2017 ORIENTATION

Triton Technology Session

UNIVERSITY OF MISSOURI – ST.LOUIS
7 Main Uses for SSO ID

Stands for: Single Sign On

- SSO = your email address
- Example:
  - If sbr46@mail.umsl.edu is your email
  - sbr46 is your SSO ID

1. MyView
2. MyGateway/Canvas
3. WebMail (Email)
4. My Connect
5. MyDrive (google drive)
6. MyEngage
7. Computers on campus
To set or reset Password

1. Visit myview.umsl.edu

2. On the next page:
   - Click here
   - Change/Recover Password

3. Follow Instructions for each page,
   - Click here
   - Using the buttons to advance.
University Calendar

Calendar can be found via UMSL main website: UMSL.edu
MyView: Self Service Page

Has links to various important information concerning students:

- Class Schedule, Registration
- Financial Information, Pay your Bill
- Grades, Academic Advisors
- Mailing Address, Contact Number
Emergency Notification System
MyView Student Portal: How to add a phone number

1. Select **Self-Service**
2. Under the Campus Personal Information menu, select **Phone Numbers**.

To update the number for a phone type already listed, just make the change to the number in the "Telephone" box above.
To add a phone type such as Cellular or Text Messaging, click the **Add a Phone Number** button.

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.
MyGateway & Canvas
“Communication tool for Academic Course Work”

- MyGateway & Canvas 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.
- Most of your instructors will make use of MyGateway. If they do, it’s likely that you will be able to access class notes, handouts, and other course materials from your residence hall or from home.
MyGateway Homepage

- Students Tab
- Semester Courses (Blackboard)
- Student Email
- Canvas
- Happenings on campus
- Writing Center
MyGateway – Canvas

Course Content - syllabus, assignments, professor hours, etc.

Courses

Calendar – color-coded by courses with assignments & important dates

Inbox
MyGateway – Canvas
Course Content-syllabus, assignments, professor hours, etc.

Dashboard – classes will be listed by color boxes
MyGateway – Canvas
Course Content-syllabus, assignments, professor hours, etc.

Select Class and then will see new window with grades, discussions, people, syllabus, and more
MyGateway – Student Tab
Clicking on a specific listing will take you to a page containing the job’s details.
Enter your SSOID@mail.umsl.edu

Web browser can access by mail.umsl.edu

- **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.umsystem.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)
Use # 4: MyConnect
Make Advising Appointment Online

MAKE AN APPOINTMENT WITH YOUR ADVISOR THROUGH UMSL MYCONNECT
All new students must meet with an academic advisor prior to registering for courses. Instructions for accessing UMSL MyConnect are below. Academic department contact information is listed on page 15 of this booklet.

1. Login In to My Connect using your SSO ID and password - umsl.edu > current students (link at top) > my connect

2. Set Up Profile
Make it easier for professors and your advisor to know you and stay connected.

3. Choose “Schedule a Meeting” and then choose “My Success Network” to make an appointment under the advisor’s name.

4. Select an open time by choosing a green plus sign and pick “my first advising appointment”.

Make an Appointment
Many of your instructors and advisors have dedicated time to meet with students. Make an appointment online at a time that works best for you.

My Schedule a Meeting
The Bulletin includes a description of undergraduate and graduate policies and programs at UMSL.
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
Wireless Internet Access is available at UMSL in most places on campus.

Getting Connected

- 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.
- Make sure your computer is completely updated in order to allow you access to the network

**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.
Computer Labs
15 Computer Labs on Campus

- 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 $30 worth of black & white sheets a semester (approx. 1000 copies)

• **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 PowerPoint and print double-sided as well. For assistance with printing, please ask a consultant in our labs.
GET INVOLVED
MyEngage - Co-Curricular Activities Portal

Campus Labs® Engage
Co-curricular Pathways

• Co-curricular paths exist at all levels – as small as just your student organization, to as big as all students on campus.
• Participate in as many co-curricular paths as you want
• Items on each checklist are marked automatically when you “check-in” to events.
Mobile Check-in

- Unique QR Code created automatically when you start using Engage
- Accessible from the mobile website and in the Engage mobile App
- No smartphone? You can also print your QR code and carry it with you.
- Scan in to events and programs anywhere on campus
Campus Labs® Engage
Get Connected Google Form

Click on UMSL Mobile App – and then the Campus Life photo

Take 1 minute to complete the Get Connected google form

Sign in with your SSO ID@umsl.edu

*This is the only site where you will use @umsl.edu; your email is @mail.umsl.edu
File storage is a service that allows you to use your free Unix space to store your documents.

- LOGIN WITH: `sso@UMSL.EDU`
- Password: same as your sso account
Tell Us About your Orientation Experience Today!

www.UMSL.edu/orientation

- Complete the Get Connected Form
- Complete the New Student Orientation Survey