

MY UF PORTAL

MYFINDLAY



WHO WILL YOU [Be]?

FINDLAY
THE UNIVERSITY OF FINDLAY

DOCUMENTATION

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Logging Into myUF Portal:

When you go to the site: my.findlay.edu you will get a login screen (pictured below)

At the Member Login Screen in the Local Login box type in your University of Findlay User ID and Password. (same User ID and password that you use for e-mail, calendar and Blackboard).

MYFINDLAY

User Name:

Password:

Log In

WHO WILL YOU [Be]?



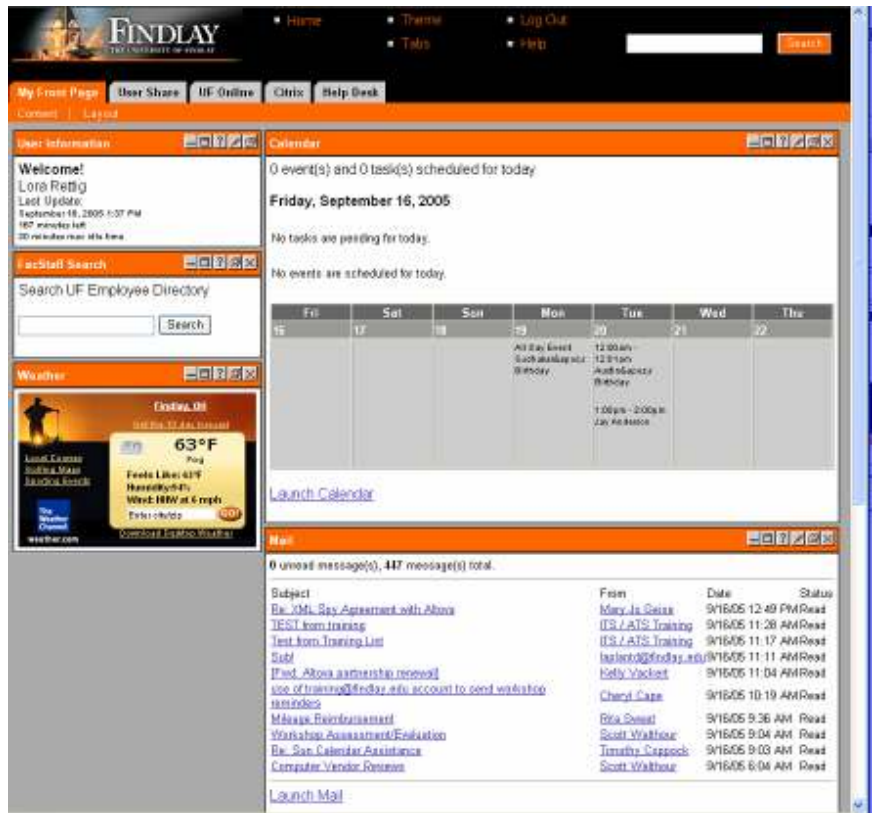
Using the Desktop

The Sun™ Java System Portal Server Desktop allows you to access all of the University of Findlay portal services. An example of what you might have:

- UF Web Email
- UF User Shares
- UF Intranet browsing
- Internet browsing
- UF Online (Blackboard)
- Citrix applications

The features on your Desktop are displayed through content providers called channels. **Channels** are arranged on your Desktop in containers called **tabs**. Additionally, your Desktop configuration might provide a type of channel container called tabs as a means of organizing channels on multiple Desktop pages.

- **Tables** organize the channels on your Desktop by placing them in rows and columns, which provides a way for you to customize the content and layout of your channels.
- **Tab**s organize the channels by placing them on separate, layered pages on your Desktop. The tabbed interface provides a way for you to customize the content and layout of the channels on a specific page.



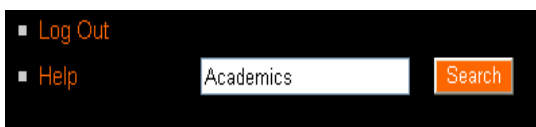
The Desktop provides all of the tools you need to update, customize, and efficiently use myUF Portal. Some features of the myUF Portal Desktop are standard for all users, while others may vary based on how you customize your desktop.

Your Desktop has a set of standard links that you can use to customize your Desktop and perform general

operations. The links are:

- Home
- Theme
- Tabs
- Log Out
- Help

There is also a Search area



where you can do a “GOOGLE” search.

Home Home

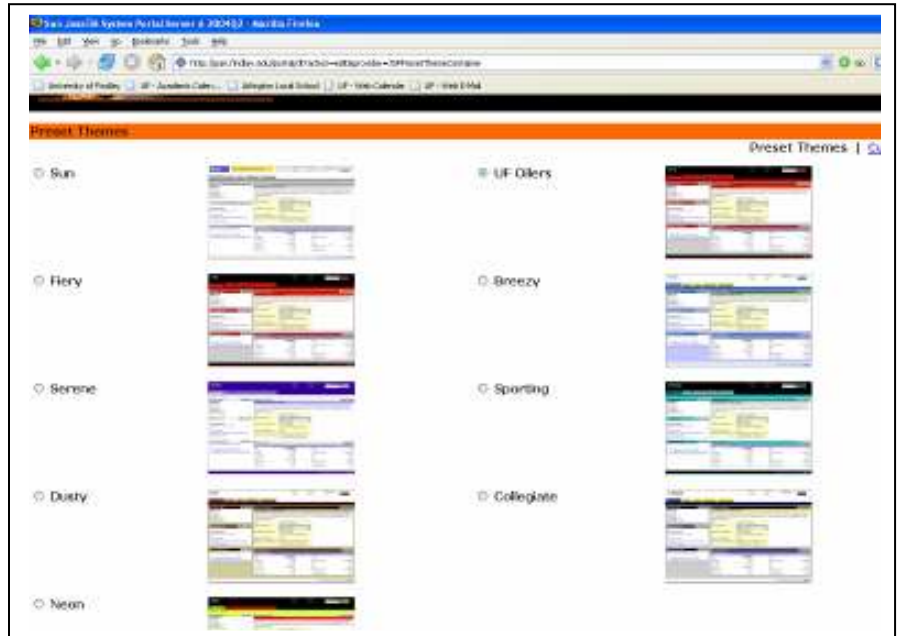
Home – Returns you to the homepage for the particular tab you are using. For example, new e-mails to Your the UF e-mail channel are displayed when you use the Home link to update content.

