

# MySRU Experience Portal



**STAFF GUIDE**

MAY 2023

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Welcome to the new MySRU Experience Portal! Within this guide, you will learn about new features, how to navigate the portal and add links to your own Personal Web Links card. Below are the links that will get you started.

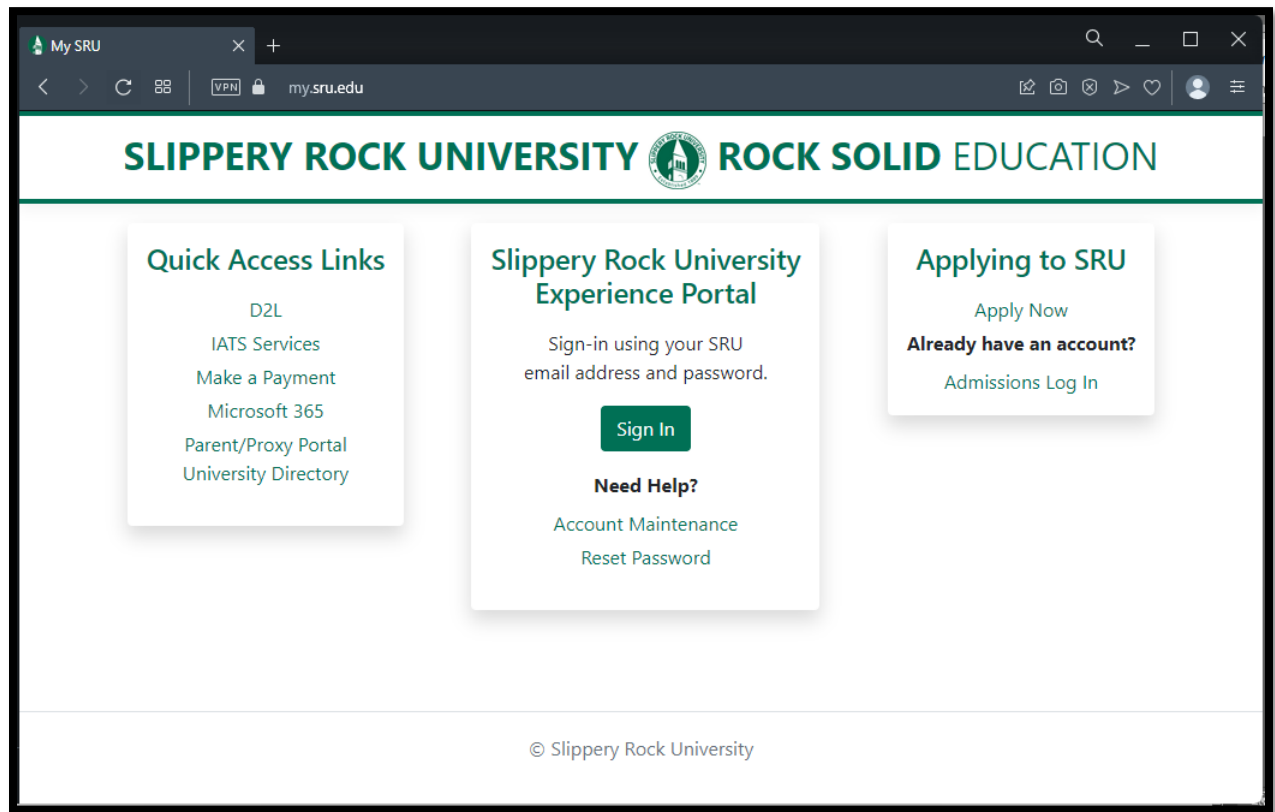
**Portal Public Page** – <https://mysru.sru.edu> or <https://my.sru.edu>

*This page does not require authentication and provides a sign-in link to the MySRU portal. Other links are included on this page which we think you will find useful.*

We strive to improve your experience and access to important resources. Every link that was within the former portal is within the new portal. We hope you find the new MySRU Portal an improved navigating experience and resource hub for your needs.

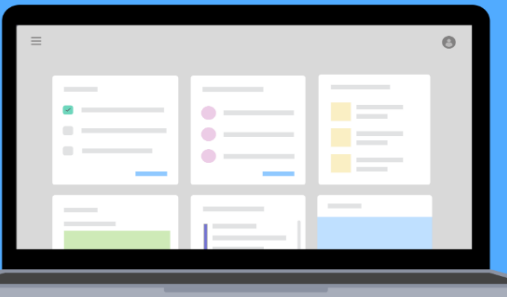

# MySRU Public Page

The MySRU Public Page is a page that contains popular resources without having to log into the portal. Announcements, currently not shown, will be posted to this page if an application is not available, maintenance is being performed or there is an outage or disruption in services. To access this page, click [here](#) or open a browser and enter <https://my.sru.edu> or <https://mysru.sru.edu>.



## Signing into MySRU

When you sign into MySRU for the very first time, you will be presented with three screens before visiting the dashboard page. An image of all three pages are shown on page 4 of this guide. Once you are past these screens, you will never be presented with them again. The third page presents a statement about collecting 3<sup>rd</sup> party analytics to be used by SRU's Google Analytics and Ellucian. You may choose to either accept the agreement or decline. Once you make a selection, you will then be presented with the MySRU dashboard page. If you decide, at a later date, you would like to change your selection, you may and the instructions to change your selection will be explained later in this guide within the "Portal Profile" section.



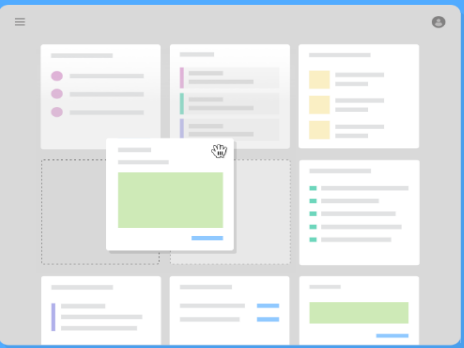

## Welcome to Your Dashboard

Get access to important information, announcements, and academic resources in one place. Take a look!

