



Pitzer College Portal
My campus.pitzer.edu

Student Portal Manual



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What is Mycampus?

Mycampus is Jenzabar's Internet Campus Solutions (JICS) which has been purchased and implemented for the 5 undergraduate Claremont Colleges. JICS is a single log-on entry point providing an intelligent, integrated, and Internet solution for the Pitzer campus. JICS is a union of campus administrative and academic functions integrating two vital components: the Campus Portal and authorized administrative data access.

- **Mycampus' Campus Portal** condenses the sometimes-over-whelming amount of information into one single source. The Campus Portal delivers a user-specific experience to students by offering services relevant to the individual user. Thoughtfully engineered to be a personal organizer and intelligent tool, it is much more than simply a gateway to all of the information. It is an efficiency tool for prospects, students, faculty members, and school administrators.
- **Mycampus** delivers the connectivity through the Web that is critical today, bringing you complete integration with your administrative system's database. Depending on who you are, role-based portlets deliver only relevant database content. For example, only users with a Financial Aid role will have access to financial aid information. The Student role is the second to be launched at Pitzer and we anticipate the launch of the Alumni, Admissions and Staff roles in the near future.

System Requirements

The suggested minimum browser requirements are either of the following:

Netscape Navigator 7.0 or higher

Netscape 7.02 is currently installed on your college Dell PC. If you are using a college Mac, you are likely running a version of Netscape that will need to be upgraded. You can download Netscape at <http://channels.netscape.com/ns/browsers/default.jsp> or you can contact IT to do the upgrade for you.

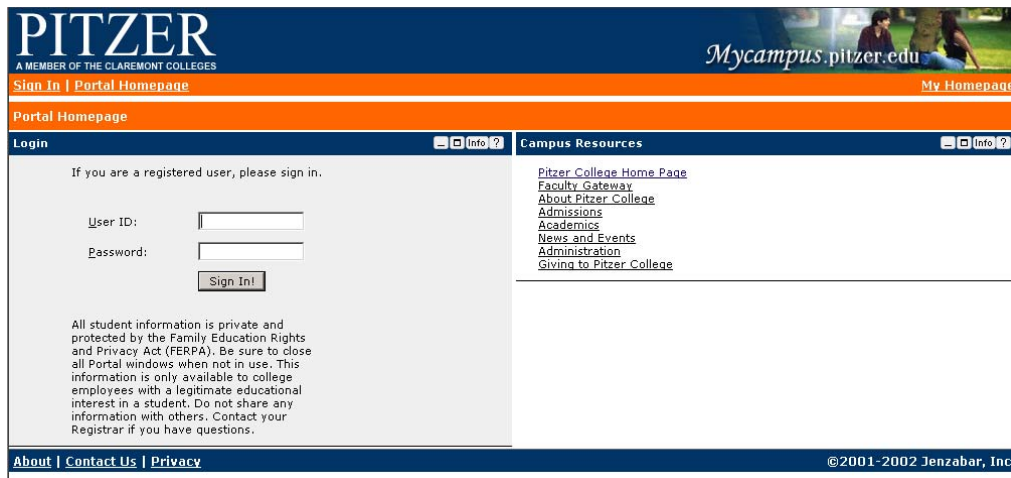
Microsoft Internet Explorer 5.5 or higher

IE 6.0 is currently installed on your college Dell PC. If you are using a college Mac, you are likely running a version of IE that will need to be upgraded. You can download IE at <http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp> or you can contact IT to do the upgrade for you.

Logging on to Mycampus

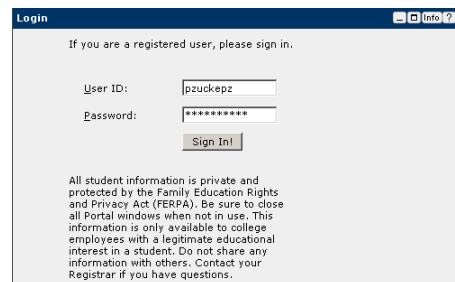
In the address bar of the browser of your choice enter the URL of the **Mycampus** site: <https://mycampus.pitzer.edu> (Note: no www)

The **Portal Homepage** is the initial **Mycampus** page to appear. The Portal Homepage has been designed to serve as a virtual point-of-contact for the Pitzer campus. Visitors to this page and registered **Mycampus** users (Pitzer faculty, students, staff, administrators) will only be able to view selected links posted under the Campus Resources at this time. In the near future visitors will be able to also view public announcements and a calendar of events. The **Mycampus** administrator defines and maintains the features displayed on the Portal Homepage.



