myUNM Portal Overview

General
The portal is a way to get access to all applications you need at UNM. Currently, the portal can be use as a “single sign on” to access a variety of online resources. Depending on your role (Faculty, Staff, Student) your tabs and some of what you see will be different. The portal is a way to customize what you want to see and how you see it.

Log in to the portal
Point your browser to my.unm.edu and log in to the portal with your UNM NetID.

Navigation
After logging in to the portal you can access information at each tab. The tabs view will vary, depending the role, faculty, staff, or student. You can customize where and what tabs you have. See Content/Layout.

Applications

Email
The email channel will retrieve both UNM email and email from other account providers. Note: The problem is that email marked for deletion but not expunged, will be expunged permanently when you log in to the new portal. For example, in Mulberry, expunging mail is a two-step process. First, email is marked for deletion, second, to remove the email permanently, the email must be expunged. So those who have chosen not to expunge email marked for deletion when quitting Mulberry will find those messages expunged when logging in to my.unm.edu.

Calendar
Access your schedule from a wireless device. Currently, the calendar is being used by students ONLY.

Groups
Group Studio is an application in the UNM Portal that provides an easy-to-use Web presence (including chat, message board, and file sharing) for student, department, and other campus organizations.
**Content/Layout – Personalizing your portal**

**Tab View**
When you click on each tab (Home, Campus Life, etc…) you will see Columns and Channels. From the tab view the only thing you can do is delete channels. To remove a channel, click the X at the top right in the channel you would like to remove. The system will confirm and then remove the channel.

**Layout**
The portal provides great flexibility for customizing the tabs and channels layout.

In general, you can:
- **Add tabs**
- **Modify tabs** Remove from your layout, re-position, rename, set a default tab to open when you log on, or change the way the tab opens.
- **Add a channel** to new or existing tabs.
- **Modify channels** to move them to other tabs, reorder channels on a tab, or delete channels from a tab.
- **Add columns** to a tab.
- **Modify columns** to reorder or delete them.

 ✓ Click **Content/Layout** in the top left corner of the page to customize layout/view.

**Add tabs**

1. Click **Add New Tab**, the tab editor appears.
2. **Name** Name the tab.
3. **Select the type** Specify one of two types of tab content. **Traditional** preserves the channel content, or **Framed**, which fills the tab with the content a specific URL.
4. **Select a position for the tab** Set where the new tab will go in relation to the other tabs. Some tabs may are “locked” and therefore you may not be able to set the new tab where you prefer.
5. **Submit** Click **Submit** to create the tab and return to the layout page. You can now add columns and channels to the new tab.
Modify Tabs

1. At Manage Content/Layout click the tab you want to customize.

2. Options for modifying this tab appears.
   - **Active Tab**  Set the tab that will first display when you log in.
   - **Rename the tab**  Rename the tab.
   - **Change tab type**  Reset the tab type.
   - **Delete this tab**  Delete the tab.

3. Make necessary modifications and then click the button next to the appropriate selection. The Manage Content/Layout view reappears. To modify the horizontal position of the tab, click the arrows on either side of the tab name to move it.

Add a Channel

1. Select the tab you want to add a channel to.

2. Locate the column and position where you want the new channel to appear and then click **Add Channel**.

3. Select a Category and click **Go**. If presented with a subcategory menu, select from it and click **Go**.

4. At the **Select a channel** list, highlight a channel to select it and click **Add Channel**. You will return to the Manage Content/Layout for that tab and the channel you selected.

Modify a Channel

At the Content/Layout view you can move and delete channels from any selected tab.

- To move a channel horizontally or vertically, click the appropriate arrow to move the channel icon to a new location.

- To move a channel from one tab to another, 1) delete the channel from the first tab, 2) select the tab where you want the channel, 3) locate the column and position where you want the channel and click **Add Channel**.

- To delete a channel, click the X in the upper right corner of the channel. You do not have to be in Manage Content/Layout to delete a channel.
**Add Columns**  
At the Content/Layout view from selected tab, you have the ability to add additional columns.

1. Locate the position where you want to add the new column.

2. Click **Add Column**.

3. A page appears with options that allow you to set the relative sizes of each column that the tab contains. The default is one column at 100%.

4. Click **Add Column** until you have the desired number of columns. Then, at the width fields, enter percentage values for each column. The combined total of all fields must equal 100%.

5. Click **Save Widths** to set and save the columns. The new column(s) appears in the layout image.

6. Click **back to xyz Tab** in the upper left corner of the screen. You will return to the normal tab view.

**Modify columns**  
From the Content/Layout view you can remove or reposition a column.

1. Select the tab where you want to modify columns.

2. To move a column horizontally in the display, click the **left or right arrows** next to the Select Column button.

3. To delete a column, click **Select Column**. The column now displays a colored background indicating that it has been selected. The view will refresh, click **Delete this column**.

4. Click back to **xyz Tab** to return to regular view of the selected tab.

**Note:** If you get lost in any of your changes and cannot get back to the Home page, you are still in layout mode, click **Cancel and Return**.