**GET STARTED**

• • •

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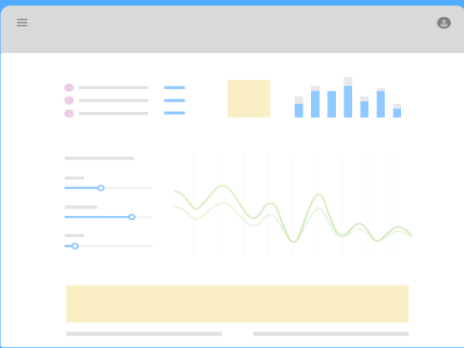

## Make it Your Own

Add, remove, and organize cards that are important to you. Cards make it easy to prioritize and accomplish tasks.

**NEXT**

• • •

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**NO THANKS** **ACCEPT**

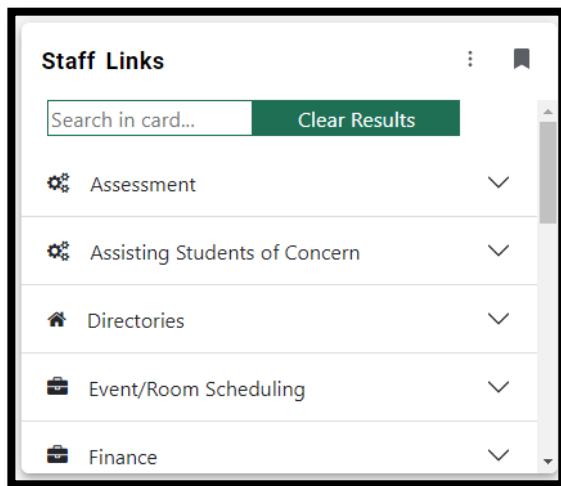
• • •

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# Dashboard Cards

When signed into MySRU, you will see sections on the page called “Cards”. Within each Card are links to resources and information. Resources that range from Email (RockMail), ESS, Banner applications and Handshake to information related resources such as YouTube Help and Tutorials and information on SRU.edu.

One card titled “Staff Links” is an accordion style card. Within each accordion are links leading to resources. Only one accordion can be opened at a time, so for instance, if the “Assessment” accordion is clicked, the accordion opens showing links to resources. If the next accordion titled “Assisting Students of Concern” is clicked, the “Assessment” accordion will close. Other cards like D2L and Email (RockMail) will directly open the particular application.



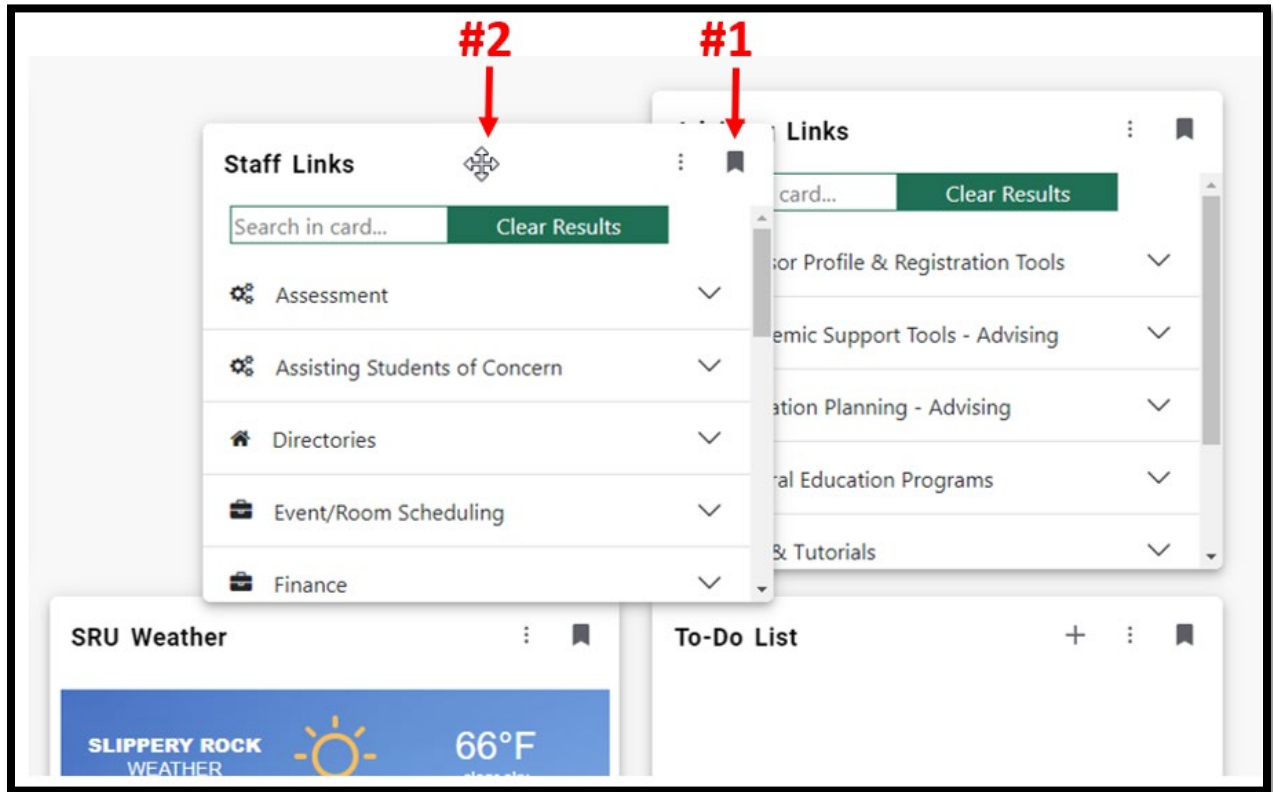
## Locked Cards

Cards deemed important are “locked” on the dashboard page. These types of cards are not able to be moved around on the dashboard or removed. To locate a locked card, a lock icon shows in the upper right corner of the card (example below). If the card does not have a lock icon, it can be removed or moved around on the dashboard.