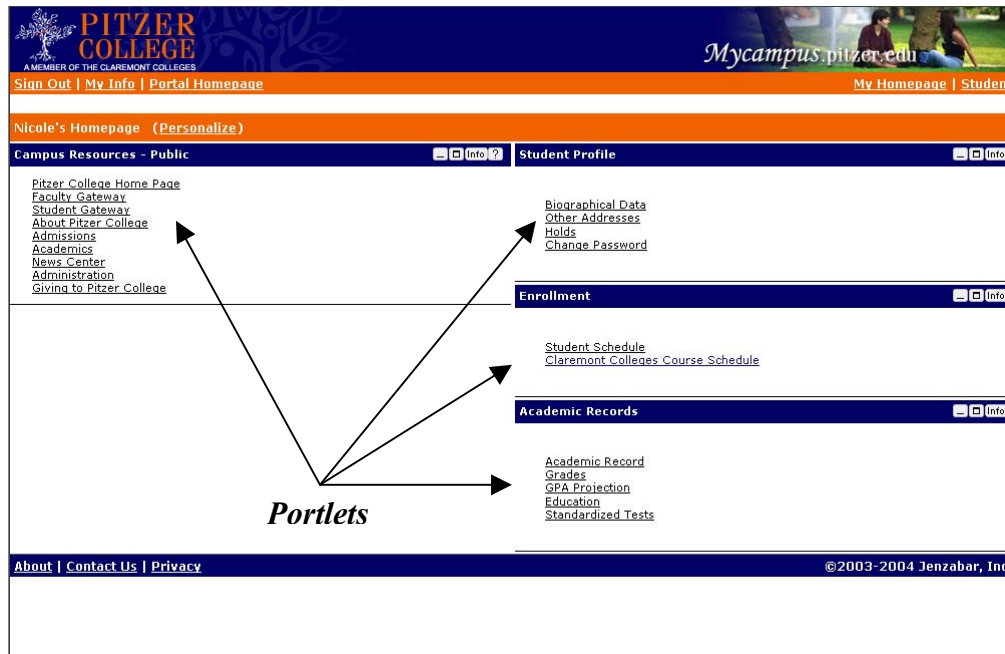
Students can obtain their portal account at the Pitzer registrar office. Your Pitzer ID card is required to show proof of identity.

In the **Login** dialog box enter your User ID & Password where indicated. Upon login, the **My Homepage** screen will appear. The **My Homepage** page initially displays the portlets defined by the **Mycampus** administrator, but the user can customize his/her own homepage at any time.



My Homepage

The **My Homepage** page contains several “**portlets**” indicated by the blue title bars on the page (i.e., Campus Resources, Student Profile, Enrollment, Academic Records). Portlets can be customized (repositioned or removed) based on each user’s needs and preferences.



Customizing My Homepage

To customize the portlets that appear on the **My Homepage** page, click the **(Personalize)** link displayed on the **Page Caption** title bar. The **Personalize** portlet contains two links: **Page Properties** and **Page Portlets**.

The (Personal) Link

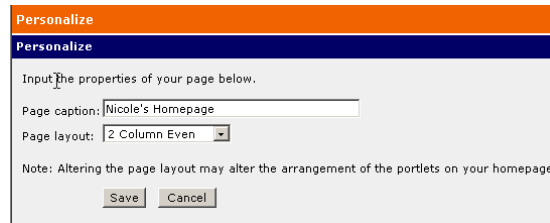


The Personalize Portlet

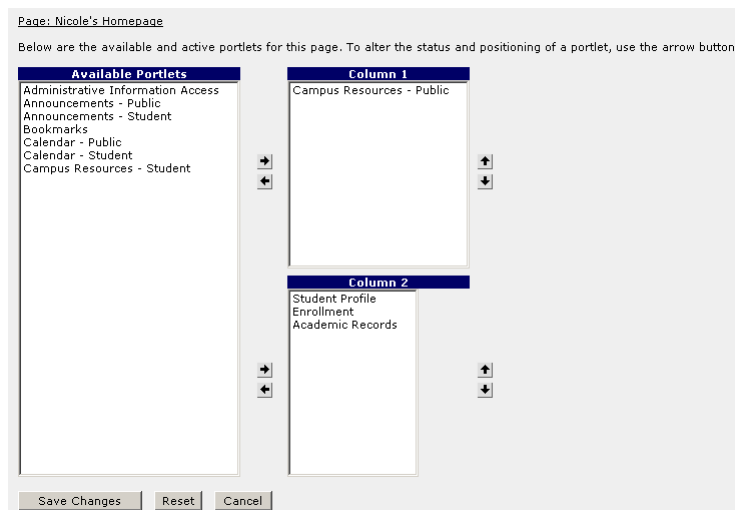




The **Page Properties** link enables the user to change the caption displayed on the **Page Caption** title bar. The column layout on the **My Homepage** page can also be changed from between 1-3 columns. Click the Save button to save any changes you make to Page Properties.

