

SECTION 7

MYVU PORTAL

7. MYVU PORTAL

7.1 WHAT IS A PORTAL?

A portal allows multiple applications to be viewed on a single Internet page and provides direct access to your personalised information. MYVU Portal is your gateway to all your Victoria University details including enrolment, results and examination details. MYVU Portal also allows you to:

- View your course applications
- Apply for scholarships
- Apply for graduation
- Access Blackboard (WebCT)
- Access Lecture recordings (ReVU/Lectopia)
- Access My ePortfolio (Pebblepad)
- Access iTunesU
- Other important tools and information

For information on the latest additions, please visit ASKVU (www.vu.edu.au/askvu) and select the topic 'MYVU Portal'.

When logged into the portal, you have the option to customise the page content and layout to suit your needs by adding, moving and deleting content and pages.

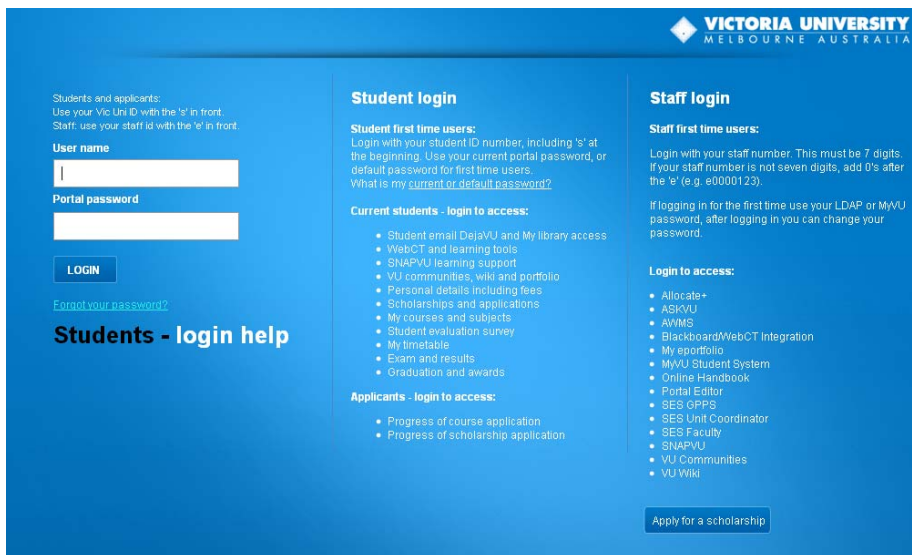
Applications and content in the portal are displayed in small windows known as channels. Channels can be maximized, added, detached and in some cases, removed altogether. Also, they are displayed on different pages, known as tabs. Pages can be added, moved and renamed to suit the users.

Tips for using MYVU Portal

- It is best to navigate using menu options and links. Avoid using the browser 'back' button.
- You may use Firefox, Internet Explorer or other browsers. **Note:** you must use IE 7 or later when accessing the portal.
- For FAQs and troubleshooting please refer to the 'MYVU Portal' topic in ASKVU at www.vu.edu.au/askvu.
- To ensure security and privacy, you will be prompted to create a strong password, and to change your password on a regular basis.
- To ensure security and privacy, remember to log out at the end of each session, and close your browser window.

7.2 ACCESSING MYVU PORTAL

1. Go to www.vu.edu.au/ and click on MYVU (student portal) in the Student Essentials box or go directly to www.vu.edu.au/current-students/student-essentials/ and click on the MYVU Portal link.
2. You will be presented with the login window when you click on the "Login" button

