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](http://my.cuesta.edu).
3. Enter your network username and password.
   - If you forgot your password, click the link, “Forgot your 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.

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 Information Technology, 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.

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.

Avoiding Auto Time Out
myCuesta is set to automatically logoff after 15 minutes of inactivity. A warning will appear a couple of minutes before logging off.

To avoid auto-logoff:
1. If necessary switch to the myCuesta screen.
2. Click one of the tabs.
This registers activity and resets the timer.