Please Note: Changes may not be immediately visible on the **Page Caption** title bar but will take effect within several minutes.








The **Page Portlets** link enables the user to remove and reposition portlets on the **My Homepage** page. A listing of available portlets appears on the left side of the screen. Placeholders for each column are listed to the right of the Available Portlets listing. Simply select the portlet you want to reposition or remove



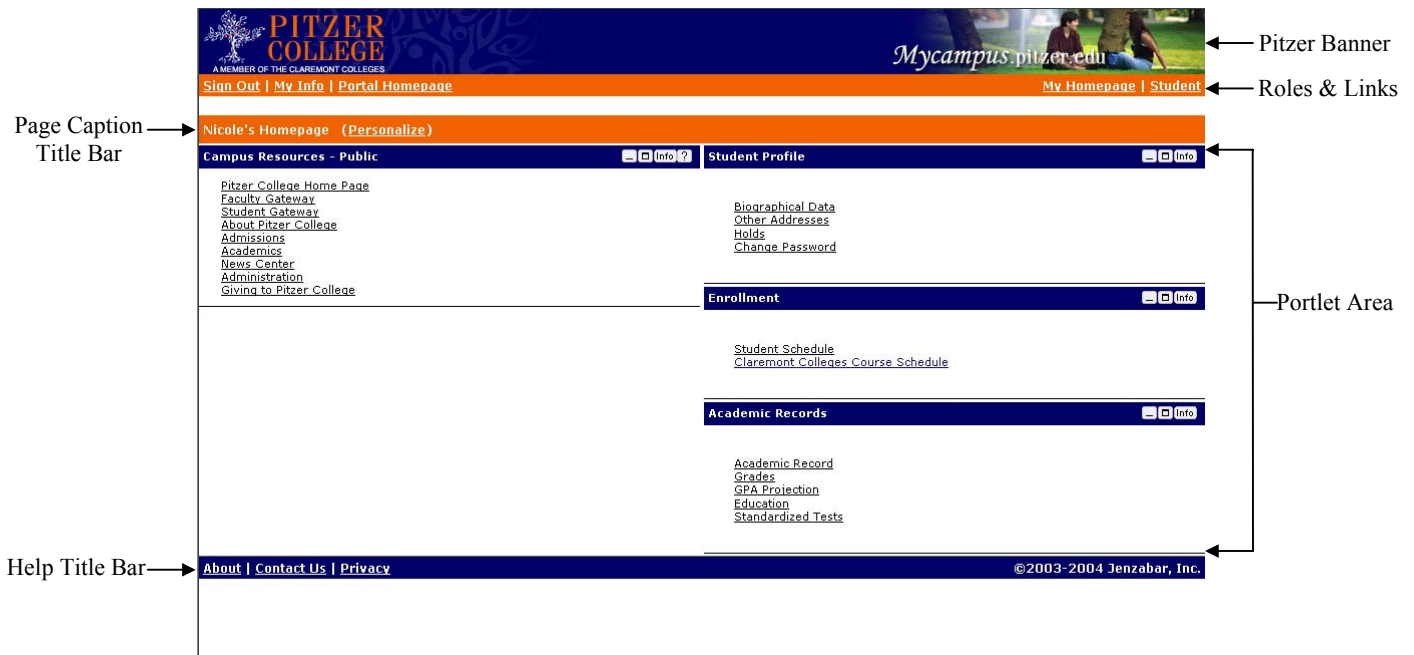
from a column and then click the corresponding arrow key— or  to reposition the portlet. Click the **Save** button to save the changes or click the **Reset** or **Cancel** buttons to either reset the portlets to their original column location or cancel the change you just made.

Portlets

Once a user has selected the portlets that he/she wants to appear in the portlets area of **My Homepage**, the appearance and content of each portlet can be further modified using the Minimize () , Maximize () , Restore () , and Edit () buttons located on the far right end of each portlet's title bar. The Info () button provides copyright information regarding the portlet.

