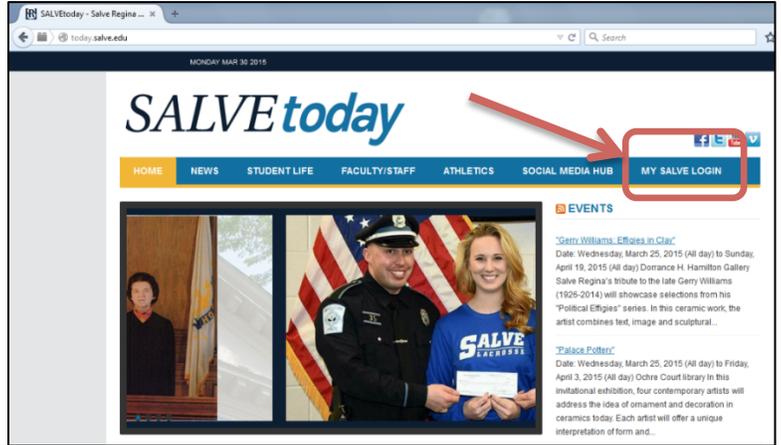


MySalve Basics

1. Go to *today.salve.edu* and click on “MY SALVE LOGIN”, or just type in *portal.salve.edu*.



Generally, your username will be your first name and last name in this format “*firstname.lastname*”. However, check the letter you received from the Office of Information Technologies to be certain. Your temporary password will also be included in this letter.

In the Security section, you can choose “*This is a public or shared computer*” or “*This is a private computer*”. Choose accordingly.

If this is the first time logging in to the Portal, you will be prompted to change your password.

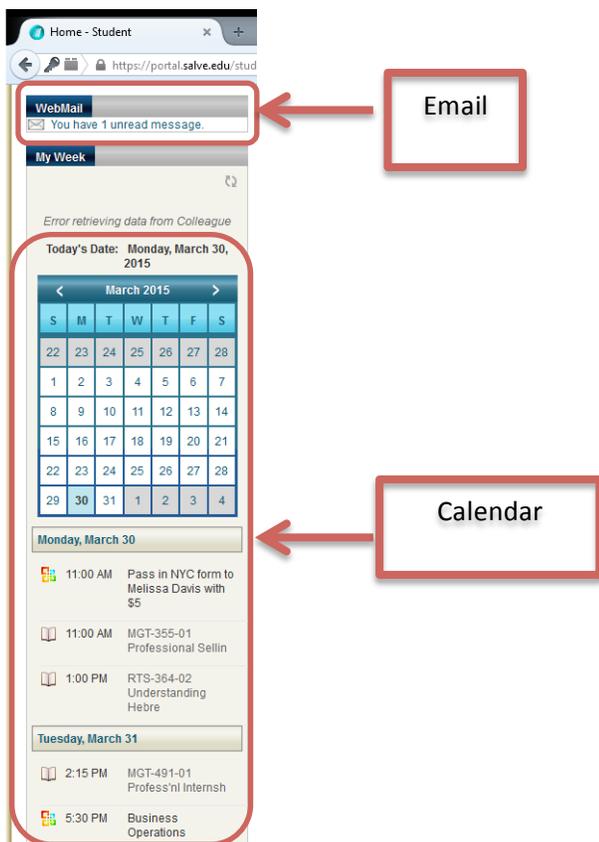
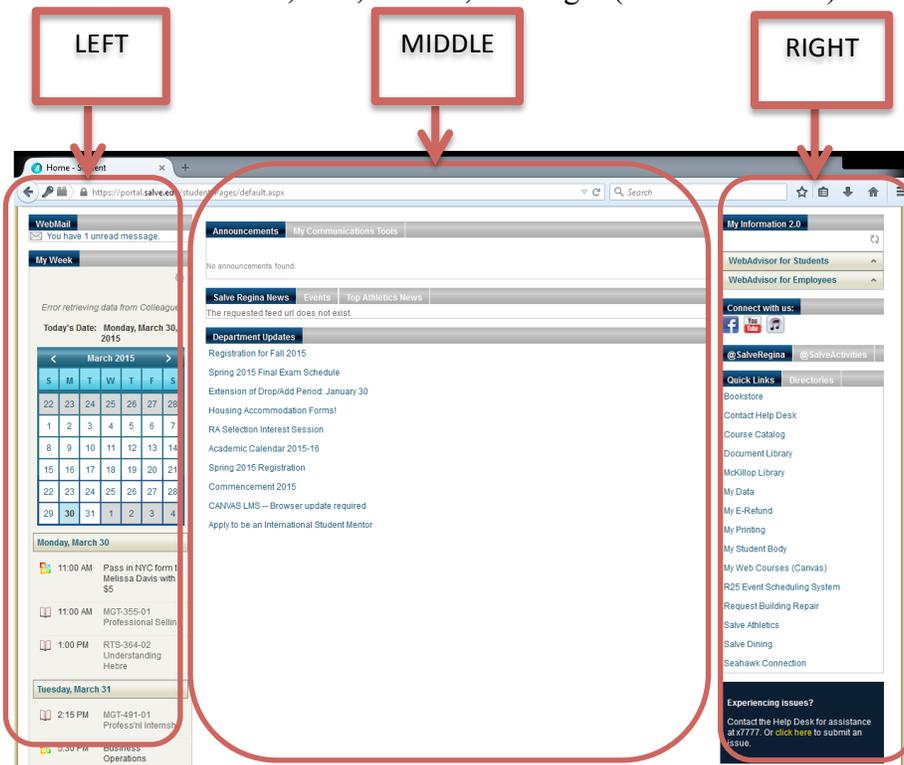
NOTE: *Never give your password to anyone. No one from IT will ever ask for your password, either in the phone or by email.*



