

# Managing Your Porthole Account

Your Porthole Account provides stores your user information and provides you with the ability to modify certain features and account attributes, etc.

Cal Maritime is currently supporting only certain specific features. As the Porthole evolves and is further developed, more functionality will be made available.

Your account for the most part is managed centrally by the IT Department but you are able to modify certain attributes. Before you begin managing your account, we would like to highlight some of the more important items that you will find under the account management section.

## Accessing Account Attributes

You can access the account management area by navigating to **My Menu → My Account** (see Figure 1).



Figure 1



Figure 2

After clicking on **Menu → My Account**, you will see a blue panel on the right-hand side of the page. This blue panel (see Figure 2) is divided into three main sections:

- User Information
- Identification
- Miscellaneous

### User Information Section

All information under the User Information section is maintained centrally by the Information Technology Services with a few exceptions.

**Details:** In the white panel (located in the center of the page) you have the ability to upload a profile picture and you can specify a suffix and a job title. After you have made changes to any or all of these options, you must click the **SAVE** button located at the bottom of the blue panel in order to save your changes.

Note: If you change your name, sex, and/or birth date on this screen, your changes will be lost when you logout. Your sex and birth date are not publically viewable.

**Password:** You can reset your password from within the portal. This will be discussed in one of the following Quick Guides.

**Communities:** This link will display the names of the communities that you have been assigned directly to. It is used to maintain security by Information Technology Services and community owners.

**Roles:** The information under the **Roles** link indicates your level of access in the communities to which you belong.

Other links are used for other internal reasons.

## IDENTIFICATION SECTION (The middle section in Figure 1)

None of the features under the Identification section are currently supported. The Information Technology would like to make members aware that if they choose to use SMS functionality, they should be aware that their wireless provider may have additional charges not covered under their standard purchased package.

## MISCELLANEOUS SECTION (The bottom section in Figure 1)

**Announcements:** Click this link, if you wish to receive Cal Maritime announcements via your Cal Maritime email account, and select the following options.



**Gordon Gordon**

**My Account**

**Display Settings**

Language  
English (United States)

Time Zone  
(UTC -08:00) Pacific Standard Time

Greeting  
Welcome Gordon!

Figure 3

Currently, Cal Maritime is only supporting the English (United States) language settings.

**Display Settings:** The **“Greeting”** you enter (Figure 3) will appear on the “Quick Links” menu bar. Note: If you legally change your name, the portal does not automatically update to reflect the change in your greeting. You must manually update your Greeting.

## Managing Personal Pages

The **“My Pages”** link in the grey panel on the left (see Figure 4) allows you to access and manage your personal pages. You can create and manage these pages in your profile area. Management tasks which are available include:

- Add new page
- Change display order of existing pages

- Change permissions on pages
- Import and export pages



Figure 4

Portlets (or applications) can easily be added to your profile pages without any programming knowledge.

How to create, modify and move pages (along with adding portlets) will be discussed in one of the other Quick Guides.

### **IMPORTANT**

All pages that you create and maintain in your personal profile must comply with the Porthole Terms of Use Agreement and Web Publishing Policy. The Student Conduct section of the Student Handbook also applies to all students.

To view the Terms of Use Agreement, click on the About the Porthole tab located in the gold navigation bar near the top of the Porthole's home page and look for the appropriate link.