



## St. Bonaventure Web Portal 2012-2013 User Guide

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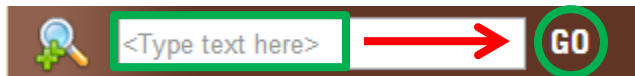
### **New Features and Changes to Existing Features**

- Search functionality (both on-page search and global MySBU search)
- My Home and favorite content box feature
- SBU social media quick access links
- Quick access links for SBU email, event calendar, weather, office/employee directory, and tech assistance
- Tabs on top of page
- Location of CMS Login (for MySBU editors)

### **Search Functionality**

#### ***Search Entire MySBU***

While on any page, typing text into the search field (in the top-right of the page) and clicking 'GO' will search all pages the user has access to and redirect the user to the search page with all matches listed:



#### ***Single Page Search***

Clicking the magnifying glass with two plus signs will open a popup search window (similar to the [Ctrl+F] command in most browsers) that will allow user to search the current page for text strings:



This function can be useful on pages with many links when a specific link text is sought.

### **My Home and Favorite Content Feature**

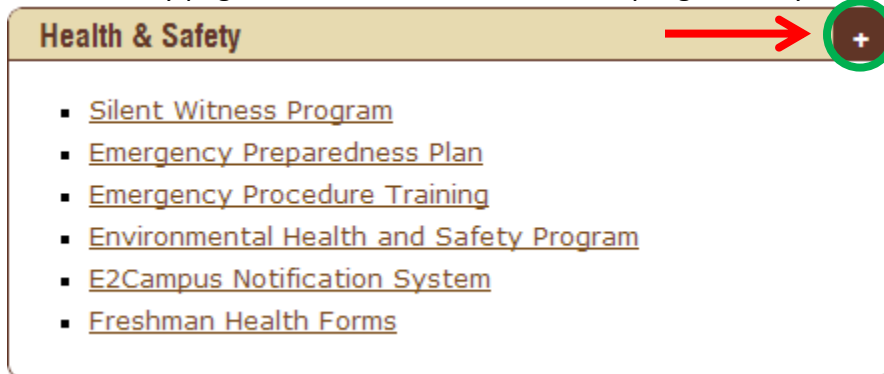
Upon login, the default page is always My Home, which offers users the ability to customize some of the content they see. My Home page has capacity for six content boxes. Three boxes — Available Surveys, New Links, and General Links & Forms — will appear on My Home tab for all users. The New Links section highlights new pages that have recently been added to MySBU. The Available Surveys section contains all outstanding (user-specific) surveys/forms that users need to fill out. The General Links & Forms section contains frequently-used forms. To save

search/navigation time in the future, users can populate the other boxes to suit their needs. These boxes are called favorite content boxes and are tied to the user. That is, the user can login to MySBU on any machine and the favorite boxes will still be there.

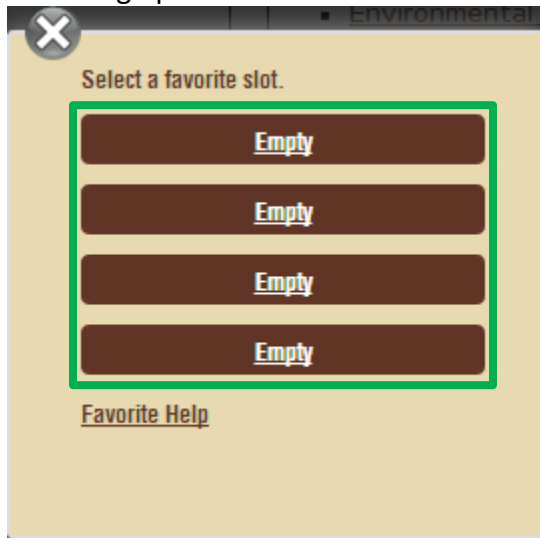
The favorite boxes will not disappear upon logging out of MySBU. The only way to change/remove a favorite box from the My Home page is to directly do so. Adding a favorite box from any page to the My Home page does **NOT** move the content, but only creates an exact copy of the box on My Home page. Removing a favorite box from My Home page does **NOT** delete it from a respective source page.

### ***Add a Favorite Box to My Home Page***

While on any page, click the '+' button on the top-right of any content box (see below)...



...to bring up a selection window with the four favorite box slots (see below)...



...where the user can choose the placement of up to four content boxes. (NOTE: If the '+' button was clicked by accident, simply clicking the 'X' on top-left of the popup window or click anywhere outside of the window to close it.)