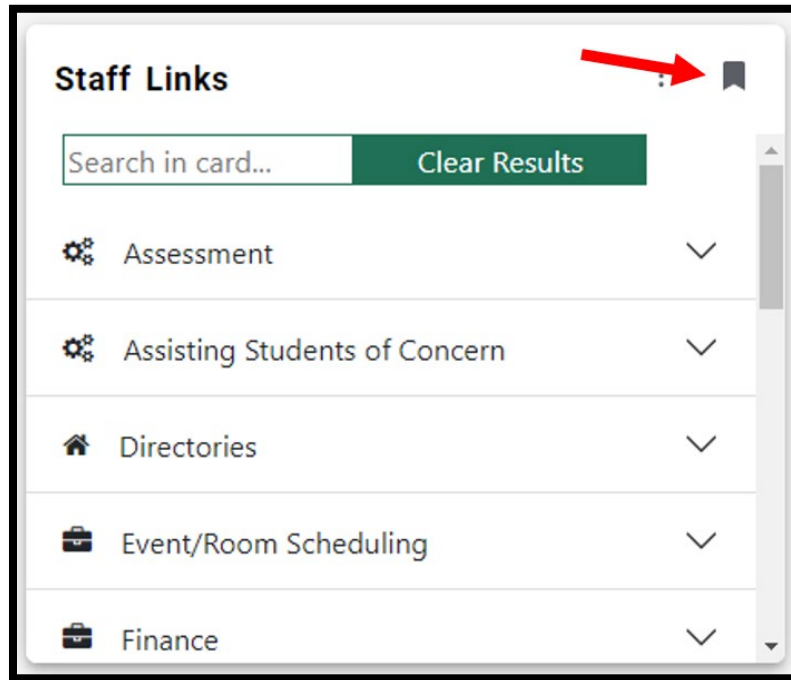
# Moving Cards

To move a card, (#1) make sure the card does not have a lock icon located in the upper right corner. If it does not have the lock icon, the card can be moved around on the dashboard. Hover your pointer over the card title until the pointer changes like below (#2). Left click on your mouse and hold down to select the card. Move the card to the desired position, then drop the card by releasing the left click on the mouse.



# Removing Cards

Remove a card from the dashboard by locating a card that does not have the locked icon in the upper right corner. Below is an example of an unlocked card. To remove the card from the dashboard, click on the grey bookmark icon. The card will be moved to the “Discover” area, which is covered in the “Adding Cards” section of this guide. The card is not deleted – just removed from the dashboard and can be easily added back.

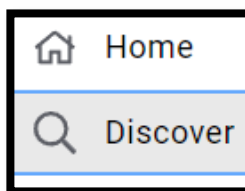
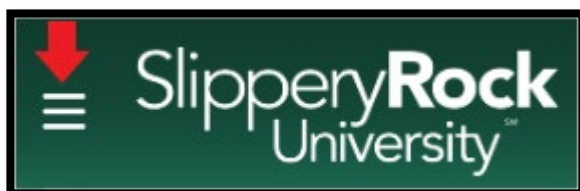


# Adding Cards

Adding a removed card or searching for a card that is not on your dashboard is easy. Locate the “Discover More” button at the bottom of the dashboard page or the “Discover” link within the Main Menu.