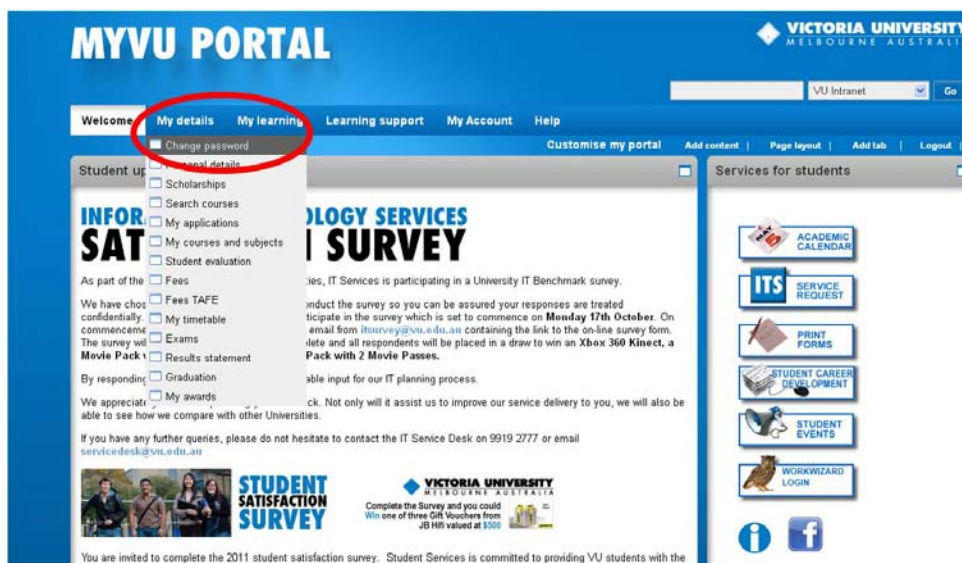


3. Your username is your Student ID number with a lower case 's' in front of it; for example: **s3234567**. If you are a first time user, your password will be set to default - "Temp" (uppercase T) followed by your date of birth in the format **Tempddmmyyy**. For example: 12 May 1983 is written as Temp12051983.
4. If you are a first time user or if you are logging in after a password reset, the system automatically will ask you to change your password and you will be prompted into 'set up your secret questions' (see section 7.3 of this guide).
5. Remember that for security reasons you should change your MYVU Portal password every 60 days. The system will begin sending you 'Change password' prompts in the last 10 days preceding the expired date, so it is important you to keep logging in MYVU Portal regularly.
6. If your password expires you can change it by answering your secret questions, if you previously set up them, or by calling the Student Contact Centre (please refer to **Section 7.3.3** of this guide).

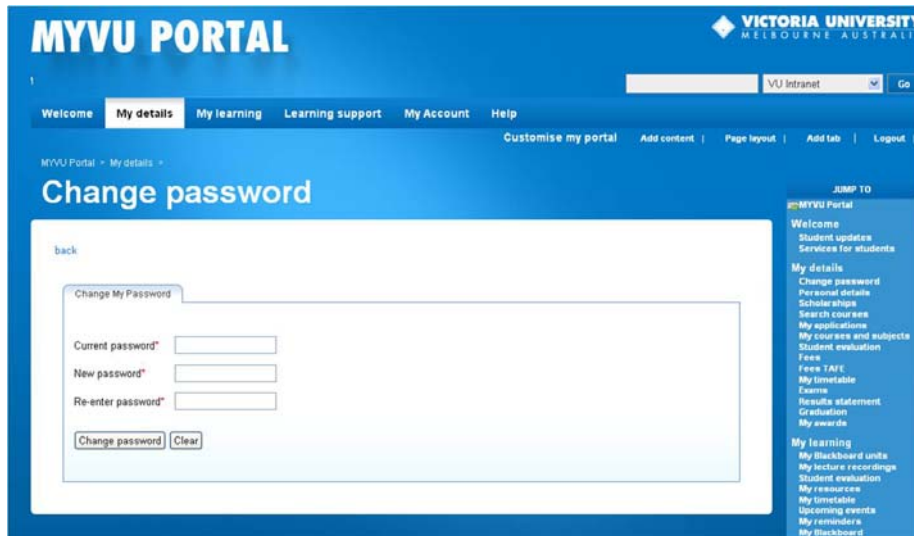
7.3 HOW TO CHANGE MYVU PORTAL PASSWORD AND SET UP YOUR SECRET QUESTIONS IN CASE YOU FORGET YOUR PASSWORD

7.3.1 CHANGING MYVU PORTAL PASSWORD

Once you have logged into MYVU Portal you can change your password putting your mouse over **My Details** and then, selecting the **Change Password** link. See screenshot for details.



Then, the **Change password** window will open and you will be able to change your password.



Please Note: new password security is now enforced. Your password must meet security requirements. Consider the following when creating a new password:

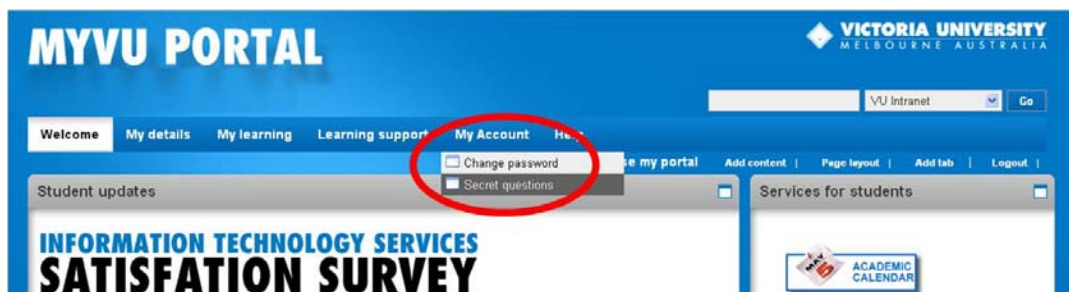
- Minimum 8 characters
- Do not use dictionary words as password
- Do not use your own name or date of birth
- Include letters mixed case
- Include numbers
- Include punctuation
- Cannot be a past password

Free password generators are available online. E.g. <http://www.pctools.com/guides/password/>

7.3.2 Setting your secret questions

MYVU Portal has an internal password reset feature, where you can set secret questions and answers, in order to reset your MYVU Portal password if you forget it.

