How to Navigate Your MyNova Portal

Welcome to the new and improved MyNova portal! The solution’s powerful and intuitive Google-like search is designed to make navigation simple. Just use the search bar at the top to find the links you need.

1. To get started, you will go to mynova.villanova.edu.

2. Click ‘Sign In’ at the top right. You will be prompted to enter your Villanova email user i.d. and password.

3. Once you are signed in, you will be able to search for any link you need by typing terms into the search bar.

For example, to submit your midterm grades, type in ‘Submit midterm grades’ and hit enter. MyNova will return the link to submit your grades, along with other links related to your search.
Unsure of the name of a link or page? You can also browse by category in MyNova.

One way to do this is by using the ‘Browse Categories’ dropdown. Click the arrow to view a list of categories.

You can also explore groups of related links called task centers.

For example, type in ‘Faculty’, and your search will return the ‘Faculty Dashboard’ Task Center. Underneath the second heading ‘Search Results: Task Centers’, you will see the Faculty Dashboard task center link.
These links are specifically grouped together for Villanova faculty members to conveniently browse important faculty related links.

**Do You Have Questions or Need Support?**

- Reach out to the UNIT helpdesk by phone, email, chat, or walk-in:
  - Phone (main campus): 610-519-7777
  - Phone (law school): 610-519-7771
  - Email: support@villanova.edu
  - Chat: Go to unit.villanova.edu and click the chat bubble to chat with a support representative.
  - Walk-ins:
    - Vasey Hall Rm 101 M-Th 9am – 7pm and Fridays 9am – 5pm
    - Law: Law Library Rm 104 M-F 9am – 5pm
  - Submit a ticket any time – search for 'Helpdesk' in MyNova and click on the helpdesk link to submit a service request.