny Building on North Campus

- Phone: 516-6396
- Email: assessctr@umsl.edu
- Website: www.umsl.edu/technology/mgwhelp/MyGateway/MyGateway%20System%20Help/stuhelp/otcs.htm

The Campus Testing Center provides testing by appointments for students to take make-up class exams or to test under conditions where special accommodations are needed and authorized.
*Appointments must be scheduled in advance.

**Standardized Tests**
- ACT Residual Test
- College BASE Test (C-Base)
- CLEP Tests

**Campus Placement Tests**
- UMSL Math Placement Information
- Practice Math Placement Tests
- Dates for Math Placement Tests
- BA 1800 Waiver Exam Request
Library Tab
MyGateway

Contains phone numbers and emails for research help from UMSL librarians, plus links to online databases, catalogs, and more.

Book Catalogue:
- Merlin=UM System book checkout privileges
- Mobius=Missouri wide book checkout privileges
  - Request book to be sent to UMSL –return to UMSL when finished
- Databases:
  - Important for research
  - Can access using SSO ID
  - Filled with thousands of scholarly articles in Full Text
  - Search them easily with SUMMON
The Bulletin includes a description of undergraduate and graduate policies and programs at UMSL.

Choose a college

Degree overview
Use # 2: Email
Access email from MyGateway or mail.umsl.edu
Enter your SSOID@mail.umsl.edu

- Every student has a 10 GB campus email account hosted on Windows Live.

- Outlook Live is the email service used for the distribution of official UMSL email, such as registration notices, news updates, messages from your instructors, etc.

- **Address:** your email address is: SSOID@mail.umsl.edu

- **Password:** your email password must be set up by using your first-time password, found at [https://mailtools.um.um system.edu/OutlookLive](https://mailtools.um.umsystem.edu/OutlookLive)

- Access to your email is available via MyGateway or [http://mail.umsl.edu](http://mail.umsl.edu)
A look at the email page...

Emails are AWESOME!!!

Hey!

I love getting emails!!

~IC
Email password

- **Password**: go to [https://mailtools.um.umsystem.edu/OutlookLive](https://mailtools.um.umsystem.edu/OutlookLive)
- Get your first-time password and create a new password
- **Your email password and SSO ID password are DIFFERENT!**
Tips for Transitioning: UMSL Email

My Academic Toolbox

Enrollment Certification Letter
My Advising (GradesFirst)
My Class Schedule
My DARS Report
My E-mail Address (Friendly)
My Financial Responsibility
My Academic Integrity
Use # 3: MyView
Logging in to MyView
Look up classes for this semester
To get to the good stuff...
Self Service Page
Has links to various important information concerning students.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>My Favorites, UM Processes and Reports, Self Service</td>
</tr>
<tr>
<td>Self Service</td>
<td></td>
</tr>
<tr>
<td>▶ My Favorites</td>
<td></td>
</tr>
<tr>
<td>▶ UM Processes and Reports</td>
<td></td>
</tr>
<tr>
<td>▶ Self Service</td>
<td></td>
</tr>
<tr>
<td>▶ Enrolment</td>
<td></td>
</tr>
<tr>
<td>▶ Campus Finances</td>
<td></td>
</tr>
<tr>
<td>▶ Campus Personal Information</td>
<td></td>
</tr>
<tr>
<td>▶ Academic Records</td>
<td></td>
</tr>
<tr>
<td>▶ Degree</td>
<td></td>
</tr>
<tr>
<td>▶ Progress/Graduation</td>
<td></td>
</tr>
<tr>
<td>▶ Student Admission</td>
<td></td>
</tr>
<tr>
<td>▶ Residential Life</td>
<td></td>
</tr>
<tr>
<td>▶ Student Center</td>
<td></td>
</tr>
<tr>
<td>▶ Mailing Address, Contact Number</td>
<td></td>
</tr>
<tr>
<td>▶ Roommate Information</td>
<td></td>
</tr>
<tr>
<td>▶ Financial Information, Pay your Bill</td>
<td></td>
</tr>
<tr>
<td>▶ Grades, Academic Advisors</td>
<td></td>
</tr>
<tr>
<td>▶ Class Schedule, Registration</td>
<td></td>
</tr>
<tr>
<td>▶ Residence Life – Roommate Information</td>
<td></td>
</tr>
</tbody>
</table>
1. Select **Self-Service**
2. Under the Campus Personal Information menu, select **Phone Numbers**.
Emergency Notification System
MyView Student Portal: How to add a phone number

Phone Numbers

Below is a list of your phone numbers. To add a phone number, click Add a Phone Number. Each phone number must have a unique type. You may indicate your primary contact phone number by selecting the Preferred Phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Primary Phone Number.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Telephone 1</th>
<th>Telephone 2</th>
<th>Ext</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>555/555-5555</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent</td>
<td>555/555-9999</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To add a phone type such as Cellular or Text Messaging, click the Add a Phone Number button.

