General Info for Students

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 Cuesta username and password.
   - To obtain a username/password, click the link, “Get Student Username & Temporary Password”.
   - If you forgot your password, click the link, “Forgot your password?”
4. Click the Logon button.

Logging out of myCuesta
- Click the logout icon.

Accessing Help
- Click the help icon on any myCuesta screen.

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
**IMPORTANT**: Before changing password, remove any Cuesta accounts on your mobile devices.
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.

After changing password, you may recreate your Cuesta account on your mobile device(s).

Passwords:
- 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! 👁
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 [Add Channel] where you want the channel to be placed.

Steps for adding a new channel:
1. Select a category:
   [Select Category]  
   - Select Category -  
   Go

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.

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.

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.

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.

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