



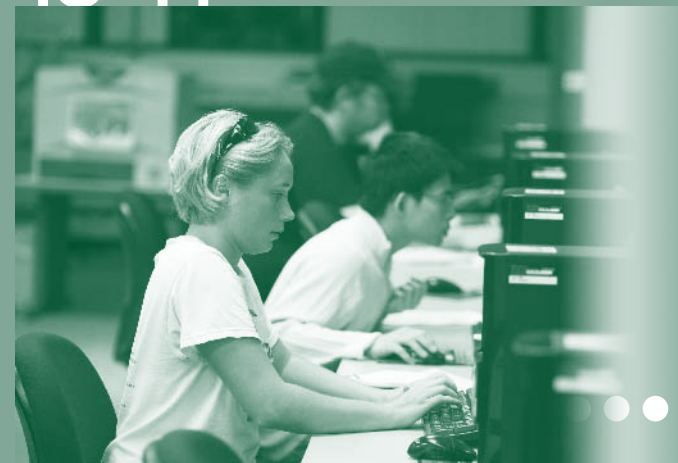
Getting Help

For more information on accessing or using any of the myNorthwest applications or administrative tools, click on either the Tutorial tab or the Help icon in myNorthwest.

You can also contact the Client Computing-Information Systems Help Desk at **660.562.1634** or email helpdesk@nwmissouri.edu.

myNorthwest Web Portal

my.nwmissouri.edu



What is myNorthwest?

myNorthwest is a web portal that provides a number of services designed to help you interact more effectively with Northwest resources and other students, faculty and staff including:

- » **Email**
- » **University Calendar**
- » **Group Studio**
Create online groups containing resources like photo albums, Internet links, news articles and applications including message boards and chat rooms.
- » **Administrative Services**
myNorthwest allows you access to various administrative services such as the ability to check grades, register for classes, and change the personal information that Northwest maintains about you.

myNorthwest allows you to customize your user layout to add, remove and rearrange channels. Every time you log into myNorthwest, your tab and channel preferences are preserved.

How to Log In

Your Northwest Network Account username and password will log you on to myNorthwest at my.nwmissouri.edu.

Accessing Northwest Services



E-mail



University Calendar



Groups

Email

To access your email account, click the email icon that appears in the application toolbar.

University Calendar

To access the University's calendar, click the calendar icon that appears in the application toolbar.

Group Studio

To access the Groups application, click the groups icon that appears in the application toolbar.

Administrative Services

To access the administrative services that Northwest has implemented, use the CatPAWS tab.

Home **CatPAWS** Student

What are myNorthwest Channels?

myNorthwest provides informational content through channels. Channels provide at-a-glance information with clickable features that allow you to expand content or web resources.

Channels are differentiated from each other by borders and each contains a title and a toolbar.

Interacting with Channels

A number of buttons can be used to manage the channels available in myNorthwest. The buttons appear in the top, right corner of the channel. Not all of these buttons will be available on all channels.

Help Button

Replaces the standard channel content with contextualized help for that specific channel.

Click on the button again to return to the standard channel content.

Edit Button

Allows you to change the settings related to that channel. Depending on the channel, the edit button will allow you to personalize the amount and types of content that are displayed in the channel.

Focus Button

Displays full-screen view for a specific channel. Use this button to view the channel by itself. Return to the portal by clicking on the "Back to ... Tab" link.

Move Button

Opens the Manage/Layout Content page. On this page, you can move the channels with the directional buttons. Some channels may not be moved if they are missing the directional buttons.

Remove Button

Allows a channel to be removed from the tab.

