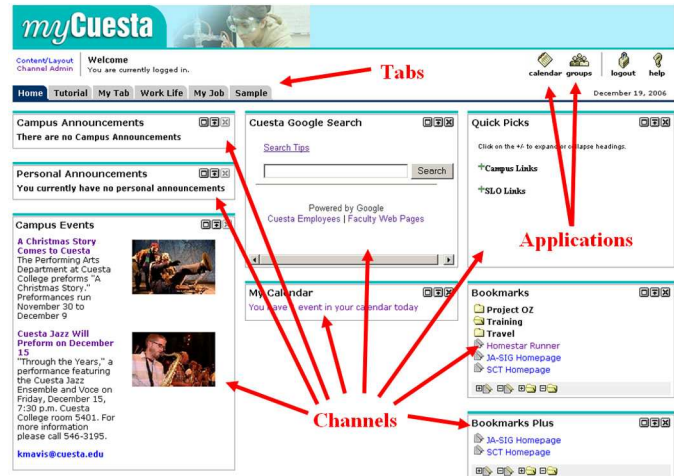


**What is myCuesta?**

Web-accessible portal containing Cuesta-related info, applications, or other resources.

**Terms**

- **Portal** - Web "gateway" to multiple services.
- **Channels** – Rectangular areas containing information, applications or other resources.
- **Tabs** – Customizable pages on which channels reside.
- **Roles** – User’s identity based on activity at Cuesta College (i.e. “Faculty”, “Employee”, “Student”).
- **Groups** – Set of powerful communication tools that allow people of like minds, interests or goals to share information.



**Logging into myCuesta**

1. Launch your favorite browser.
2. Go to <http://my.cuesta.edu>.
3. Enter your network username and password.
4. Click the **Logon** button.

NOTE: The first time you log onto myCuesta, you must complete a secret questions / answers screen.

**Logging out of myCuesta**

- Click the **logout** icon. 

**Accessing Help**

- Click the **help** icon  on any myCuesta screen.

**Exiting Help**

- Click the **Exit** icon. 

**Announcements**

- **Campus Announcements** – important announcements for general Cuesta population. (Example: parking lot closure)
- **Personal Announcements** – announcements specific to user, based on role, group membership, course enrollment, etc.

**Viewing Announcements**

- Click on the announcement (or on “more announcements”).


**Delete Announcement**

- Click the announcement’s **Delete** icon. 

**Exit Announcements**

- Click the “**back to...Tab**” link in the upper left of the screen.

**Navigating myCuesta**

- **Move between tabs** - Click the desired tab.
- **View announcements** - Click the announcement link.
- **Close announcements** - Click the “**back to...Tab**” link in the upper left of the screen.
- **View application** - Click the calendar or groups icon in the upper-right of the screen. The app window will open.
- **Close application** - Click the **Exit** icon. 

**Change Password**

1. Click the **My Account** link in the upper left of the screen.
2. Enter your current password in the **Password** field.
3. Enter your new password in the **New Password** field.
4. Enter your new password again in the **Reenter New Password** field.
5. Click the **Save Changes** button.

*A password change confirmation will appear.*

**Password** **Your password has been successfully changed.**

Passwords must:

- Be between **7 and 20 characters** long
- Contain at least one (1) **numeric character**
- Contain at least one (1) **alphabetic character**
- **Only alpha/numeric** characters (No special characters like punctuation marks, brackets, etc.)

**NOTE: Passwords are case-sensitive!**

For more detail on using myCuesta, refer to the “**myCuesta General Info**” manual.


For information on joining and using Groups, refer to the “**myCuesta Groups**” manual or quick reference card.

For additional assistance, contact Computer Services, x3248

## Adding Channels

1. Click the **Content/Layout** link at the upper left of the screen.
2. Click the tab where you wish to add a channel.



3. Click the **Add Channel** button  where you want the channel to be placed.




4. Click the drop-down arrow to the right of "Select Category".
5. Click "Select All" (or another subcategory), then click the **Go** button.
6. Click the desired channel from the list under "Select a channel".



7. Click the **Add Channel** button.
8. Repeat steps 2-7 as desired.
9. When finished, click the "**back to...Tab**" link, at the upper left of the screen.

## Deleting Channels


1. Click the remove button  in the upper right of the channel.
2. Click **OK**.

NOTE: Some channels cannot be removed.

## How to Move Channels

1. Click the **Content/Layout** link, at the upper left of the screen.
2. Click the tab containing the channel you wish to move.




3. Click the appropriate arrow button on the channel to move it up or down within the column, or left or right onto a different column. 
4. When finished, click the "**back to...Tab**" link, at the upper left of the screen.

## Calendars

- Automatically created when enrolled in a class or join a group
- Create your own calendars and share them with others
- Combine multiple calendars into "sets" (Example: a set consisting of your personal schedule, a group calendar, and the calendars from each of your classes.)



## Open Calendar

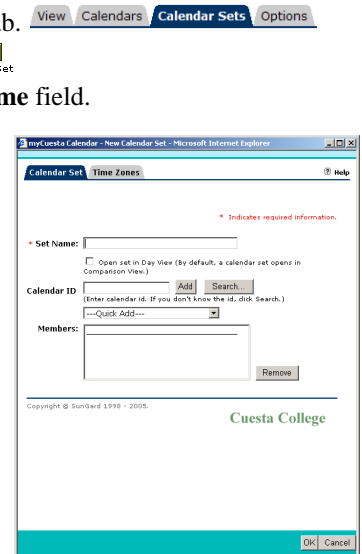
- To open the calendar, click the Calendar icon , located at the upper-right of the screen.

## View a Different Calendar or Set


1. Click the **Current Calendar** pull-down menu.
2. Select the desired calendar or set.

## Creating Sets


1. Click the **Calendar Sets** tab. 
2. Click the **New Set** icon. 
3. Enter a name in the **Set Name** field.
4. Add calendars to the set by highlighting them in the list on the left and clicking the **Add** button, use the **Search** feature, or select from the **Quick Add** drop-down menu.
5. Click **OK**.




## Adding a Bookmark

1. Click the **Add Bookmark** icon. 
2. Select the location of the bookmark (top level or in a folder)
3. Type the desired info in **Bookmark Title**, **URL** (*web address*), and **Description** (*optional*) fields.
4. Click the **Add** button.


## Deleting a Bookmark

1. Click the **Delete Bookmark** icon. 
2. Click the check box by each bookmark you wish to remove.
3. Click the **Delete** button.

## Adding a New Folder

1. Click the **Add Folder** icon. 
2. Select the location of the new folder.
3. Type a name in the **Folder Name** field.
4. Click the **Add** button.

## Deleting a Folder

1. Click the **Delete Folder** icon. 
2. Click the check box by each folder you wish to remove.
3. Click the **Delete** button.