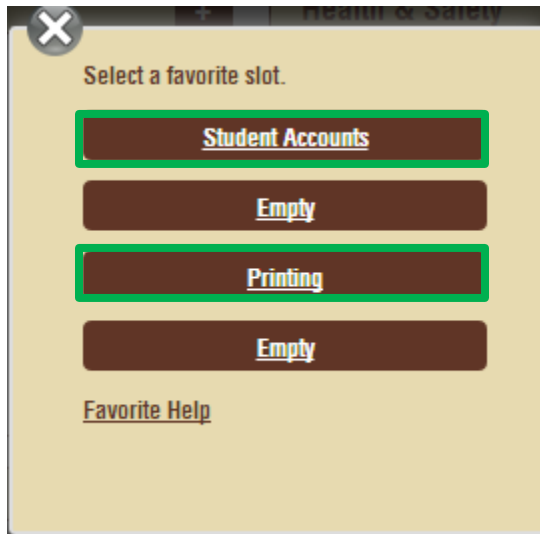
→The first slot will appear in the left column of My Home page under the New Links box.

→The second slot will appear in the right column of My Home page under the General Links & Forms box.

→The third slot will appear in the left column of My Home page under the New Links box (or under the first box of favorites).

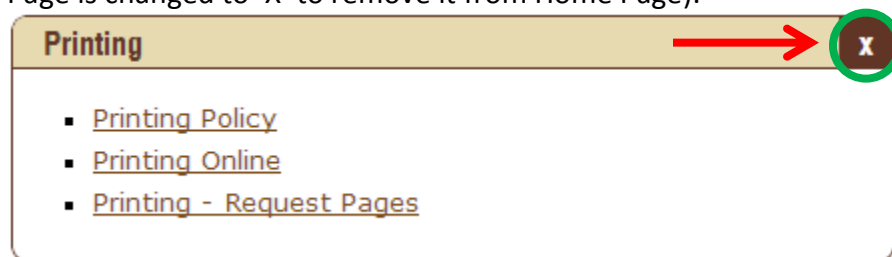
→The fourth slot will appear in the right column of My Home page under the General Links & Forms box (or under the second box of favorites).

The popup window will show if any of the slots already contain favorite boxes. If the user chooses the second or the fourth slot for a favorite box, it will simply be written to that slot. However, if the user chooses a slot that already contains a favorite box (such as slots 1 and 3 in the picture below), it will **override** (i.e. replace) the old box with the new one.



### ***Remove a Favorite Box from My Home Page***

To remove any of the favorite boxes from My Home page, click the 'X' in the top-right of the box. (When a box is written into a favorite slot, the original '+' that was used to add it to Home Page is changed to 'X' to remove it from Home Page):



**NOTE: The favorite content box feature is disabled in some browsers (Internet Explorer 7) due to compatibility issues.**

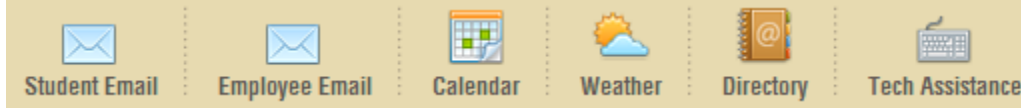
### **SBU Social Media Quick Access Links**

The social media icons at the top of any page can be used to quickly access SBU social media sites. From left to right, the icons are the SBU App, Twitter, Facebook, LinkedIn, YouTube, and Flickr.



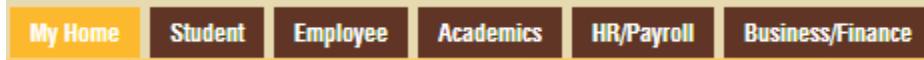
## **Quick Access Icons**

Icons below the search bar provide quick access to: student email (...@bonaventure.edu), employee email (through webmail), SBU calendar, local weather, campus directory, and technology assistance:



## **Tabs on Top of the Page**

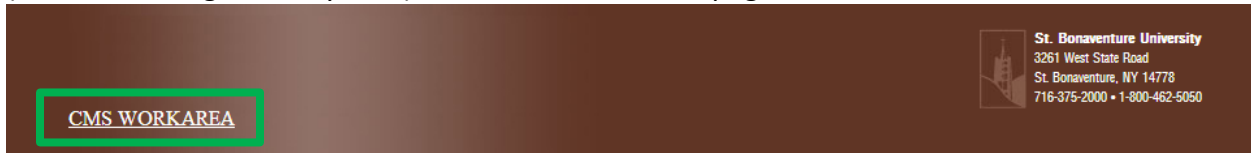
Content tabs that used to be on the left side in the old MySBU site are now located at the top:



NOTE: The active tab is highlighted yellow so the user always knows which page is currently being viewed.

## **Location of CMS Login (for MySBU editors)**

Employees who update their office/department page in MySBU will find the CMS access (Content Management System) at the bottom of each page in the footer section:



No other changes have been made to how employees work in the CMS.