Theme Theme

Theme – Allows you to set the color scheme and font type for your Sun Java System Portal Desktop. You can choose from preset themes, or you can choose your own colors for a custom theme.

To Select a Preset Theme

1. Choose the **Theme** link from the myUF Desktop.
2. Select the radio button that corresponds with the preset theme you want.
3. Choose **Finished** to return to the Desktop page, or choose **Cancel** to return to the Desktop without making changes.



To Create a Custom Theme

Preset Themes | [Custom Theme](#)

Create a custom theme by modifying the following Desktop characteristics.

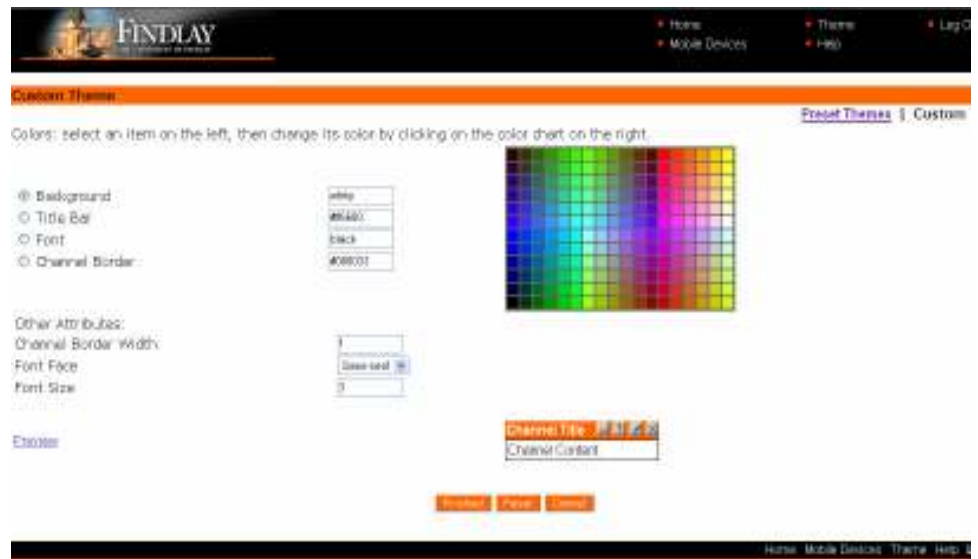
- Background color
- Title Bar color
- Font color
- Channel Border color
- Channel Border width
- Font Face & Size

Perform the following to create a custom theme:

1. Choose the **Theme** link from the Desktop.
2. Choose **Custom Theme**.
3. Do the following to make changes to your Desktop theme:

To change the color of your **Background, Title Bar, Font or Channel Border**:

- a. Click the appropriate radio button and choose a color from the color palette.



To change the **Channel Border Width**:

- a. Enter the width (in pixels).

To change the **Font Face**:

- a. Select the Font Face from the pull-down menu.

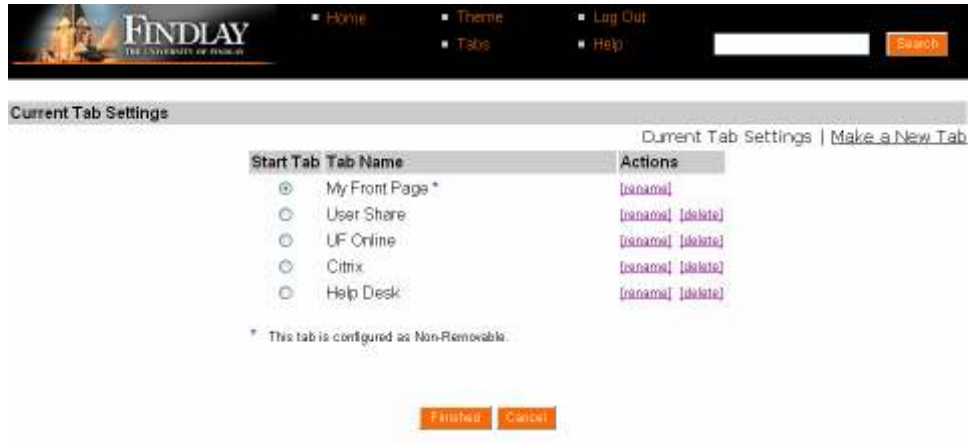
Font Face
Font Size



Your selections can be previewed by choosing the **Preview** link at the bottom of the Custom Theme edit page.

4. Choose **Finished** to save your selections and return to the Desktop page, or choose **Cancel** to return to your myUF Desktop without making changes.

Tabs ■ Tabs



A tabbed interface displays your myUF Desktop channels on separate pages and provides you with a way to organize your channels. Tabs also allow you to customize the content and the layout of each tab individually.

The tabs can be removed or renamed if that option is available under the **Actions** tab.

Note: The tab that is selected as the **Start Tab** or the current selected tab cannot be removed.

The Tabs link brings up a page that allows you to remove, rename and make new tabs.

To Remove a Tab

1. Choose the **Tabs** link from the Desktop.
2. Choose **Delete**.
3. Choose **Finished** to return to the



Delete Tab

Desktop page, or choose **Cancel** to return to the Desktop without making changes.

