

Wednesday, September 30, 2009

Dear Students,

Did you know that Cal Maritime has a new web-based portal and that some of your fellow students are already using it? Our portal, known as [myCampus](#), has been in development for over a year. Designed with students in mind, this state-of-the-art portal provides built-in social networking tools to facilitate communication and collaboration among your classmates. Here are some commonly asked questions regarding the portal.

1. How do I logon to the portal?

To logon to the portal, go to <https://mycampus.csum.edu> and logon with your Cal Maritime network credentials (i.e., use the same username and password that you use to logon to your Cal Maritime email or a computer here on campus). If you have trouble logging on to the portal, please contact the helpdesk at helpdesk@csum.edu or call 707-654-1048.

2. Why do I get a Security Warning after I logon?

Internet Explorer users may get a popup message warning that asks **“Do you want to view only the webpage content that was delivered securely?”** Click the **“No”** button to allow the browser to display all of the content as intended. (If possible, we suggest you use Google Chrome or Firefox browsers.)

3. What are some of the features of the myCampus Portal?

The portal serves as a convenient jumping off point to Cal Maritime’s other information technology services including email, the spam filter, Moodle/iLearn, PeopleSoft, the IT Help Desk ticket tracking system, etc. Because the portal uses *single sign-on*, you will not have to retype your username or password to gain access to any of these Cal Maritime online services.

The portal aggregates information. For example, you can check your class schedule, your grades and your account summary.

As with most portals with which you may already be familiar, you can also customize your portal experience! For example, you can:

- Add personal pages to your profile (make them public or private)
- Add portlets (such as Google gadgets and personalized calendars)
- Publish your own blog
- Place comments on your friends’ walls
- Track your friends’ portal activities
- Add document and image libraries, etc.

There are nearly 90 portlets (small applications) in the myCampus portal to choose from. In addition, you can select from among thousands of Google gadgets to complete your own portal customization.

Many new portal features will be forthcoming as we continue to build out the portal. These will be announced on the portal's home page from time to time.

To learn how to customize your portal experience, please see the [general portal documentation](#) on the login page.

4. Can my organization or club use the portal?

Cal Maritime organizations and clubs can also establish their own sites within the portal for their memberships. Contact the IT Help Desk if you are interested in creating one for your group.

5. What policies apply to my use of the portal?

We encourage all users to become familiar with the various Cal Maritime, CSU, State and Federal policies that apply to the use of IT resources. These policies prohibit the use of IT resources for defamation, slander or harassment of people, groups, or organizations. Obscene, pornographic, threatening, discriminatory, and hateful materials are also prohibited. University IT resources may not be used for personal or political gain. Many of these policies may be found at http://www.csum.edu/itinfo/Policies_Procedures/index.asp

6. Why can some people see information in the portal that others cannot see?

The portal recognizes who you are and what your role is at the University. For example, you may be a student, faculty, or staff member; you may be a freshman, sophomore, junior, or senior; you may live in a certain residence hall; you may belong to a specific organization; you may be preparing for cruise; etc. Based on your role, the portal can push information that specifically pertains to you.

7. How do I get help using the portal?

For answers to frequently asked questions and to learn how to customize your personal portal pages, please see the documentation link on the portal's login page at <https://mycampus.csum.edu>. If you have questions about the myCampus portal, please send an email to helpdesk@csum.edu.