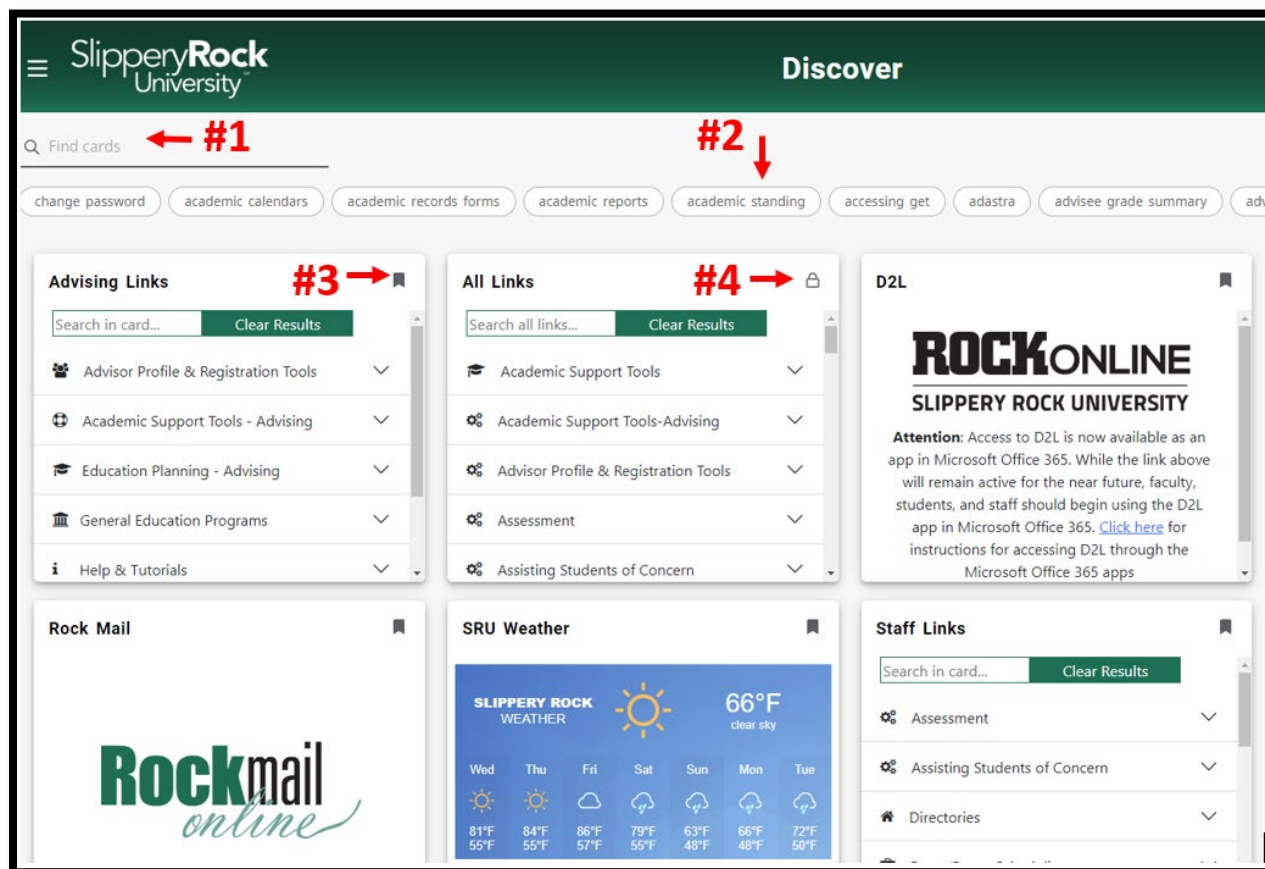


Discover More button located at the bottom of the dashboard

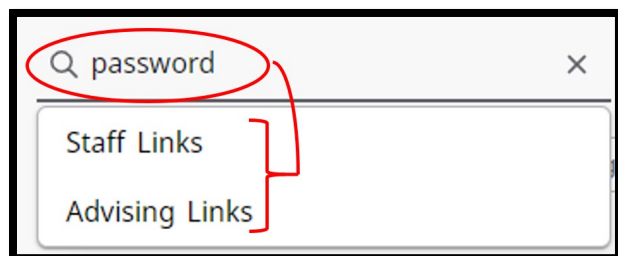


Main Menu is located in the upper left corner of the page, then the Discover link is the second from the top

Once you have accessed the Discover page, you are presented with a Find Cards search (#1), a listing of card tags (#2) and a view of your current cards and cards that are not showing on your dashboard. Cards that are currently on your dashboard will display a grey bookmark icon in the upper right corner of the card (#3). Cards that are locked and, on your dashboard, will display the lock icon in the upper right corner of the card (#4)

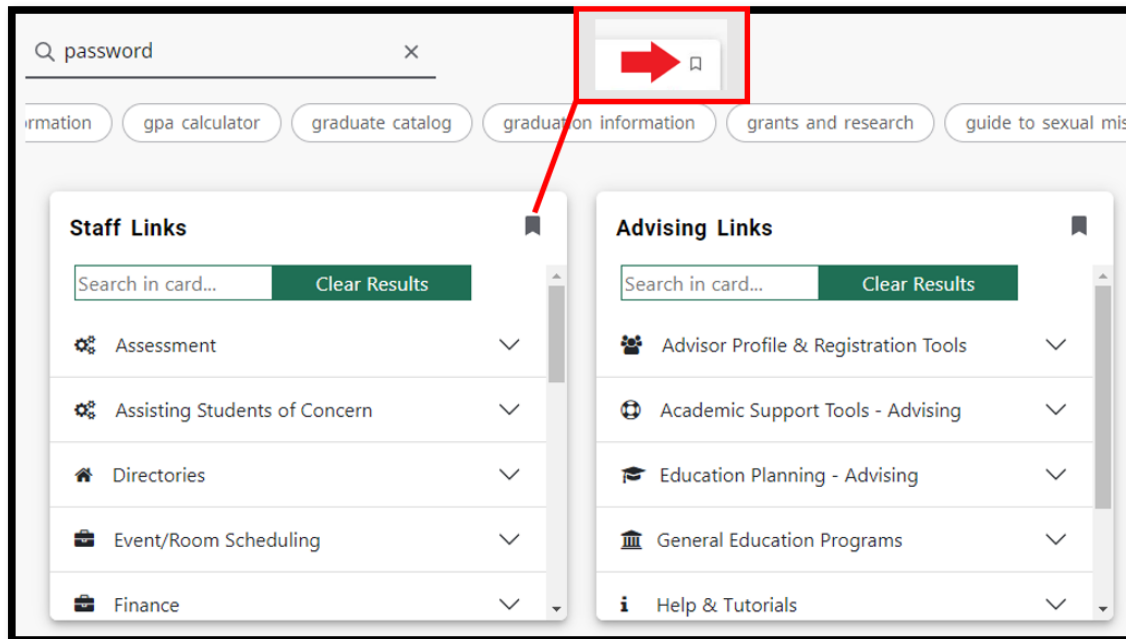


The Find Cards search field (#1 above) will only display card names. It will not find links or information within the cards. Each card contains 'Tags' that are associated with each card. If the word "password" is typed within the search, a drop-down listing of cards appears having the tag "password".

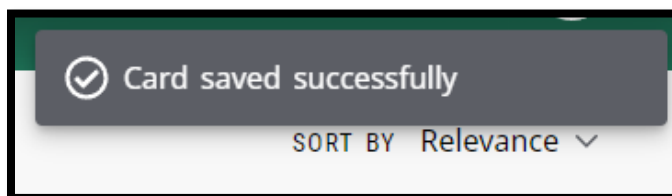




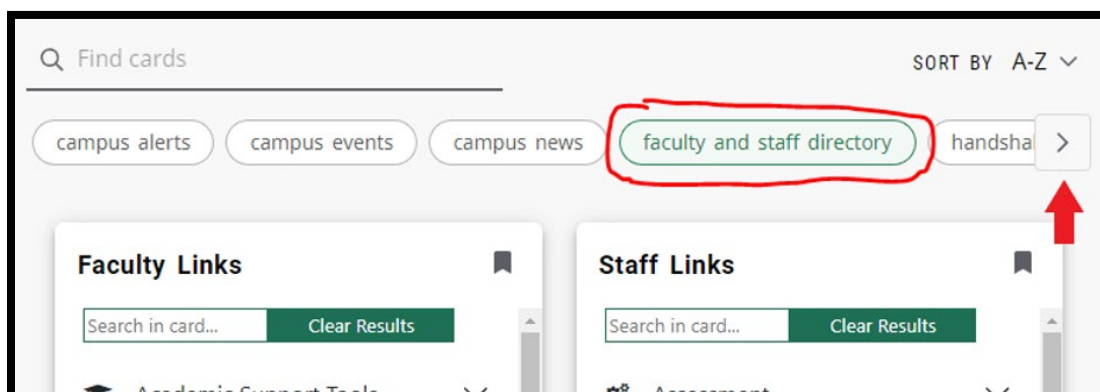
If you type out the word “password” and hit the Enter key, those cards containing the tag “password” will show. Notice any cards displaying a bookmark icon that is **not** colored grey, indicates the card is **not** on your dashboard and can be added if desired. To add a card, click on the white bookmark icon.