To Rename a Tab

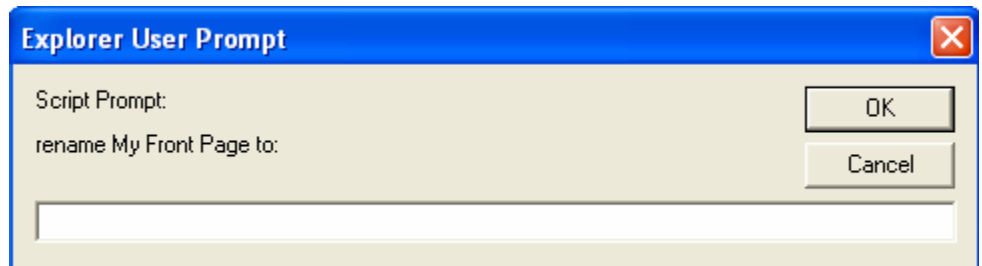
1. Choose the **Tabs** link from the Desktop.
2. Choose **Rename** next to the tab you want to rename.



Rename Tab

A dialog box opens for the new name.

3. Type the name for the tab.
4. Choose **OK**.
5. Choose **Finished**



to save your changes and return to the Desktop page, or choose **Cancel** to return to the Desktop without making changes.

To Make a New Tab

1. Choose the **Tab** link from the Desktop.
2. Choose **Make a New Tab**.
3. Enter a name for the tab in the **Tab Name** field.
4. Enter a description for the tab in the **Tab Description** field.
5. Choose one of the **Tab Topics** radio buttons.

Current Tab Settings | [Make a New Tab](#)



By choosing a tab topic, you define which channels will appear on your new tab.

- o **Make My Own Tab** allows you to choose which channels you want displayed on the new tab.
 - o Selecting any of the radio buttons other than **Make My Own Tab** will duplicate those channel selections on the new tab.
6. Choose **Finished** to save your selections or choose **Cancel** to return to the Desktop without making changes.

If you have chosen **Make Your Own Tab**, the **Content** edit page is displayed so you can choose the channels that you want displayed on the new tab.



7. Put a check mark in the box next to the channels that you want displayed on the new tab.
8. Choose **Finished** to save your changes and return to the Desktop page, or choose **Cancel** to return to the Desktop without making changes. You will now see that a **New Tab** appears on your **Desktop**.



To Make a Tab the Start Page

The start page is the tab that is displayed when you log in to the **Desktop**.

1. Choose the **Tabs** link from the **Desktop**.
2. Select the button next to the page you want to be the start page (**Start Tab**).
3. Choose **Finished** to save your selections or choose **Cancel** to return to the **Desktop** without making changes.

Start Tab	Tab Name
<input type="radio"/>	My Front Page *
<input type="radio"/>	User Share *
<input type="radio"/>	UF Online *
<input checked="" type="radio"/>	MyTab

The changes are visible when you **log out** and **log in** again.

Log Out Log Out

Log Out – Logs you out of my.findlay.edu. Use this when you are finished using the portal system.

Help Help

Help – Brings up the Portal Server Desktop Online Help.



Content Content

Content – Provides a way for you to add or remove channels from myUF portal. Not all channels can be removed (your system administrator might, for example, require that User Share is always displayed) but you can check or uncheck the configurable channels to display them or not display them, respectively.

To Add or Remove Channels

1. Choose the **Content** link on the **Desktop**.
2. Choose the **Channels** you want to appear on your **Desktop**.
3. Choose **Finished** to return to the **Desktop** page, or choose **Cancel** to return to the **Desktop** without making changes.





Layout Layout

Layout – Provides a way for you to set the arrangement of the channels by moving them up or down, and right or left on your myUF Portal Desktop. The **Layout** page also provides the option to set your column layout, you can arrange columns by channel width.



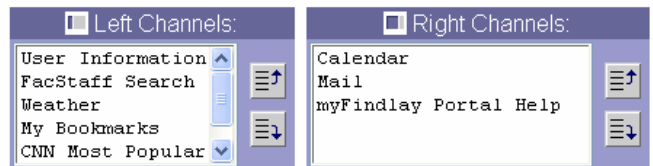
To Move Channels Up or Down

1. Choose the **Layout** link.
2. Select the name of the channel to change. (ex: CNN Most Popular)
3. Select the up  or down  arrow to the right to move the channel up or down.
4. Choose **Finished** to return to the **Desktop** page, or choose **Cancel** to return to the **Desktop** without making changes.



Move channel to different positions.

Legend:  = thin column,  = wide column



To Arrange Columns by Channel Width

1. Choose the **Layout** link on the **Desktop**.
2. Select the **Column Layout** that you want.
3. Choose **Finished** to return to the **Desktop** page, or choose **Cancel** to return to the **Desktop** without making changes.



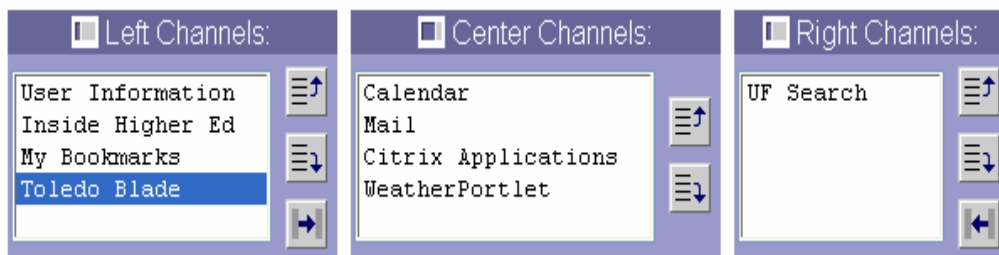
To Move Thin Channels to Another Column

1. Choose the **Layout** link on the **Desktop**.
2. Select the column setting for **Thin-Wide-Thin**.


(This column layout allows you to move thin channels from one thin column to another. The wide channels cannot be moved, and thin channels can be moved only between one thin column or the other.)

