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 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**
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**”