Once you save a card to the dashboard, a notification will appear to inform you the card was saved successfully.

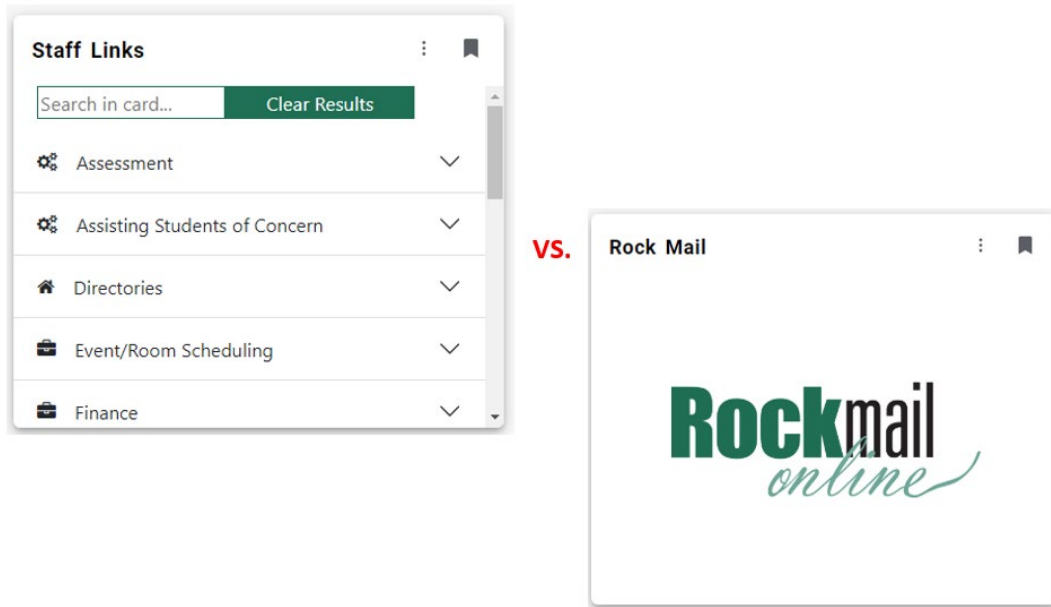


If you desire to scroll through the card tags, click on the right arrow (showing below). If a tag is selected, the cards associated with that tag will show. To deselect a tag, simply click on the tag a second time and the Discover page will show all the cards once again.

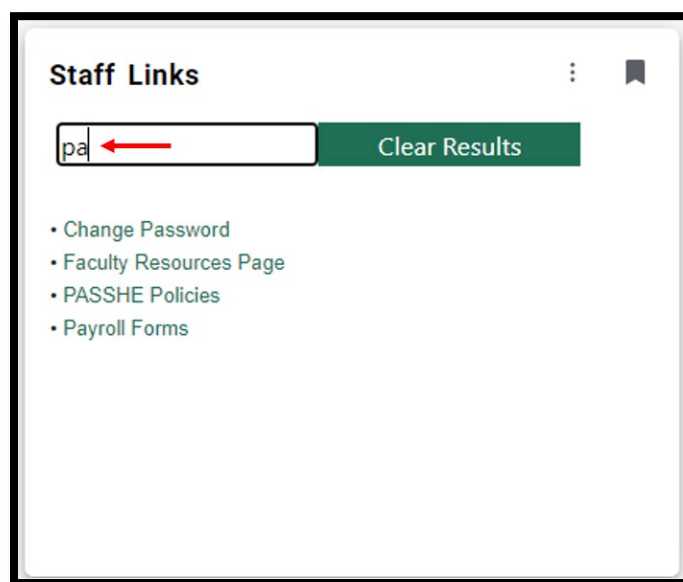


# Searching Within Cards

Searching within a card is a great feature for locating specific resources. Cards that are accordion style have the search feature. Other cards on the dashboard that contain few links or an image to click will not contain a search field.



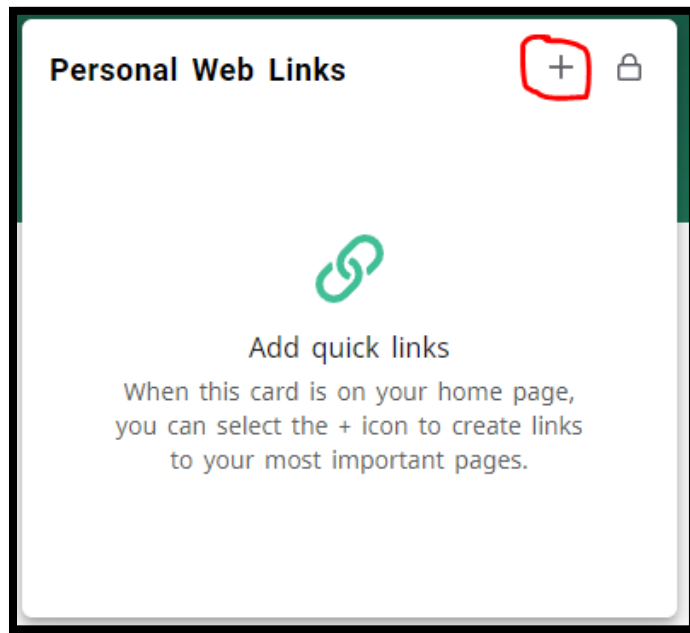
To search within a card, click in the search field and begin typing. All links that contain the word being typed will appear. For example, below shows the typed letters "pa". All words or links that contain "pa" will show in the list. To clear the search results, click on the "Clear Results" button and the card will go back to the accordion view (see above left image).