To set your secret questions and answers log in to MYVU Portal, put the mouse over **My Account** and select the **Secret questions** option. See screenshot for details.



From there, select five secret questions, type your answers and hit **Submit**. Please choose questions and answers that you will remember, and have in mind that the answers are case sensitive.

For best results, we recommend that you connect to MYVU Portal using Internet Explorer.

7.3.3 In case you forget your password or if it expires

If you forget your password and if you have previously set your secret questions, the system will ask you three random questions out of your chosen five. If you answer the questions correctly you will then be able to reset your password and login.

To do that, you should go to MYVU Portal login window, select the **Forgot your password** link and then, enter your **User name** to continue.

Once you have done that a window with the questions will be opened.

To reset your password:

1. Enter your answers to the questions below
2. Select "Submit" once you have answered ALL questions

User name **s3828073**

In what city or town did your mother and father meet?
|

What is your oldest sibling's middle name?
|

What is the name of your favourite childhood friend?
|

Submit Clear Cancel

Please Note: If you have not created secret questions and answers, you will need to reset your password manually by calling the Student Contact Centre on +61 3 9919 6100, or ask a question through ASKVU at <http://askvu.vu.edu.au/>

7.4 TABS (PAGES) AND CHANNELS (PAGE CONTENT)

Tabs (pages) in MYVU Portal are located in the top navigation bar. Tabs allow the user to navigate between different view pages. When a tab is selected, a series of related channels (content windows) are displayed.

A channel is a cell that displays one type of information from a particular source. Channels in MYVU Portal consist of a channel heading, channel control buttons, and channel content. Channel control buttons are located in the upper right hand corner of each channel.

When you first log in to the portal, you will note that there are a number of tabs (e.g. Welcome, My details, My learning, Learning support, Help) and channels (e.g. Student updates, Services for students) available for viewing and selecting. These tabs/channels are known as default tabs/channels, and in most instances, they cannot be removed.

For example, 'My learning' tab and channels can be seen below. From that tab you will be able to access Blackboard (WebCT), Lecture recordings (ReVU/Lectopia), My ePortfolio (Pebblepad), iTunesU and various other e-learning tools.

MYVU PORTAL My learning tab

VICTORIA UNIVERSITY MELBOURNE AUSTRALIA

Welcome My details **My learning** Learning support My Account Help

Customise my portal Add content Page layout Add tab Logout

My Blackboard units

Please note you can only access one Blackboard unit at a time. Please logout of your current Blackboard session before selecting a new unit.

Unit List
BLO6513 - LAW OF EMPLOYMENT (10S2) (City Flinders)
BMC6544 - INDUSTRIAL RELATIONS (10S2) (City Flinders)
BMC6550 - CONTEMPORARY EMPLOYMENT SYSTEMS (10S1) (City Flinders)
BMC6564 - HUMAN RESOURCE MANAGEMENT (10S1) (City Flinders)
BMC6565 - HUMAN RESOURCE INFORMATION SYSTEMS (11S1) (City Flinders)
BMC6567 - MANAGING WORKPLACE CONFLICT (10S1) (City Flinders)
BMC6572 - STRATEGIC HUMAN RESOURCE MANAGEMENT (10S2) (Multi-campus)
BMC6580 - MANAGING ORGANISATION KNOWLEDGE (11S1) (City Flinders)
BMC6505 - WORK AND ORGANISATION SYSTEMS (11S1) (City Flinders)
BMC6513 - PROFESSIONAL PRACTICE AND ETHICS (10S2) (City Flinders)

My timetable

HIGHER EDUCATION STUDENTS

Can complete their MY TIMETABLE allocation and view their timetable.

For more information including timelines, students can go to the MY TIMETABLE web page.

Access MY TIMETABLE

Your timetable for the next two days is:

You currently do not have any scheduled activities for the next two days

Weekly View
Semester View

Note: MY TIMETABLE is only available to students studying on Campus in Melbourne.

Upcoming events

Prev	Today	Next				
Su	Mo	Tu	We	Th	Fr	Sa

My networks

Use VU wiki to create, share and edit information with other students and staff at VU.

Check out VU's social learning platform VU communities

Open Blackboard (WebCT)

My ePortfolio

My ePortfolio is a personal learning environment that allows you to share evidence of the development of your learning, skills and abilities over time in order to enhance your personal, professional and academic life experiences.