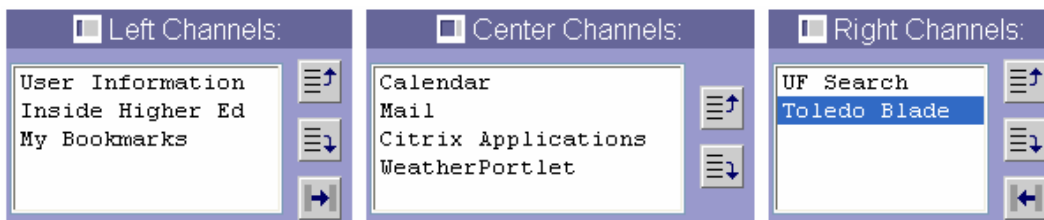
(The Layout edit page refreshes and updates the channel position selections to allow you to move thin channels across columns.)

3. Select the name of the thin channel you want to move.



The selection can be made from the Left Channels list or the Right channels list.

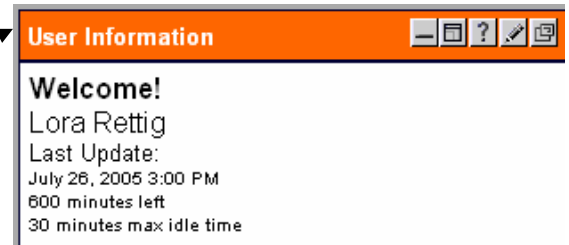
4. Choose the appropriate arrow button. 
5. Choose **Finished** to save your settings and return to the **Desktop** page, or choose **Cancel** to return to the **Desktop** without making changes.

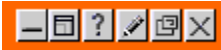


Using Channels



The myUF Portal Desktop channels provide you with secure access to your computer from any computer with internet access.



Each of the channels visible on your desktop has a **title bar** with the name of the channel (for example, User Information, Applications, Notes) and a set of buttons that allow you to configure the presentation of your myUF Portal Desktop.





These buttons might include (from left) **Minimize, Maximize, Help, Edit, Detach, and Remove** features. 



***Before you begin using some of the channels on your Desktop (ex.: Calendar, Mail), verify that the settings in the User Information channel are correct. Some of your Desktop applications will require identity and server information.*


Minimize  – hides or shows the channel content. When the channel is minimized, only the toolbar is visible and the Minimize button is replaced with a Normalize button  to redisplay the content.

Maximize  - Shows the channel content in a separate full size window. Click the Normalize button  to go back to your myUF Portal desktop.

Help  – provides help for that channel.

Edit  – provides a way for you to customize the settings for that channel. Not all channels can be edited, and therefore do not include an edit button.

Detach  – separates the channel from your myUF Portal Desktop and allows you to move it separately on your screen. It will appear almost like a pop-up window. To return it to your myUF Portal Desktop click on the **Attach** button  on the right hand side of the pop-up window.

Remove  - removes the channel from your myUF Portal Desktop. To restore it, edit your **Content** (from the link in the myUF Portal Desktop header or footer entitled Content).

The myUF Portal Server provides the following sample channels, many of the channels can be renamed, moved, etc. based on your personal preference.

Login Channel

The **Login** channel provides a way for you to log into the Desktop using the authentication method your administrator configured for the server.

If you already have a user account, login to the **Desktop** by going to <https://my.findlay.edu> and entering your user ID and password in the Member Login fields. (This will be the same username and password you use for mail, calendar and blackboard).



User Information

The **User Information** Channel page provides a way for you to set the user preferences in the following categories:

- Welcome
- Language Information
- NetMail Information
- Membership Password



Welcome!
Lora Rettig
Last Update:
July 27, 2005 11:32 AM
590 minutes left
30 minutes max idle time



Welcome

The **Welcome** section of the **User Information** edit page lets you set the following preferences:

Common Name – You can correct or update your name by typing the name you want displayed in the common name field. Your name will show up as part of your return address through the Sun Java System Portal Server mail applications.

Greeting – Type a greeting to be displayed in the **User Information** channel.

Timezone – Select your time zone. (Default will be *EST(Eastern Standard Time) (US/Eastern))

Language Information

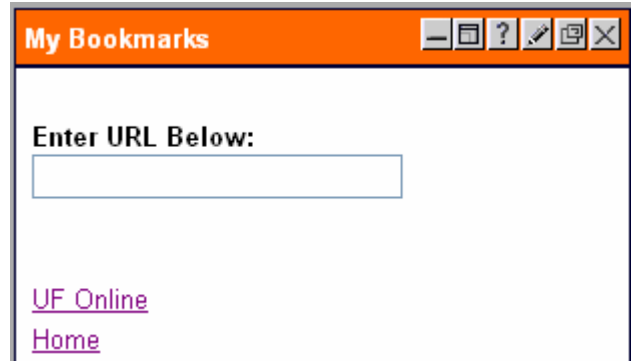
The **Language** menu lets you choose the language in which the desktop is displayed. English will be the default language.

Bookmarks Channel


The **Bookmarks** channel allows you to add bookmarks for favorite web pages to your myUF Portal Desktop. Both intranet and internet web pages can be bookmarked using this channel.

Web pages accessed from the myUF Portal Desktop are not

cached for security reasons. If you want to use the browser's **Back** button to return to a previously viewed page, you must reload the page.



To Add a New Bookmark

1. From the **Bookmarks** channel, choose **Edit.** 

The **Edit Bookmarks** page displays.