2. When you login you should notice two tabs; “*Home*” and “*Offices & Services*”. We will look at both.



3. The “**Home**” tab contains 3 sections; Left, Middle, and Right (as shown below)



The Left section includes;

- **Webmail** (From **Outlook**, same as owa.salve.edu)
 - You may need to enter your credentials again to make a first time connection
 - **Webmail** will launch a new window – **Outlook Web App**
- **My Week** (Calendar - linked directly to **Outlook** and class schedule)
- **My To Do** (Linked to **Outlook** Task list)

The Middle section includes;

- **Datatel Notifications** – These will show if there is something important to deal with right away.
- **Announcements/My Communication Tools (Alerts)**
- **Salve Regina News, Events, and Department Updates**

Example of a Datatel Notification – If you receive this, deal with it in a prompt manner.

The screenshot shows a web interface for 'Datatel Notifications'. At the top, there is a blue header with the text 'Datatel Notifications' and a refresh icon. Below this is a yellow banner with a warning icon and the text 'You have 1 Notification'. Underneath the banner, a message states: 'Your notifications will be removed by college staff after you resolve the issue.' The main content area is divided into three sections: 'Announcements', 'Salve Regina News', and 'Department Updates'. The 'Announcements' section shows 'No announcements found.' The 'Salve Regina News' section shows 'The requested feed url does not exist'. The 'Department Updates' section lists several items: 'Registration for Fall 2015', 'Spring 2015 Final Exam Schedule', 'Extension of Drop/Add Period: January 30', 'Housing Accommodation Forms!', 'RA Selection Interest Session', 'Academic Calendar 2015-16', 'Spring 2015 Registration', 'Commencement 2015', 'CANVAS LMS -- Browser update required', and 'Apply to be an International Student Mentor'. Three red boxes with arrows point to these sections from the right: 'Announcements', 'News/ Events', and 'Department Updates'.

The sidebar section includes;

- **My Information 2.0**, social media connections, **Quick Links**, and **Help Desk** contact information.

Quick Links

- **My Student Body**
- **My Web Courses (Canvas)** – also at salve.instructure.com
- **Salve Dining**

The image shows a sidebar from a website with several sections. Red boxes with arrows point from text labels on the left to corresponding links in the sidebar. The sidebar sections include:

- My Information 2.0**: A box labeled "My Information 2.0" points to the "My Information 2.0" link at the top of the sidebar.
- WebAdvisor for Students** and **WebAdvisor for Employees**: These are listed below the My Information 2.0 section.
- Connect with us:**: This section contains social media icons for Facebook and YouTube.
- @SalveRegina** and **@SalveActivities**: These are social media handles listed below the social media icons.
- Quick Links**: A box labeled "My Student Body" points to the "My Student Body" link in this section. A box labeled "Canvas" points to the "My Web Courses (Canvas)" link. A box labeled "Salve Dining" points to the "Salve Dining" link. Other links in this section include Bookstore, Contact Help Desk, Course Catalog, Document Library, McKillop Library, My Data, My E-Refund, My Printing, R25 Event Scheduling System, Request Building Repair, Salve Athletics, and Seahawk Connection.
- Experiencing issues?**: A box labeled "Help Desk Info" points to this dark blue section, which contains the text: "Contact the Help Desk for assistance at x7777. Or [click here](#) to submit an issue."

4. Logging off. In order to protect your information, please be sure to log off of your MySalve account when you are done. ***Failure to take necessary precautions could result in confidential information being compromised.***

To log off click on your name on the top, upper right hand side of the screen. When the menu opens, choose “***Sign Out***”

