**What is myNOVA?**

*myNOVA* is Villanova University’s new online web portal (gateway) that provides personalized access to web services (email, web, Banner, Blackboard, Novasis, etc.) with just the initial login to *myNOVA*. You can customize *myNOVA* so that the information and tools you need are available when you log in. Information you receive is targeted specifically to you.

**Login to myNOVA**

*myNOVA* is on the VU internal (logged in) homepage at: [http://myNova.villanova.edu](http://myNova.villanova.edu).

To securely login to *myNOVA*, use your LDAP/email User Name and Password.

**Logout of myNOVA**

For security reasons, it is important that you logout of *myNOVA* when your session is complete. This will log out of Banner, Blackboard, Novasis, etc.

- Click the **Logout** button at the top right corner.

**Getting Help**

*myNOVA* has a help button in the upper right corner.

Contact the Help Desk at 610-519-7777 for other questions.

**Browser Support**


**Navigating myNOVA**

*myNOVA* has various areas you can access by clicking the tabs near the top left of *myNOVA*. Tabs may include *Home, Work@VU, Library* and *My Tab*. A tab may have several columns (left, middle and/or right).

The tabs contain multiple modules known as **channels** which contain grouped information. Channels may include *Campus Announcements, Personal Announcements, VU Directory Search, VU News, Accuweather*, etc.

Each channel can be maximized, minimized or closed. Different departments maintain the content in each channel.

Additionally, the top right side of *myNOVA* contains buttons for accessing your E-mail, eLearn, temporary access to the external VU homepage, Logout, and Help.
QuickStart Guide
Getting Started

Customizing Tabs
You can add, move, rename and remove tabs.

To Add a Tab:
You may want to add tabs for groups of items or to access a website, such as a type 2 email account or Outlook Webmail.

- Click the Content/Layout link on the upper left area.
- Click the Add Tab button on the right of your existing tabs.
- Type the new tab name.
- Select the tab type and position:
  - Traditional tabs allow you to add channels and columns.
  - Framed tabs allow you to add a web site as a tab. You would type in or paste the URL of the site you want to add, such as your type 2 email or WebAccess URL.
- Click the Submit button.
- Click the Back to Home tab link at the top left to view your results.

To Move a Tab:
- Click the Content/Layout link on the upper left area.
- Click the left or right arrow on a tab to relocate the tab.
- Click the Back to Home tab link at the top left to view your results.

To Rename a Tab:
You can change the wording of “My Tab” to be your name, e.g., “Jan’s Tab”.

- Click the Content/Layout link on the upper left area.
- Click the tab’s name.
- In the Rename the tab field, type the new name.
- Click the Rename button.
- Click the Back to Home tab link at the top left to view your results.

To Remove a Tab:

- Click the Content/Layout link on the upper left area.
- Click the tab’s name.
- Click the Delete this tab link.
- Click the Back to Home tab link at the top left to view your results.

Customizing Channels

A channel is a module on the myNOVA portal that contains related items, like the Accuweather channel. Channels may include: Campus Announcements, Personal Announcements, Bookmarks, VU Directory search, News, Links, and Campus Currents, etc.

You can maximize, minimize, or delete channels via buttons in the top right corner of the channel. You can add and move the location of some of the channels via the content/layout link.
Working with Channels:

- Click the channel’s maximize button to enlarge a channel full screen.
  - Click the Back to Home Tab to restore the size.
- Click the channel’s minimize button to temporarily remove the channel content.
  - Click the Expand Channel button to restore the size.
  - Click the Back to Home Tab to restore the size.
- Click the Back to Home Tab tab at the top left to return to the default view.
- Click channel close button to remove the channel.

**NOTE:** To get the channel back, see the instructions below.

To Subscribe to/Add a Channel:

If you have removed a channel and want it back or wish to add many additional channels which are available:

- Click the Content/Layout link at the top left.
- Click the Tab that you want to contain the channel.
- Click the Add Channel button at the location where you want the channel to appear.
- Select the channel category from the drop down list, then click Go.
- Click the channel name, then click Add Channel.

To Move a Channel:

You can re-arrange the channels in a tab to suit your preferences. You can move them between columns or up or down within the column.

- Click the Content/Layout link at the top left.
- Click the Select Channel button under the channel’s name to select the channel
- Click the up and down arrow buttons to move the channel up or down.
- Click the left or right arrow buttons to move the channel across columns.
- Click the Back to Home Tab at the top left to view your results.

To Delete a Channel:

Some channels cannot be removed. For those that can be removed:

- Click the X in the upper right corner of the channel to be removed.
- When prompted to remove the channel, click OK.

**NOTE:** If you remove a channel by mistake, you can add it back. See instructions above.

To Reset All Channels to the Original Default Settings:

If you decide the format of your channels should be back to the original settings:

- Click the Content/Layout link at the top left.
- Click the Revert to default layout link.

**Manage Content/Layout**

- Options for modifying Preferences:
  - Tabs: To add a tab, click the "Add New Tab" button.
  - Channels: To add a channel, click the "Add Channel" colored bar. To remove a channel, click or.
  - Columns: To add a column, click on the "Add Column" button or.
  - Revert to default layout

- Click OK.
Bookmarks

In addition to adding favorites in your browser, you can add websites as a bookmark. Bookmarks are located on the Home tab near the bottom left side.

To Add a Bookmark:

On the Home tab:

- Scroll down the left side to display the Bookmarks channel. Two bookmarks were added for you.

- Click the first icon at the bottom of the channel: “add a bookmark.”
- In the first field, type the name of bookmark, e.g., Outlook Webmail, etc.
- In the second field, type or paste the URL of the website, e.g., http://webmail.villanova.edu.

- Click the “Add” button to add the bookmark to your Bookmarks list.

To Use a Bookmark:

In the Bookmarks channel:

- Click the name of the bookmark, e.g., Outlook Webmail.
- The website will open.

Welcome. You have reached Villanova University's Single Sign-On service. This login is for current students and employees. If you have forgotten your User ID or password, you may use the "Forgot User ID/password" link. If you need to reset your User ID or password, please go to http://villanovaauth.villanova.edu. If you are continuing to have difficulties authenticating into Villanova systems, you may contact your help desk at 800/247/7777, go to the Technology Help Desk, or call the IT Help Desk Monday to Friday at 8:30AM - 5:00PM.