# Adding Content to Cards

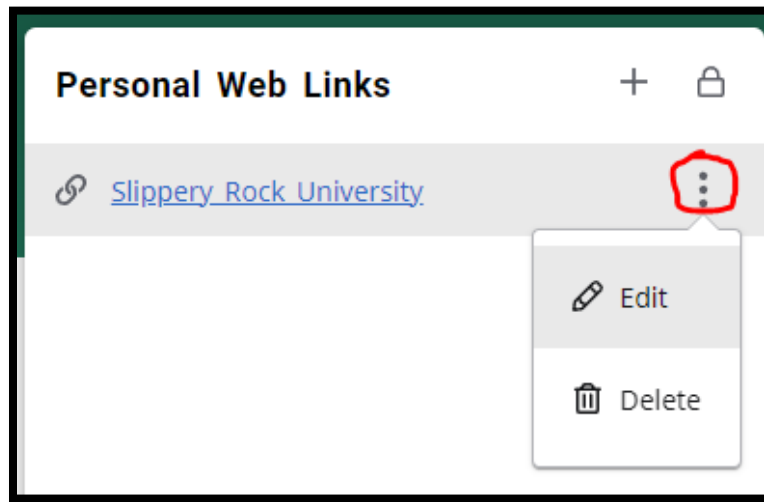
There are two cards on the dashboard which content can be added. **Personal Web Links** and **To-Do List**. Personal Web Links card allows the addition of links on the card. Think of this card as a type of 'favorites' card compared to the favorites link for a web browser.

To add a link to this card, click on the plus sign in the upper right portion of this card.

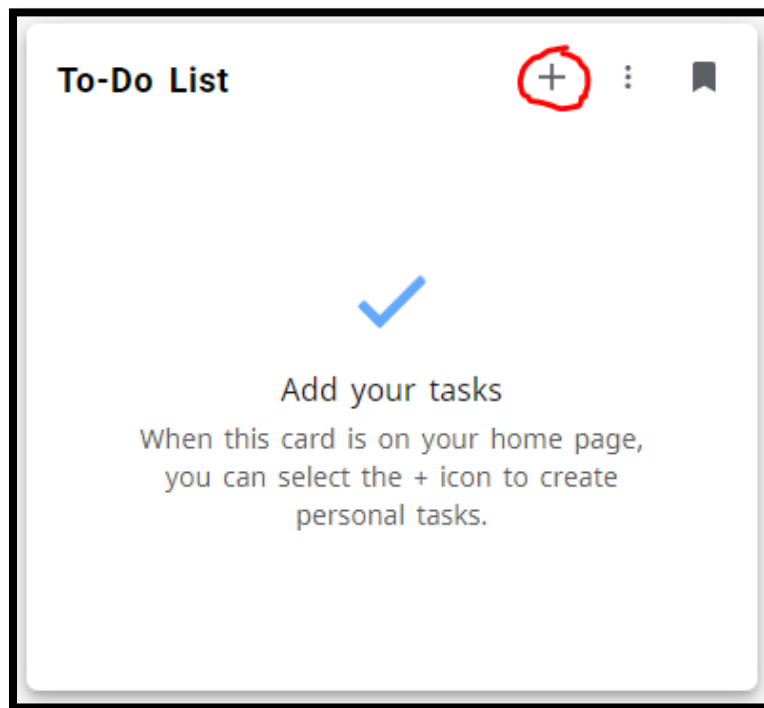


A window will appear to provide a name for the link. Enter the URL or web address of the website you want to save in the second field. Next, click the "Add" button.

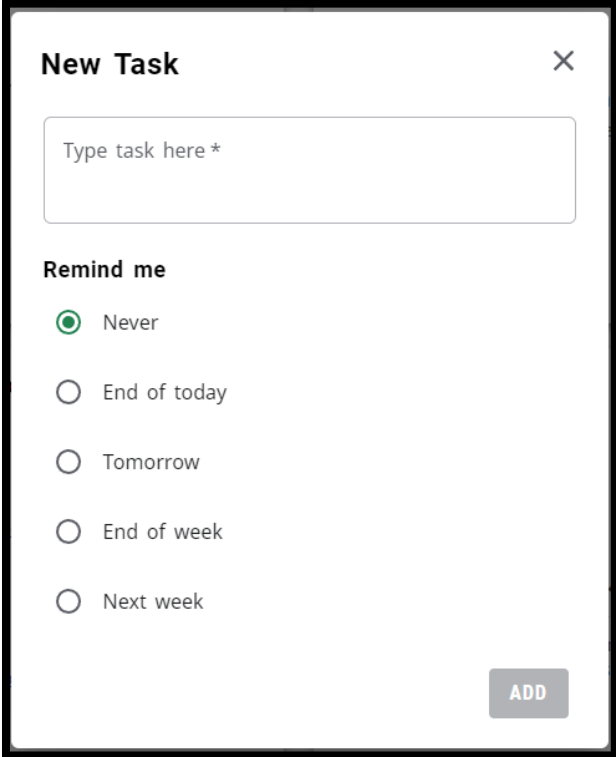
To edit or delete a link within this card, click on the vertical ellipsis to the right of the link. Two options will appear for you to select.



The To-Do List card allows you to add reminders that will display a notification within the portal. Click on the plus symbol to add a to-do item.

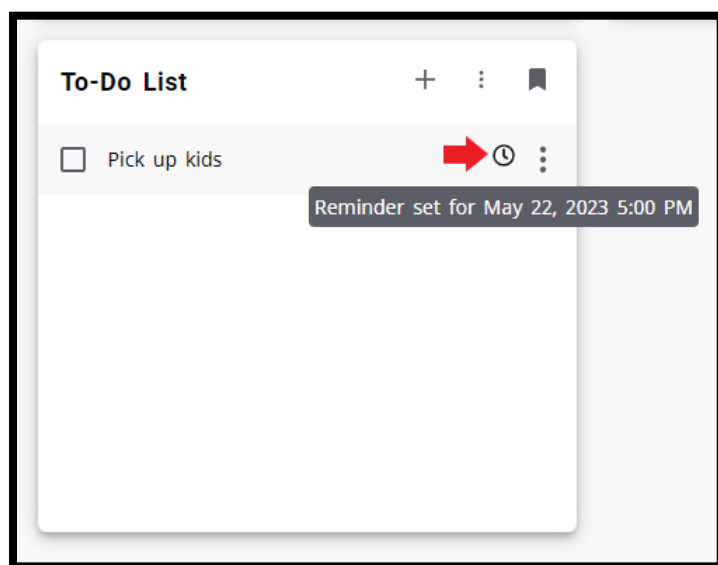


Options for this list are limited. To add an item, fill in the field with the task name and select a reminder from the options listed. Next, click on the “Add” button at the lower right corner of the window.

