Ways to Access MYLMU

- From LMU home page (www.lmu.edu), click on the “mylmu” link.

- Direct Link: my.lmu.edu

Login Screen

- Enter your Username and Password, the same network credentials you use for Outlook and LMU network.

  CAUTION:
  - “reset your password” also changes your LMU network and Outlook Web password.
  - You account will be locked after three unsuccessful logins. Refer to Page 2 for technical help.

- Click on the “login” button
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“system status” link contains campus-wide system alerts, road closures, facilities bulletins, etc.

Systems Status

Is everything in working order? This page was designed to let you know whether there are any campus-wide system alerts, road closures, facilities bulletins, etc.

See below.

The areas below will become active links when there are additional details on planned outages, maintenance, upgrades, etc.:

- MYLMU will be down for maintenance Friday, Jan. 16, from 2-4 a.m. MYLMU is experiencing a high volume of connections. Login attempts may take 16-20 seconds based on your connection. If you are locked out of MYLMU please wait 6 minutes before attempting to log in again. We apologize for the inconvenience and our technicians are working to restore full functionality.
- E-Mail System + Calendar
- Network, Telephones
- LMU.edu, Web Content Management System
- Blackboard, Prowl, E-Time and Others
- Water, Power, HVAC, On-Campus Roadways, Parking

Need Help?

“Need Help?” link takes you to MYLMU Help Center when you have the following issues:

- Web browser problems
- Password issues
- Need help with your department’s intranet site
- Find answers to frequently asked questions
- and more
MYLMU: Personalization and Navigation for Users

Default View (before personalization)

1. Google-type search (see Page 4)
2. Quick Links (see Page 5)
3. Menu Tabs (see Page 6)
4. Public portlet – Can change display preferences only by clicking the “Wrench” icon (see page 11); but cannot change layout and contents
5. Personal portlet – Can be personalized by clicking on “+/- Personalize Content” link to add pre-built LMU contents or RSS feeds (see Pages 9-10)
6. QuickLinks in a different view
Search box – Google type search engine

As the Web Office builds more MYLMU Intranet Web sites (departmental home pages that are internally focused), the search engine will include more internal content.

- Click side the “Search” box.
- Type in a key word or phrase and click on the “GO” button.
- Search Results
  - Search Order: By default results are sorted by relevance. You can sort results by date by clicking on “Sort by Date” above the “Narrow your search” section
  - Narrow Search:
  - Exit Search – Click the “Home” tab or Back button on your browser toolbar.
Quick Links:

- One-Stop – Check out “Local Restaurant Menus”
- Frequently Requested – Caution: These pages may not look the same as what’s on the LMU external site, www.lmu.edu
- Find Departments …
- Colleges + Schools
- Exit Quick Links – click on the red X (circle it)
Menu Tabs

Home tab takes you back to the default view of MYLMU.

Academics tab provides options pertaining to your academic status at LMU, including direct access to Blackboard courses and PROWL system.

System Logins tab includes quick access to frequently-used LMU systems:
- Automatic (Single Sign-on)
- Manual (Non Single Sign-on)

NOTE: MetaViewer is only accessible on campus.

Help tab provides the following useful resources:
- Get Help Now
- Technical FAQs – Browser compatibility issues, add pop-up windows permissions,
- FAQs – Background information on the switch from ManeGate to MYLMU

Logout tab allows you to exit MYLMU properly.
Customize Content for “Personal” Channels

1. Click on “+/- Personalize Content” button.
2. Select a category by clicking on the down-arrow.
3. Click on one portlet and it will show up on the right-column.
4. Use the Up- and Down- arrow to rearrange portlet order.
5. When finished, click on OK button. If you decided not to save your selection, click on Cancel button.

Available Categories:

As of February 2009, there are seven major categories that you can choose from. Each category contains various portlets.
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Following the instructions on the next few pages to add these portlets to customize you’re your MYLMU contents.

**Add a built-in portlet (non RSS feeds)**

- Single click on the available portlet on the left column and the portlet chosen will be added to the bottom of the list on the right column.
- Arrange portlets — Click on the ▲ ▼ arrows (circle it)
- Delete a portlet — Click on the ✗ symbol (circle it)
- Save changes – Click on the OK button.
- Cancel changes – Click on the Cancel button.
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**RSS Newsfeeds**

- **What are RSS Newsfeeds** – Go to [http://www.lmu.edu/Page39388.aspx](http://www.lmu.edu/Page39388.aspx) for detailed information.

- **How do I get the URL address for a RSS Newsfeed page** – In most cases, follow these steps:
  1. Click on the RSS feeds icon 📰
  2. Copy the URL address

- **Add an “RSS Newsfeeds” portlet:**
  1. Click on “+/- Personalize Content” link.
  2. Select “Custom: Create Your Own” category.
  3. Click on the RSS Newsfeeds on the left once to add one to the right. To add more, click on the icon on the left again.
  4. Click “OK”.

- **Edit RSS Newsfeeds:**
  1. Click on the “edit” tool (wrench)
  2. Type a title you want to use in the “Portlet Title” box.
  3. Paste the URL address into the “RSS Feed Location” box.
  4. By default, the first 5 items appears. Click on the down-arrow to change the number.
  5. Show Description checkbox – Checked if you want to see description which takes up more space on screen.
- **Show Preview checkbox** – If checked, when you hover your mouse over the title, a preview window pops up.
- **Click OK to save your changes. Click Cancel to undo any changes.**
Minimize (Collapse) Public or Personal Portlets

- Click on the red, down-pointing arrow. Only heading for each item appears.

Maximize (Restore) Portlet

- Click on the red, right-pointing triangle. Number of items you set will display.

Modify Display Preferences for Public or Personal Portlets

- Click on the “Wrench” icon.
- The “Personalize University Bulletins” window appears with the following options:

Headlines: Click on the down-arrow to choose between 5, 10, 15, and 20 items to display.

Show Description: If you check this box, a short description of each item will display right below the heading. NOTE: This will take up more display space. Consider using “Show Preview” instead.

Show Preview: If you check this box, when you hover your mouse over an item, a description will show up in a pop-up window.
Have Technical Questions?

1. Click Help tab on the Menu.
2. Select Technical FAQs

Frequently Asked MYLMU Questions

This page contains background information on the transition from ManeGate to MYLMU and other FAQs.

1. Click Help tab on the Menu.
2. Select FAQs

Have Comments or Suggestions?

Got suggestions on new features or improvements?

1. Click on Help tab on the Menu.
2. Click on Feedback link.
3. Fill out the form and click the Submit button.