A screenshot of a web form titled "Add a new bookmark:". The form has a blue header bar. Below the header, there are two text input fields. The first field is labeled "Bookmark Name:" and contains the text "JJHuddle". The second field is labeled "URL:" and contains the text "http://www.jjhuddle.com". Below the URL field, there is a blue button with the text "Add Resource".

2. Enter the requested information in the Add a New Bookmark section.
 - o **Bookmark Name** is the link that appears in the Bookmarks channel on Desktop.
 - o **URL** is the web address for the link. For example, <http://www.jjhuddle.com>
3. Choose **Add Resource**.
4. Choose **Finished** to save your changes and return to the Desktop page or choose **Cancel** to return to the **Desktop** without making changes.

To Remove or Edit an Existing Resource

1. From the **Bookmarks** channel, select **Edit**.

The **Edit Bookmarks** page displays. Make your changes in the **Edit an Existing Bookmark** section.

Edit an existing bookmark:		
Remove	Name	URL
<input type="checkbox"/>	UF Online	http://ufonline.findlay.edu
<input type="checkbox"/>	Home	http://www.findlay.edu/
<input checked="" type="checkbox"/>	JJHuddle	http://www.jjhuddle.com/discus/messages/3611

"Open each page in its own window."
 "Open all pages in a single browser window."
 "Open all pages in the main desktop window."

Finished **Cancel**

2. To remove an existing **Bookmark**, select the checkbox next to the name.
3. To edit an existing URL, double-click the URL and enter the new one.
4. Choose **Finished** to save your changes and return to the **Desktop** page or choose **Cancel** to return to the **Desktop** without making changes.

To Specify Viewing Preferences

You can choose the following browser view options for displaying bookmarked web pages.

- Open each page in its own window. (*Will appear as a new browser window*)
- Open all pages in a single browser window. (*Will appear as a new browser window*)
- Open all pages in the main desktop window. (*Note: If using this option you will have to use your "Back" button to go back to your myUF Portal Desktop*)


To choose browser view options:

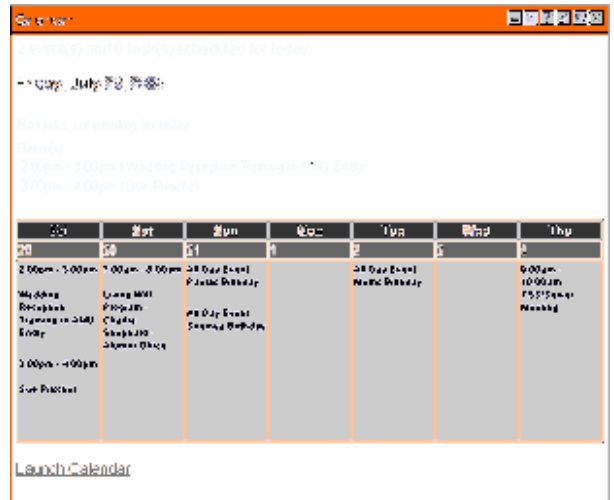
1. From the **Bookmarks** channel, select **Edit**.
2. Select the **radio** button next to the browser view option you want.
3. Choose **Finished** to save your changes and return to the **Desktop** page, or choose **Cancel** to return to the **Desktop** without making changes.

- "Open each page in its own window."
 "Open all pages in a single browser window."
 "Open all pages in the main desktop window."

Finished **Cancel**


Calendar Channel

The **Calendar Channel** can be used to have your UF Calendar appear on your **myUF Portal Desktop**. If the calendar channels **edit button**  is enabled, you can specify the server and user information in the edit page. You can also put your User Name and User Password so that when you refresh you're myUF Portal Desktop calendar will remain updated.



To Specify Calendar Channel Display Settings

When you enable your UF web mail to appear on your **myUF Portal Desktop** you also have the option to change how your Calendar displays on your **myUF Portal Desktop**. To edit this follow the following steps:

- From your **myUF Portal Desktop** go to your **Calendar Channel**. Click on that channel's **Edit** button . **If your calendar is not displaying properly on your desktop make sure that the settings are as follows:**



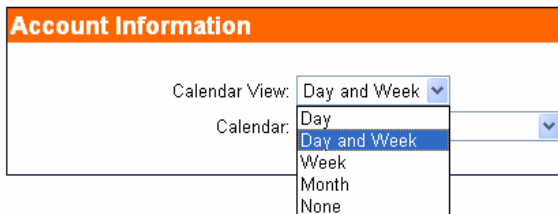
Server Name: calendar.findlay.edu

Server Port: 80

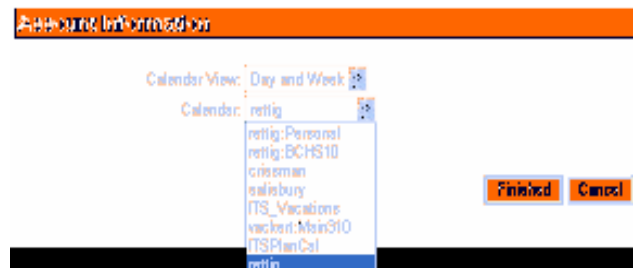
User Name: Your Ufnet username (i.e.: username used for e-mail)

User Password: Your UFnet password (i.e.: password used for e-mail)

- On the **Account Information** menu click on the **Edit this Channel's Display Settings**.



- Here you will have the option of changing the way that your calendar is viewed in the **Calendar View** pull down box and also which calendar to view in the **Calendar** pull down box.



- Once you choose your appropriate **Calendar View** and **Calendar**, click **Finished**. You will be returned to your myUF Portal Desktop.


To View Your Entire Calendar

If you wish to view your entire calendar, click on the **Launch Calendar** hyperlink and it will open up your **UF Calendar** in a separate browser window.