Library

View My Library record. Renew your loans, check your hold requests, search the catalogue, search for articles and more.

Email

Access your VU Student email

NOTE: Have you activated your email? If not, activate now. Once you have activated your email, log out of

7.4.1 ADDING TABS (PAGES) AND CHANNELS (PAGE CONTENT)

A key feature of the portal is the personalisation capability. Once a user has logged in, they are provided with tools to add, move and remove new content based on individual needs.

To add, rename, move, delete a new tab (content page):

1. Select **Add tab** option from **Customize my portal** menu. (See Figure 1)
2. A **New tab** will appear in the main menu. (See Figure 2)
3. Hover mouse over the **New tab**, and a dropdown menu will appear. **Edit page**, **move tab** and **delete tab** options available. To rename page, select **Page layout** option from the dropdown menu. (See Figure 2)
4. Rename page in the page name field. (See Figure 3)
5. To set page layout, select desired layout from the options. Click **Update**. (See Figure 3)
6. To add content, go to the Customise my portal menu and select **Add content**. (See Figure 4)
7. Choose content from the option list, and click **Add to my page**. (See Figure 4)

Figure 1: Add a new tab

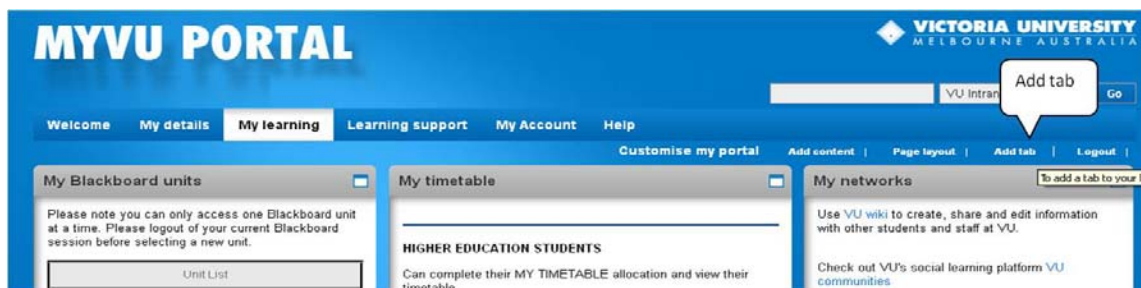


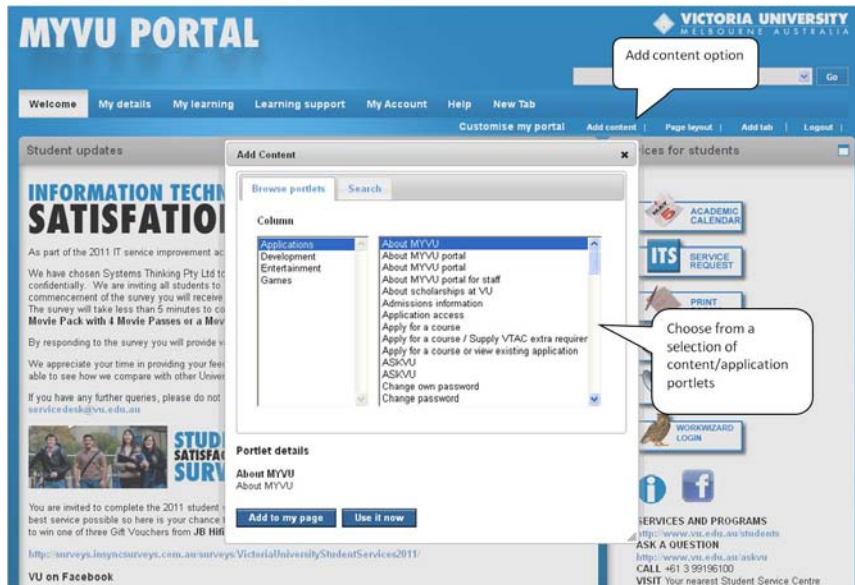
Figure 2: Edit tab



Figure 3: Edit page layout (and rename tab)



Figure 4: Add content to page



7.4.2. EDITING CHANNELS (PAGE CONTENT)

Channels (page content) can be expanded for full screen view. This is useful when you need to view/edit detailed content. Most channels can be dragged to new locations. Some channels have an edit facility, and some channels can be removed.

To expand, move, edit and delete content channels:



1. To expand a channel, click on the expand icon  located on the top right hand corner of the channel (See Figure 5)
2. To move content, hover over the grey channel bar. Click, hold and drag to new location.
3. To edit content, click on the edit icon  located on the top right hand corner of the channel when available. (See Figure 5).
4. To delete channels click on the remove icon  located on the top right corner of the channel (See Figure 5).

Figure 5: Expand, remove, drag and drop content