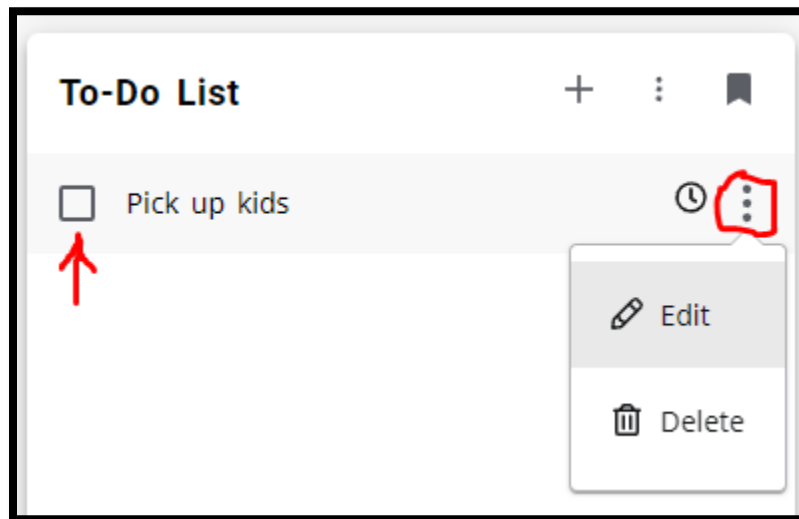


A dialog box titled "New Task" with a close button (X) in the top right corner. It features a text input field with the placeholder text "Type task here \*". Below the input field is a section titled "Remind me" containing five radio button options: "Never" (selected), "End of today", "Tomorrow", "End of week", and "Next week". An "ADD" button is located at the bottom right of the dialog.

If you hover your pointer over the small clock icon next to the task, a pop-up window will show like below. Unfortunately, when an option from the “Remind me” section is chosen (above image), the time of the notification cannot be set. In this instance, “End of today” was selected and the reminder will show at 5:00pm today.



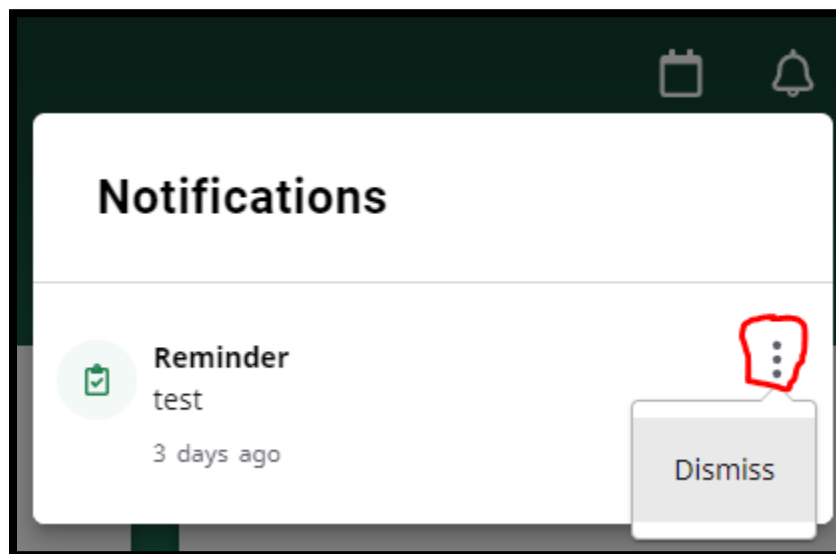
To edit or delete a to-do task from the card, either click on the vertical ellipsis to the right of the task and select an option from the drop-down or click on the square checkbox to the left of the task name and the task will be deleted.



When a notification shows, the bell icon, located in the upper right corner of the page, will show a small red circle. Click on the icon to view the notification.



To remove a to-do item from the notification area, click on the vertical ellipsis and then select “Dismiss”.



# Main Menu

The Main Menu can be accessed by clicking on the 'hamburger menu' icon located next to the Slippery Rock University logo in the upper left corner of the page.

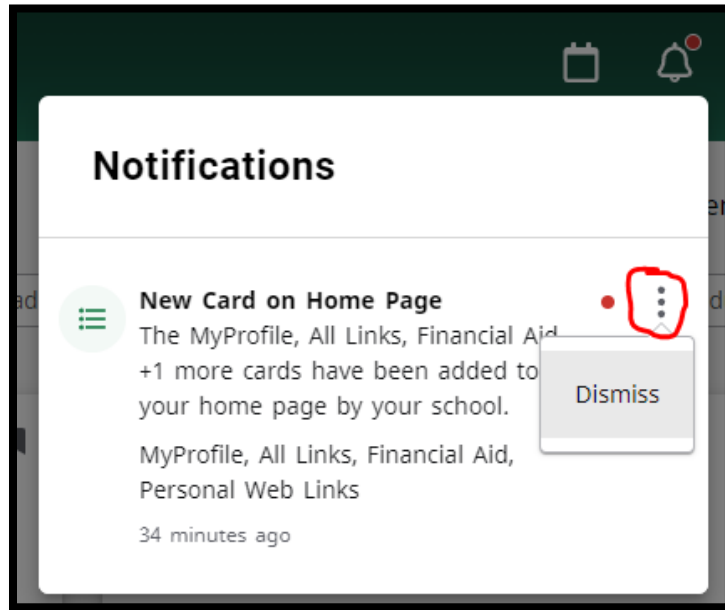


The Main Menu items will show. The right side below outlines each link within the Main Menu.