[Launch Calendar](#)

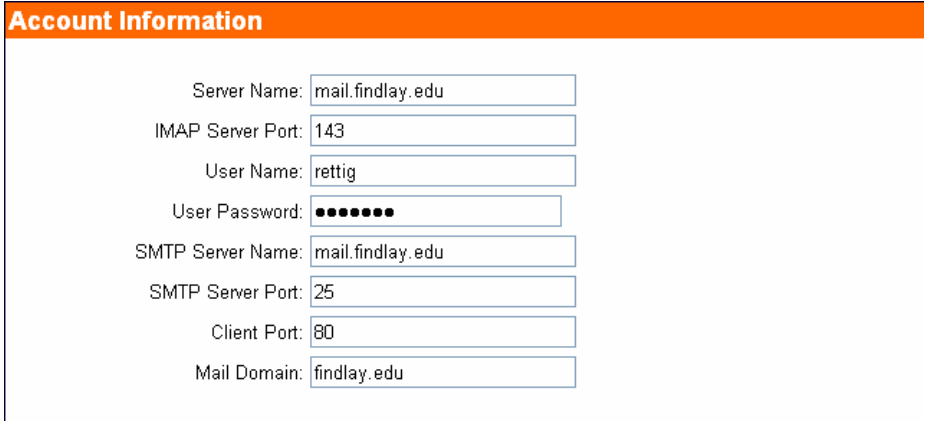
Mail Channel

The **Mail Channel** can be used to have your **UF Web Mail** appear on your **myUF Portal Desktop**.

If the mail check channel's **edit button**  is enabled, you can specify the server and user information in the edit page. You can also put in your User Name and User Password so that when you refresh your myUF Portal Desktop your mail will be updated.

Your settings for the Mail Channel should be as follows:

Server Name: mail.findlay.edu
IMAP Server Port: 143
User Name: Ufnet username (i.e.: username for e-mail)
User Password: Ufnet password (i.e.: password for e-mail)
SMTP Server Name: mail.findlay.edu
SMTP Server Port: 25
Client Port: 80
Mail Domain: findlay.edu




Server Name:	mail.findlay.edu
IMAP Server Port:	143
User Name:	rettig
User Password:	••••••
SMTP Server Name:	mail.findlay.edu
SMTP Server Port:	25
Client Port:	80
Mail Domain:	findlay.edu

[Edit this channel's display settings](#)
[Edit your mobile mail preferences](#)

Finished **Cancel**

To Specify Mail Channel Display Settings

When you enable your UF web mail to appear on your **myUF Portal Desktop** you also have the option to change how many messages from your web mail Inbox appear on your **myUF Portal Desktop**. To edit this information use the following steps.

1. From your **myUF Portal Desktop** go to your **Mail Channel**. Click on that channel's **Edit** button .
2. On the Account Information menu click on the **Edit this Channel's Display Settings**.



Number of Headers:	20
Display Headers:	<input checked="" type="checkbox"/>
Sort Order:	Most recent at top 

Finished **Cancel**



3. By changing the **Number of Headers** you can change how many subject headers are shown on your **myUF Portal Desktop**.



4. By checking the **Display Headers** checkbox, you are enabling that message Headers are shown on your **myUF Portal Desktop**. By removing the check in the checkbox the **Display Headers**, you are choosing that no **Subject Headers** are shown but that you will only see the number of new messages shown and the hyperlink to be able to **Launch Mail**.

[Launch Mail](#)

To Launch your UF Mail in a Separate Browser Window:

If you wish to view your UF mail in a separate browser window, click on the **Launch Mail** hyperlink and it will open up your **UF Web Mail** in a separate browser window. [Launch Mail](#)

UF Search Channel

The **UF Search Channel** provides a way for you to perform a keyword search for items on www.findlay.edu. When performing a search, the search results are displayed in the form of links on a separate browser window, which are used to access the documents you wish to view.



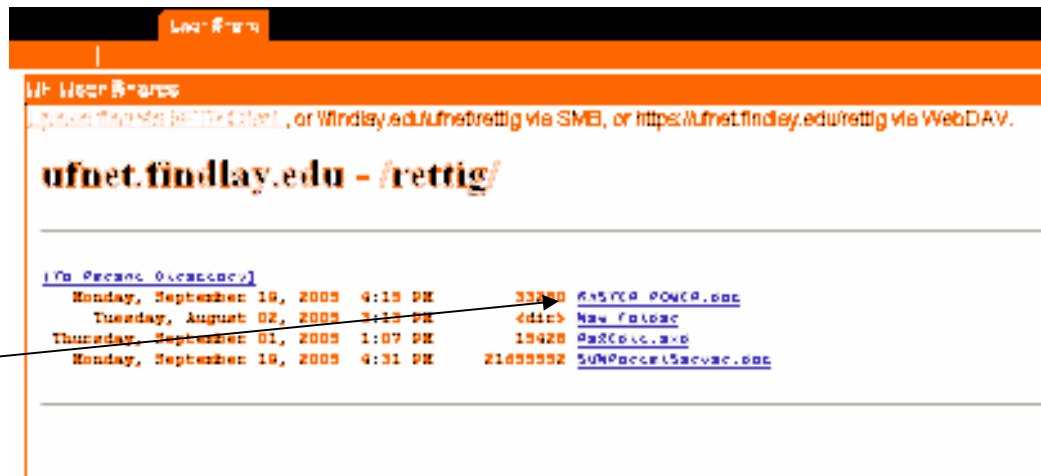
Using Tabs:

User Share Tab

The User Share tab is a place where you can store files, etc. and get to them from any web browser.

To access a file that is stored on your ufnet.findlay.edu account, just click on the files hyperlink (i.e.: Master_Power.doc)

Once you click on the hyperlink the file will open in a separate window.



