MY EWU PORTAL

The My EWU web portal is an interactive website that provides single sign-on access to different EWU information and services. Content is based on your role or roles for example; student, staff, advisor, faculty, etc.

FEATURES AND BENEFITS

- Fewer logins: Single sign-on to a seamless Eastern environment
- Enhancements to a personalized user-friendly education experience
- Targeted content and messaging, allowing for the delivery of the right information to the right people at the right time
- Improved business processes, collaboration and connectivity
- Promotion of the Eastern brand name
- Improved campus-wide employee service
- Flexibility in unifying, extending and managing Eastern’s digital campus
- Drag and drop functionality

ACCESSING THE PORTAL

Use the following URL in the web browser address field: my.ewu.edu, or click the MyEWU icon on the access.ewu.edu main page. Enter your single sign on user ID and password. The Home Community tab of the Portal displays. If you are unable to log into the portal, contact the Help Desk (whd.ewu.edu) 359.2247.

Note: The recommended web browser is Mozilla Firefox.

BASICS

There are different levels of how content is contained in the MyEWU portal: tabs, pages and channels.
- **Home Community** - All users see the **Home Community** tab. The **Home Community** is used to deliver institution controlled pages and content to key audiences such as students, faculty, and staff. Changes to these pages reflect across the entire user group. Click on your pages under the Home Community tab to explore content specifically delivered to you according to your roles at EWU.

- **My Private Pages** – Represents a personal use area where only the user can add, modify, or view the content.

- **My Public Pages** – Represents a user area in which only the user can add and modify content, however, you may share your Public pages with other portal users. Examples could include pages related to Student Government, or other organizations within the institution. A user can add/remove channels and change their pages under this tab as well as send the URL to others, who can view their page(s).

### Portal Options

<table>
<thead>
<tr>
<th>Options</th>
<th>Portal Preferences</th>
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<tbody>
<tr>
<td>1. To access options, click the <strong>Options</strong> down arrow. Note: If you do not have authorization to edit a page, options items will not display.</td>
<td>1. To access <strong>Preferences</strong>, click the <strong>Preferences</strong> down arrow.</td>
</tr>
<tr>
<td><img src="image1.png" alt="Options" /></td>
<td><img src="image2.png" alt="Preferences" /></td>
</tr>
<tr>
<td>2. <strong>Add Application</strong>: Used to add channels. Refer to the <strong>Adding Channels</strong> section in this Guide for more information.</td>
<td>2. <strong>My Account</strong>: Allows users to view their user information.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Add Application" /></td>
<td><img src="image4.png" alt="My Account" /></td>
</tr>
<tr>
<td>3. <strong>Layout Template</strong>: Used to change the layout orientation of the channels.</td>
<td>3. <strong>Control Panel</strong>: Allows users to manage their pages.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Layout Template" /></td>
<td><img src="image6.png" alt="Control Panel" /></td>
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</table>
4. **Manage Pages**: Used to manage and create pages within your account.

4. Click **My Pages** to manage the look and feel of **My Public Pages** and **My Private Pages**.

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**ADDING PAGES TO MY PUBLIC AND MY PRIVATE**

Customized pages, content, and layout may be added to My Public and My Private pages. To add a new page:

1. Click the desired My Private Pages or My Public Pages tab:

2. Click an existing page and select **Manage Pages** from the Options drop-down list:
3. The Manage Pages page displays. To add a new page click on your name:

4. Enter the new page name in the Name field and click Add.

5. The new page displays in Pages: MyLinks. Click the new page to select a layout and start adding content.

6. To select a layout, select Template Layout from the Options drop-down list.
Select radio button of the desired layout and click Save.

7. To add content, refer to the following section in this Guide.

CUSTOMIZING MY PRIVATE AND PUBLIC PAGES- ADDING CHANNELS

My Public Pages and My Private Pages can be customized. The following Content Management options are used (however, other applications may be used (i.e., World of Liferay, Tools, etc.). Available applications are subject to change.

- **RSS**: RSS allows newsfeeds to display.
- **Web Content Display**: Web Content Display allows you to develop content.
- **Iframe**: IFrames are used to display published web pages (for example ewu.edu).

1. To add a channel click on the desired page, select Options, click the Options down arrow. Select Add Application.
2. The **Add Application** page displays. Click the **Content Management** folder.
# RSS Content

1. Click the **RSS Add** button. Delivered content displays.

2. To change the existing delivered content, click the tool icon and select **Configure** from the drop-down list.

3. The **RSS** page displays. To remove existing feeds click the icon next to the applicable feed.

4. To add a feed, click the **Add** icon. A new **Title** and **URL** field displays.

5. Title your feed and enter the applicable url. Click **Save**.

6. Click the return icon to return to the page. The new feed displays on the page.

Tip: To find additional RSS feed urls, Google “RSS Feeds”.
1. Click the **Web Content Display Add** button. The **Web Content Display** dialog box displays.

2. Click the **Add Web Content** icon. The **Web Content** page displays.

3. Enter the new channel name in the **Name** field. **Note:** The name does not reflect in the Title when the new channel displays.

4. Compose the content text in the **Text** field. Formatting tools are available in the tool bar.

5. Web links can be inserted in the message if desired. 
   - Highlight the desired text in the **Text** field and click the **Link** icon in the **Text** field tool bar.
   - Enter the desired URL in the **URL** field of the **Link** dialog box.
   - To ensure the link opens to a new page, select **Target** tab. Select **New Window** from the Target drop-down list. Click OK.

6. In the **Web Content** page, click **Save and Approve** to publish. **Save and Continue** allows you to continue developing content without publishing.
7. The new channel displays.

<table>
<thead>
<tr>
<th>Web Content Display</th>
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<tbody>
<tr>
<td>Records and Registration Facebook</td>
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[Image of the Web Content Display]
## IFrames

1. Click the **IFrame** button. The **IFrame** dialog box displays.

2. Click the “Please configure this portlet to make it visible to all users.” dialog box.

3. The **IFrame** page displays. Enter the desired url in the **Source URL** field and click **Save**.

4. The following message displays:

   ![Framed Message]

   **You have successfully updated the setup.**

5. Click the return icon  to return to the page.

6. The new IFrame title defaults to **IFrame**. To change the name, click on the field and rename the IFrame.
**Note**: Once content has been added, you can click on the channel name, hold down the mouse, and drag and drop the channels to the desired location on the page.