To update the number for a phone type already listed, just make the change to the number in the "Telephone" box above.

If you clicked the Add a Phone Number button, a new row was added to your phone number list.

Use the drop-down box and select the phone type you want to add, such as Text Messaging.

Enter the appropriate phone number.

You can choose to add additional phone numbers, such as Cellular, by clicking the Add a Phone Number Button.

Click Save when you are finished.
Use # 4: MyConnect
Use # 5: Computer access
Getting Connected

Wireless Internet Access is available at UMSL in most places on campus.

- Network Name: **TritonNet**
- Register once per semester per device
- Ethernet Internet Access is available in the dorms and residences on campus. Call the Technology Support Center (314-516-6034) for assistance in activating it.

**TritonNet**, the UMSL wireless network. To get connected, you must register your computer with TritonNet. You will be able to browse the internet immediately after registration. The registration web page should open automatically the first time you try browsing the web from a wireless connection.

You still need to login to the VPN Client if you want access to secure resources, such as your network storage space. For complete step-by-step instructions on how to connect on your wireless desktop or laptop, go to [Knowledge@umsl](http://help.umsl.edu) (http://help.umsl.edu) and type keyword "wireless".
Network File storage is a service that allows you to use your free Unix space (up to 500MB for students) as a network drive to store your documents. These files can then be accessed from any lab or classroom computer (automatically maps as drive K:) or from home.

On Macintosh computers the K drive is known as SAMBA.
Visit the Lab Resource Matrix (located on the Instructional Support Webpage) for a complete listing of which resources are available in each lab.

Know your SSO ID and password – you will need them to logon to all lab/classroom workstations.

AMENITIES IN COMPUTER LABS

- **Scanning**: The labs in SSB 103, Benton, Fine Arts, Music, and Thomas Jefferson libraries are equipped with flatbed scanners for your coursework needs. SSB 103 and TJ Library have high speed Bookeye Scanners.

- **CD Rewritable Drives**: All labs have CD rewritable drives available for saving your work.

- **USB Drives**: All computers on campus have USB ports for the use of flash memory devices.

- **Headphones**: most labs have headphones for use in the labs

- **Color Printing**

- **Lab Consultants** who assist with printing and technology questions

- Visit the Lab Resource Matrix in the Online Student Guide for further information.
• Each student can print 1000 black & white sheets a semester

• **Color Printing:** SSB 103, Thomas Jefferson library, the E. Desmond Lee Technology Learning Center (TLC), Tech Commons 155, and Fine Arts 220 also offer COLOR printing on request. (Limit 1 copy per document)

• Paper Cut is a program that monitors and tracks printing usage for statistical purposes. It also implements a 20 page/side printing limit per print job. Students can log into the Paper Cut website to see their page balance, printing activity and environmental impact.

• Saving Paper:
  • To be more responsible with saving paper please try to print 6 slides per page in Power Point and print double-sided as well. For assistance with printing, please ask a consultant in our labs.
If you can’t login to a machine, have a disk problem, forget any of your account passwords or have a problem with any of the computing services in your dorm, give them a call or walk over to their office.

**Hours:**
- 7:30 am – 10:00 pm Monday – Thursday
- 7:30 am – 5:00 pm on Fridays

**Phone:** 314-516-6034
GET INVOLVED
University Calendar
Calendar can be found via UMSL main website: UMSL.edu
University Calendar
Check your Email account for UMSL Tomorrow event listings
TritonSync - Creating Your Profile

1. Visit the Student Life Website at [http://www.umsl.edu/studentlife/](http://www.umsl.edu/studentlife/)
2. Click on TritonSync in left column
3. Login in using your SSO ID and password
4. Follow directions to create your profile and contact information
Search for organizations you might be interested in joining!
Not sure which organization you want to join? You can search by category!
Click ‘Join Now’ button if interested in joining the organization.

Example: Organization Homepage

TritonSync
Congratulations! You are now a member of TritonSync.
UMSL Homepage: [www.umsl.edu](http://www.umsl.edu)

**Facebook:**
- UMSL
- UMSL Student Life
- UMSL New Student Programs
- UMSL Residence Life

**Twitter:** UMSL

**LinkedIn:** University of Missouri-St. Louis Alumni Association

**UMSL App for phone**