To upload files to your Ufnet.findlay.edu folder:

Using the Web-Based SFTP Client:

If using the web-based portal system, you will need to click on the **Upload files via SFTP Client**. After clicking on the SFTP client for the first time, you will receive the screen shown below. Click the **Yes** or **Always** button. **If you are on a computer where the browser is not Java enabled, you may experience problems.**



Once you click the **Yes** or **Always** button you will have the availability to upload files to your shared drive.

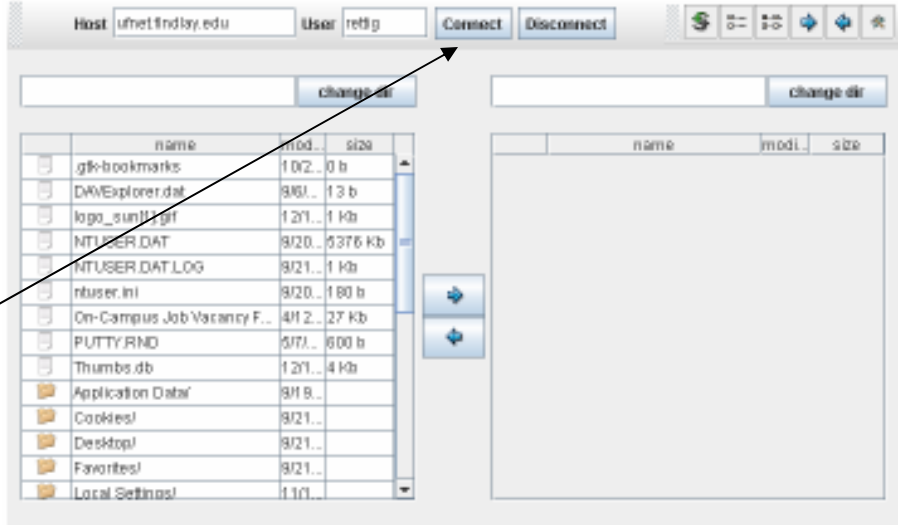
On the left hand side of the directory screen you will see your local PC harddrive folders and files.

To upload a file, click on the **Connect** button and type in your Ufnet password. After typing in your password, your ufnet.findlay.edu folder will appear on the right hand side of your screen.

SFTP Applet

The SFTP will appear in a java enabled browser.

Please grant permissions that are needed. Enter your server's hostname along with a valid username to connect. You will be prompted for the password.

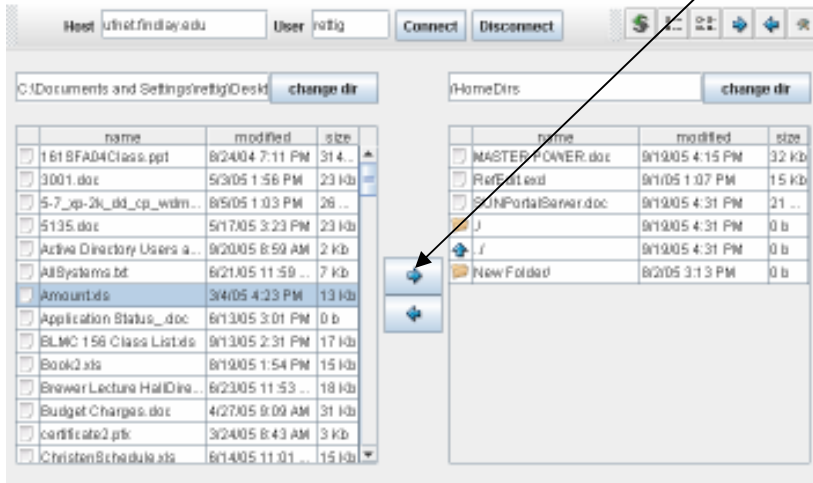


SFTP Applet

The SFTP will appear in a java enabled browser.

Please grant permissions that are needed. Enter your server's hostname along with a valid username to connect. You will be prompted for the password.

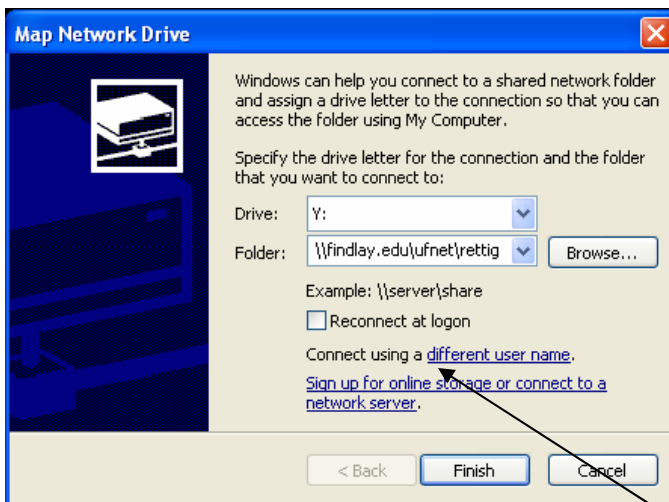
Click the **Arrow Buttons** to move your files back and forth between your computer and your shared folder.



