



## Your First Visit to the MyNIACC Portal

NIACC Technology Services – <http://www.niacc.edu/helpdesk/>

**NOTE: Please Be Patient!** The first time you login to MyNIACC you may experience some delay. Subsequent logins should not experience this delay.

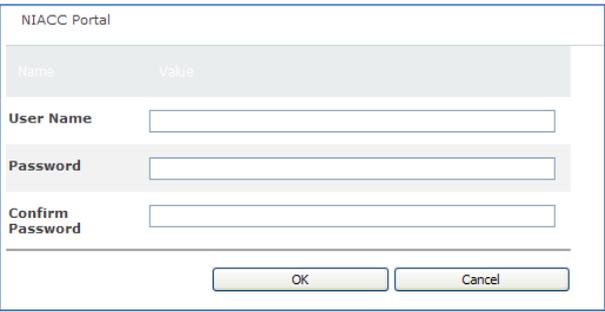
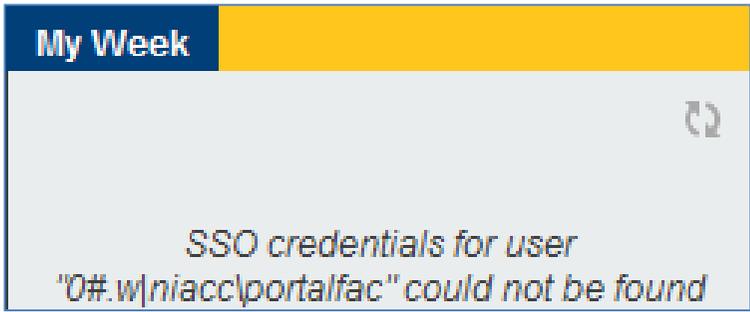
### Faculty / Staff Email Integration

The first time you login to MyNIACC, you will receive two error messages (follow these instructions).



First Login – Error Messages

- **Click on Enter your credentials** (located just above Announcements)
- Enter your User Name (Network ID)
- Enter your Password
- Confirm Password (enter it again)
- Click on OK



To see a video tutorial of MyNIACC or the Frequently Asked Questions page go here: <http://www.niacc.edu/MyNIACCDocs/MyNIACCfaq.html>

# Navigating the home page

(By default you will be viewing the Faculty-Staff page – you can view the Students page by clicking on “Students”)

The screenshot shows the NIACC Portal Faculty-Staff page. At the top, there are tabs for "Faculty-Staff" and "Students". Below the navigation bar, the page is divided into several sections:

- Left Sidebar:** Contains "NIACC Alerts" (with a red arrow pointing to it and the text "NIACC Alerts display here"), "Self-Service (WebAdvisor)" (with a blue arrow pointing to it and the text "Access Self-Service Webadvisor"), and "Faculty Information" (with a blue arrow pointing to a "More" link and the text "Choose 'More' if you don't see the feature you want").
- Top Navigation:** "NIACC Portal > Faculty-Staff" and a user profile icon.
- Message Area:** "You have 3 unread messages." (with a blue arrow pointing to it and the text "Click to access email"). Below this are "Announcements" and "Notify Me" tabs. A red arrow points to the "Announcements" section with the text "Important Announcements show here".
- Announcements Content:** Includes "NIACC Alerts - Receive Emergency Messages" (dated 11/2/2012 2:32 PM) and "Spring Registration is open!" (dated 10/25/2012 4:17 PM). A red arrow points to a link in the "Spring Registration" announcement with the text "Click here for Wellness Information".
- Bottom Navigation:** "FYI", "Wellness", and "Notify FYI & Wellness" tabs. A blue arrow points to the "Wellness" tab.
- Right Sidebar:** "My Apps" (with sub-items: Colleague UI 4.2+, Reporting Services, ANGEL, ANGEL Instructor Info), "My Week" (with a calendar for November 2012 showing today's date as Monday, November 12, 2012), and "Today's Date: Monday, November 12, 2012".

**My Team Sites**

Expand All Collapse All

Organization

“My Team Sites” appears for users who are members of existing team sites (department, organizations). This area will be available in future MyNIACC phases.

**Life @ NIACC**



View slide show

Fair  
80°F  
Yahoo! Weather



**Events (Next 2 Weeks)** NIACC Events Calendar News

**New Student Orientation**  
8/24/2012 9:00 AM Conference Center

**Cross Country**  
8/25/2012 10:00 AM Marshalltown, IA  
Region XI Time Trial

**Volleyball (A)**  
8/25/2012 12:00 PM St. Cloud, MN  
vs. St. Cloud Tech. & Community College

**Volleyball (A)**  
8/25/2012 2:00 PM St. Cloud, MN  
vs. Mesabi Range

Events scheduled within the next 14 days appear here.

You can click on “NIACC Events Calendar” to see the entire MyNIACC Calendar and scroll from month to month.

Sunday, August 26  
No events

Monday, August 27  
No events

Tuesday, August 28  
No events

Outlook Calendar and Class Schedule will appear here