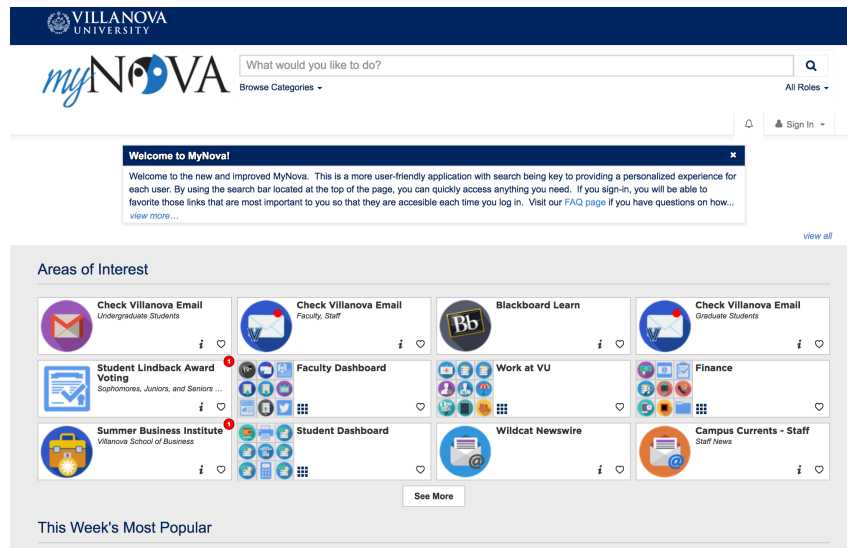


How to Customize Your MyNova Portal

Welcome to the new and improved MyNova portal! The solution's customizable user options are designed to help you personalize your portal experience to fit your needs.

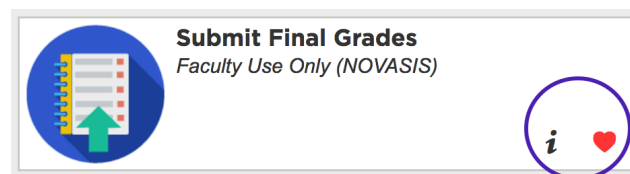
1. To get started, you will go to mynova.villanova.edu and sign in with your Villanova email user i.d. and password.



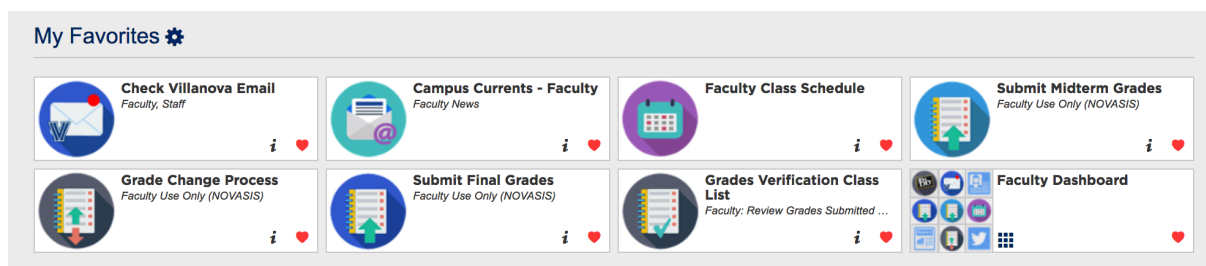
Personalize Your Experience

While you are not required to sign in to use MyNova, there are some additional features available to you when you sign in including favorites and user preferences. The MyNova solution now offers the option to create your own “Favorites” section.

To favorite a link, click the heart at the bottom right corner of a link's card.



Clicking on hearts will add links to your ‘My Favorites’ section at the top of the portal. You will only see this section when you are signed in.

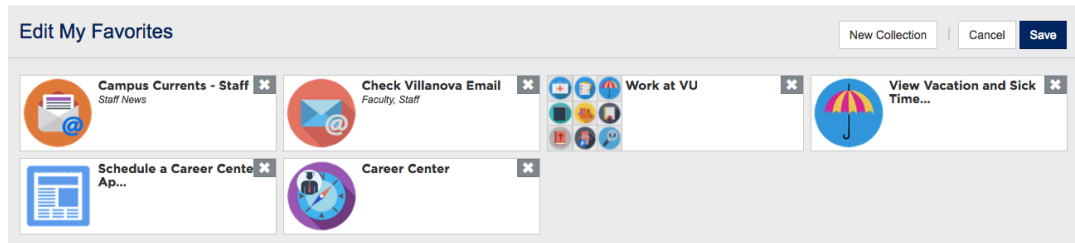


Edit Your 'Favorites' Section

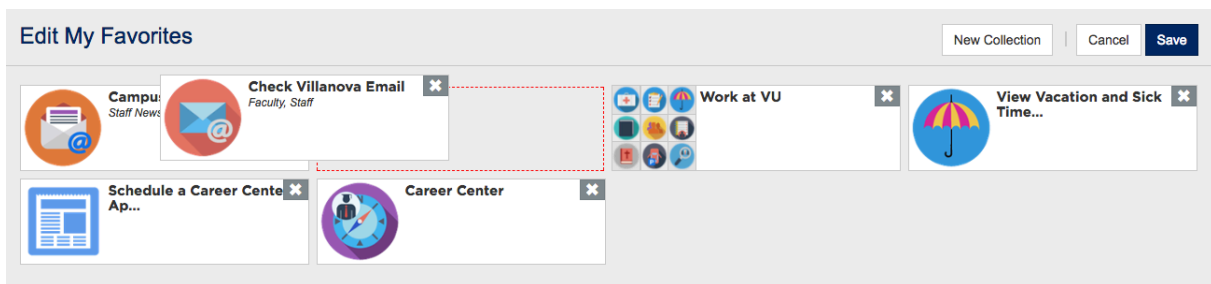
1. Click the gear next to the 'My Favorites' title

My Favorites 

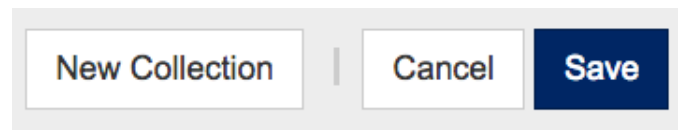
2. You will be taken to the 'Edit My Favorites' section, which will look like this:



3. You are able to click and drag the cards into the order you prefer



4. When you are finished organizing the link cards, make sure to click 'Save' to save your changes



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.