To Upload Files by Mapping a Network Drive:

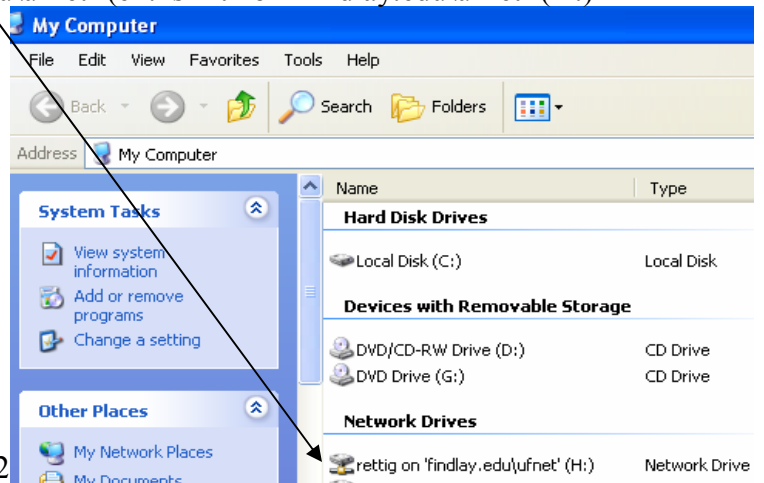
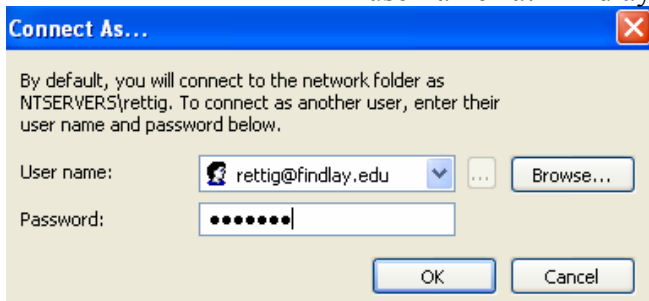
If you wish to upload files to your usershare without using the web browser, follow these steps:

1. On your PC, go to **My Computer**.
2. Right click on **My Computer** and select **Map Network Drive**



3. At the screen shown on the left, type in your ufnet folder name (i.e.: **\\findlay.edu\ufnet\ufnet username**). This will be shown at the top of your **User Share Tab** page.

4. If you are using a different computer besides your own (i.e.: computer lab, T.E. room, etc.) you will also need to click on the **different user name** link. Here you will type in your ufnet account information and password. Click the **OK** button and then click the **Finish** button on your **Map Network Drive** screen. Your drive will now be mapped under the drive letter you assigned to it. On your office computer your drive may be mapping automatically so before you map a network drive double click on My Computer and see if you have a drive labeled “ufnet username” at ‘findlay.edu\ufnet’ (ex: smith on ‘findlay.edu\ufnet’ (H:))



UF Online Tab:

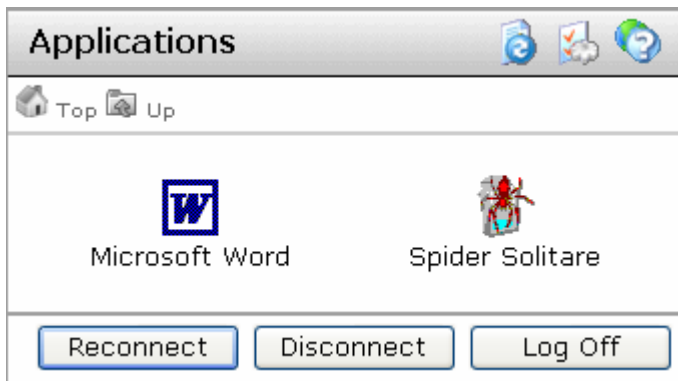
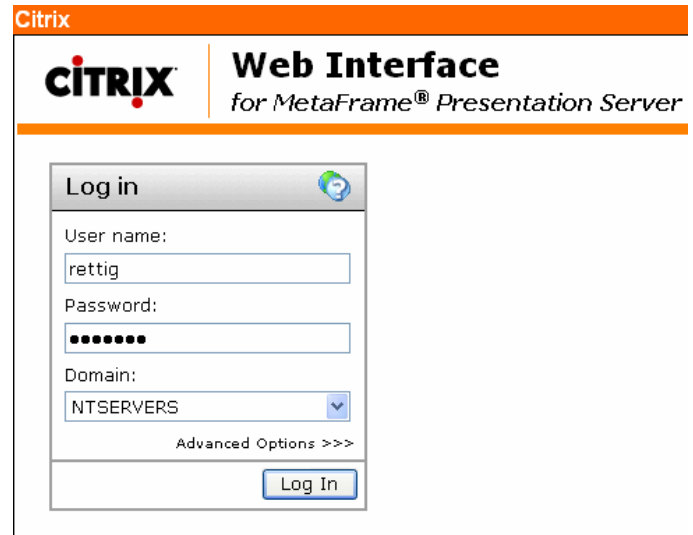
When you click on the **UF Online Tab** a separate browser window for Blackboard will open in a new window.

The screenshot displays a Microsoft Internet Explorer browser window. The title bar reads "Blackboard Learning System™ (Release 6) - Microsoft Internet Explorer". The address bar contains the URL "https://ufonline.findlay.edu/webapps/login". The page content features the Findlay University logo at the top left, with navigation tabs for "My Front Page", "User Share", and "UF Online". Below these tabs is a "Content | Layout" menu. The main content area shows a login form with the text "Enter login information here and click the Login button below." and two input fields labeled "Username" and "Password". A "Login" button is positioned to the right of the password field. At the bottom of the login form, there is a "POWERED BY Bb Blackboard" logo. Below the login form, a "thawte" security logo is displayed with the text "SECURE SITE click to verify".

Citrix Tab

The Citrix tab allows you to access various software applications made available for use by The University of Findlay.

To log in to the Citrix client click on the **CITRIX Tab** from any other tab you are using. After clicking on the Citrix Tab log into the Citrix client using your UFnet account username and password. Make sure your Domain is set to NTSERVERS. Click the **Log In** button.



After you **Log In** you will have a screen that shows the applications available for use. The first time you double click on the application you will get a box asking you to download a file. You can choose to either **Open** the file or to **Save** the file. Let the application run the installation files (if needed). Rebooting your computer may be necessary after your first attempt to log in.

When you double click on the application again you will connect to the Citrix MetaFrame (see image below) and then the application will begin running. (Note: The speed of the application you are running will vary depending on your internet connection.)