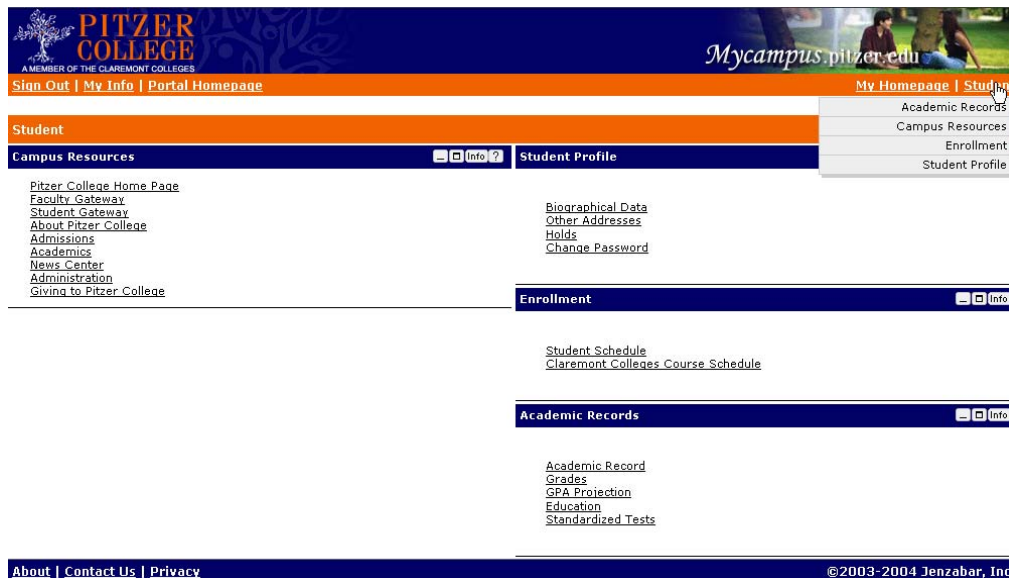
- The **Minimize** button will reduce the portlet on the screen so that only the portlet title bar is visible.
- The **Maximize** button opens the portlet, filling the portlet area of the screen; no other portlets are visible.
- After maximizing a portlet, use the **Restore** button to restore the portlet to its original size.
- The **Edit** button enables the user to add content to the portlet. For example, in the Bookmarks portlet, the user would click the Edit button to add, modify, or remove a bookmark from the portlet. Select portlets (i.e., Announcements-Public) can only be modified by the **Mycampus** administrator and do not display an Edit button.

Mycampus Window (Default)



- Only the **Mycampus** administrator can edit the **PITZER Banner** area.
- The **Roles & Links Bar** contains links to the following features:
 - Use the **Sign Out** link to end the current **Mycampus** session.
 - The **My Info** link enables the user to upload a personal photo (this feature is disabled at this time), displays biographical information and other personal information. The information entered in this area is displayed as the user’s profile and is visible to other **Mycampus** users:

- The **Portal Homepage** is managed by the **Mycampus** administrator and is used to display various portlets visible to all **Mycampus** users. The user can return to the Portal Homepage at any time using this link.
- The **My Homepage** page displays the portlets defined by the user. See the **My Homepage** and **Customizing Portlets** sections of this manual for more detailed information about personalizing this page.
- The **Student** link provides access to the features available to a user assigned a Student role: the **Campus Resources** portlet, the **Student Profile** portlet, the **Enrollment** portlet and the **Academic Records** portlet. Pitzer faculty will see a Faculty link rather than a Student link. The Faculty link provides access to the same basic functions available to Student.



- The **Page Caption Title Bar** displays the caption defined by the user. If the user hasn't defined a caption, the Username will be displayed by default.
- The **Portlet Area** displays the various portlets that have been selected by the user and/or the **Mycampus** administrator.
 - The **Campus Resources** portlet is a list of the most commonly used links. This portlet is edited by the **Mycampus** administrator.
 - The **Student Profile** portlet is a list of links that allow students to access up-to-date biographical and college information, view holds that are applied to their account and change their portal password.

- The **Enrollment** portlet contains links that provides students access to their current class schedule and access to the current Claremont Colleges course schedule. This is also where students will enroll online during registration period.
- The **Academic Record** portlet lists link to the student’s unofficial transcript, current and past grades, a GPA projection calculator, and information about their previous education and standardized test scores.
- The **Help Title Bar** contains links to information **About** the College, **Contact Us** e-mail links to various University offices, and the **Privacy** statement of the Claremont College.

Mycampus Administrator

The student portal is definitely a work in progress. We wanted to get a basic version of the portal into Student’s hands for comments and suggestions so as we move forward with additional features we will have your input on what will serve you best. To contact the **Mycampus** administrator, send an email to portal_admin@pitzer.edu and your email will be responded to as needed. For additional portal support call the Help Line at extension 73065 and an IT member will assist you with your request.