A screenshot of the Main Menu overlay. It is a vertical list of links with icons. The links are: Home (house icon), Discover (magnifying glass icon), Academics (book icon), Community (handshake icon), My Account (person icon), Work (briefcase icon), Profile (letter T icon), and Sign out (logout icon). Below these is a section titled "RESOURCES" with links: Banner, Change Password, D2L Test, Financial Aid, Email (Rockmail), MyProfile, and MyRock Audit. At the bottom are social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn.	<p><b>Home</b> – Takes a user back to the dashboard page.</p> <p><b>Discover</b> – Takes the user to the Discover page to locate cards.</p> <p><b>Academics, Community, My Account, Work</b> – Categories for cards. For example, if a student were to select the 'Academics' category, all cards marked as academics will show, such as Advisors, Class Schedule, Classes, D2L, Registration Steps and so on.</p> <p><b>Profile</b> – Shows the user's profile within the portal.</p> <p><b>Sign Out</b> – Signs a person out of the portal.</p> <p><b>Resources</b> – Quick links that should be helpful for Students, Faculty and Staff.</p> <p><b>Social Media</b> - SRU social media links</p>
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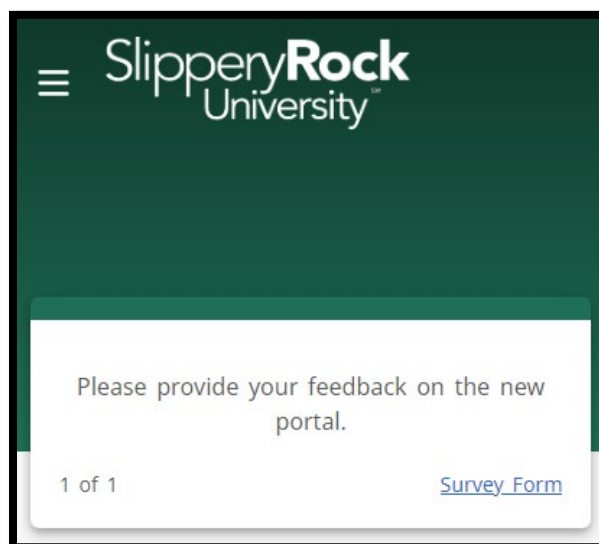
# Notifications

Notifications will show in the upper right corner of the page having a red circle next to the bell icon. To view a notification, click on the bell icon. A small window like below will appear. To dismiss the notification and remove the red circle next to the bell icon, click on the vertical ellipsis and then on the “Dismiss” link.



# Announcements

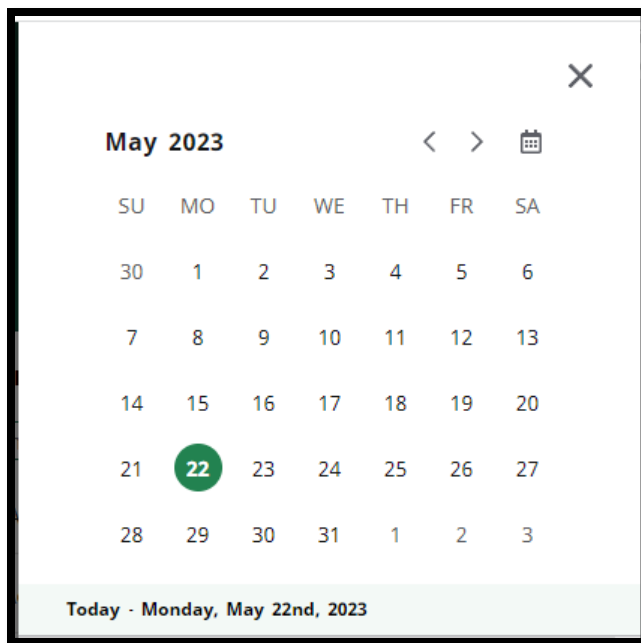
Announcements appear towards the top of the page. Designated users, like in the former portal, are able to post announcements to the SRU community. An example shows below.





# Calendar

The portal calendar is currently not utilized. It is a shared calendar for all users and cannot be modified as a personal calendar. The icon shows in the upper right corner of the page and when clicked, a small calendar appears.



# Portal Profile

Each person who logs into the portal has a portal profile. To access your portal profile, click on the circle having your first name initial.



The profile page will show your information. As mentioned on page 3 and page 4 of this guide, when a person signs into the portal for the very first time, they will encounter 3 pages. An example of one of the pages shows in the second image below. If you originally clicked on the “No Thanks” button, but decide to share your usage data, click on the “Share Usage Data” toggle on this page to turn this feature on. To turn this feature off, click on the toggle so it appears like below.

Details

My Account

Test Student0019

Academic Details

LevelUndergraduate

DivisionEnrollment Services

CampusSlippery Rock University-Main

ProgramExploratory : Slippery Rock University-  
Main

MajorExploratory

Catalog YearSpring 2023

School IDT00000019

Settings

LanguageEnglish (USA)

Share Usage Data

Personal Details


StatusStudentACTIVE

Emailteststudent0019@sru.edu

Phone7247389000

Home Address1 Morrow Way  
Slippery Rock, PA 16057-1314  
United States of America

SlipperyRock  
University



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NO THANKS

ACCEPT

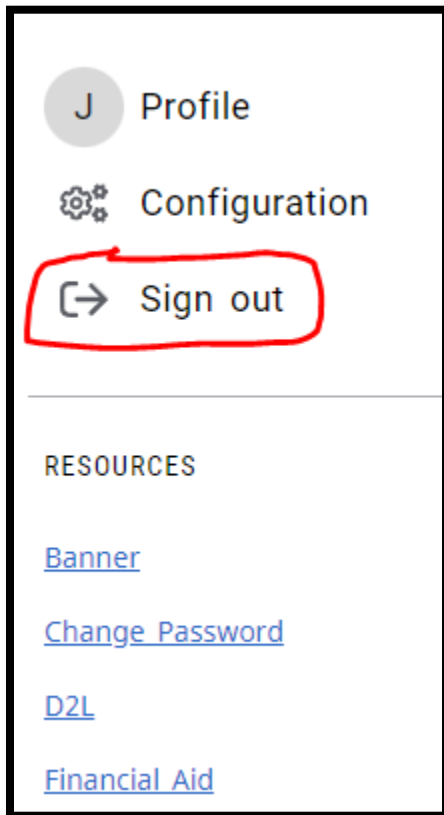
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# Signing Out of MySRU

To sign out of MySRU, click on the Main Menu icon in the upper left corner of the page.



Once the Main Menu opens, locate the "Sign out" link.



***End of Instructions***