

## Getting Started with the MY CONCORDIA Portal

IITS Publications

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### What is the portal?

MY CONCORDIA portal is a secure, self-serviced, central web point that provides content and services to its users based on their relationship with the University.

### What is the portal for?

The objective of the portal is to provide Concordia students, staff and faculty with a single entry point, or portal, to all services via the web. The portal combines various systems, user interfaces and technical solutions available to the Concordia community under a single consistent web-based interface structure.

Users of the portal can potentially consolidate all of their web accounts and thus reduce the time it takes to access the information and services they need.

### What is the most compatible browser?

Based on testing by IITS, Internet Explorer 5 is the clear leader in performance and user interface quality. For the functional user, where performance and reliability are key, Internet Explorer 5, 5.5, or 6 are the recommended web browsers running on Windows NT, 2000, or XP.

The following are the combinations of web browser and client operating systems recommended:

- Internet Explorer 6 on Windows 98, NT 4, Windows 2000 and Windows XP
- Internet Explorer 5 and 5.5 on NT4, Windows9x, and Windows 2000
- Internet Explorer 5 on Mac OS 7.6.1 and higher

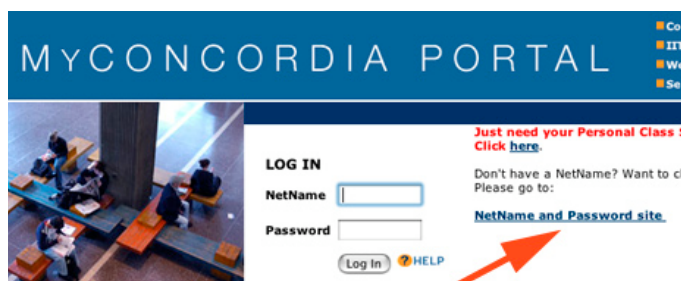
- Netscape Navigator 6.2 on Win 9x, NT 4, Windows 2000 and Windows XP
- Netscape Communicator 4.7x on NT 4, Windows 9x, Windows 2000, Linux, UNIX and Mac OS 7.6.1 and higher.

### A NetName account is required to sign in to the portal

Your NetName username and password will let you use MY CONCORDIA (web portal), and in the future, your NetName will allow you to access other Concordia network-based services.

### How to get a Faculty and Staff Netname

From the MY CONCORDIA home page, click **NetName and Password site**.



Use this page to get your newly assigned NetName or to change / reset your NetName password.

Authenticate yourself by entering the following information, as recorded in our Human Resources Information :

**Employee ID**  (7 digits including leading z)

**Postal/Zip Code**  (format H9H9H9, H9H 9)

**Date of birth**

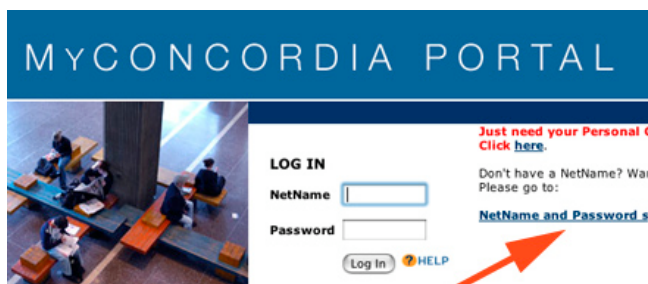
Day  Month  Year

Click  **Yes** to agree to Concordia's Policy on Computing Facilities and then click **Submit** to complete the process.

**Note:** If you have any problem, please email: fcms@concordia.ca

### How to get a Student NetName

From the MY CONCORDIA home page, click NetName and Password site.



Use this page to get your newly assigned NetName or to change/reset your NetName password.

Complete the following input fields to authenticate.

**Student ID**  (7 digits)

**Date of birth**

Day  Month  Year

I agree to abide by Concordia's Policy on Computing Facilities  **Yes**

Click **Submit**

**Note:** If you have forgotten your password, or receive a message that you already have a Netname, you can then go to one of the IITS Service Areas (H-925 at Sir George, CC-207 at Loyola or Birks Student Service Centre - LB-185) and have it reset by showing your Concordia ID.

### Navigating within the Portal

Students logging on to the portal for the first time will notice two tabs at the top (*My Front Page & Campus Services*) with the concordia menu below.

The concordia menu is a required item linking students to personal academic and financial information, as well as other available student services.

To add information to your front page, select **personal content**. This page offers a range of other pagelets.

Select the campus services tab to display links to other valuable services, such as the Library and Bookstore.

### To Personalize Content:

- Click on **Personalize Content**
- Select the content items you want to display by checking relevant boxes

#### Personalize Content: My Front Page

**Tab Name:** My Front Page

**Choose Pagelets:** Simply check the items that you want to appear on your ho  
Remember to click "Save" when done.

**Arrange Pagelets:** Go to [Personalize Layout](#)

**Welcome Message:**



<b>PeopleSoft Applications</b>	<b>My Front Page Items</b>
<input checked="" type="checkbox"/> <a href="#">MyConcordia Menu</a>	<input checked="" type="checkbox"/> <a href="#">Concordia Today</a>


- Click **Save**

## Layout

The portal allows you to modify the layout. To organize and change the appearance of **My Front Page** do the following:

**Tab Name:** Faculty & Staff

**Basic Layout:**      
**2 columns** **3 columns**

- Choose 2 or 3 column format
- Click  **Save** if you do not wish to adjust your pagelets

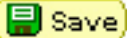
## Pagelets

The portal retrieves information from different servers and sources of information. Every service is a Pagelet. You are able to add, modify and delete as services are provided.

After choosing your basic layout, click arrows to shift moveable pagelets up and down or into neighboring columns.

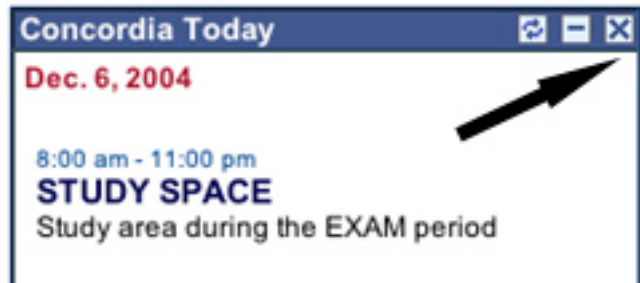


Click **Delete Pagelet** to remove the non-required selected pagelet from your portal home page.

Click  **Save** when done.

## Remove, minimize and refresh pagelet columns

Pagelet columns can be removed, minimized and refreshed with the three buttons on the top right hand corner of each pagelet.



The **Remove Pagelet** button removes non-required pagelets from your personal homepage. Just click the **X**. You will be asked for confirmation of whether you are sure you want to remove the pagelet.

Click **Yes-Remove** to remove.



The **Minimize Pagelet** button minimizes the pagelet in much the same way as minimizing a window. Click the **Minimize** button. Only the title bar of the pagelet will now show.



To return to the original pagelet size, click the **Full-Size Pagelet** button



To refresh the page, click the **Refresh Pagelet** button

## Helpline

Specific problems can be addressed to the IITS Helpline at 7613 or helpline@concordia.ca

### For more Info notes...

*Info notes* can be obtained at the Hall Bldg. (H-925) and Loyola (CC-207) service areas. Online versions of *Info notes* can be found on the

**Instructional & Information Technology Services**  
 World-Wide Web server at : <http://iits.concordia.ca>