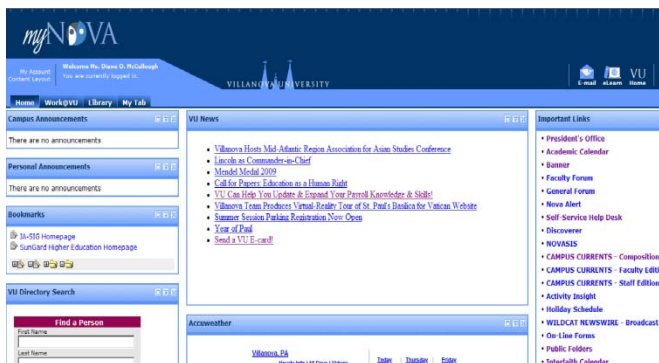


What is myNOVA?

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>.

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

What browsers work with myNova?

Firefox, Netscape, IE 7, and Mozilla are supported. If you are using Internet Explorer version 6, you will need to upgrade to version 7 from the Microsoft website:

<http://www.microsoft.com/downloads/details.aspx?familyid=9AE91EBE-3385-447C-8A30-081805B2F90B&displaylang=en>.

To make myNova your browser's home page:

You may want to change your home page to be the myNova page (<http://mynova.villanova.edu>) instead of the Villanova external website (www.villanova.edu).

- Open your Internet Explorer 7 (IE 7) browser.
- Click **Tools**
- Click **Internet Options**
- In the Home Page field, type: <http://mynova.villanova.edu>
- Click **OK**.

Or:

From the myNova page:

- Click the drop down arrow next to the Home button on your browser
- Click **Add or Change Home Page**
- Click to select the first option: **Use this home page as your only home page.**
- Click **Yes**.

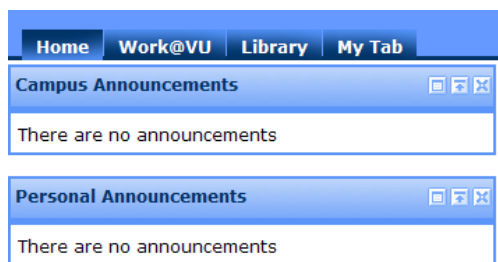
Navigating myNOVA

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*.



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.

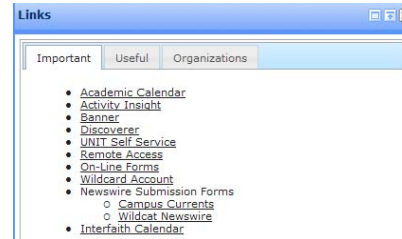


To Remove a Tab:

- 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.

- Click channel **close** button to remove the channel.

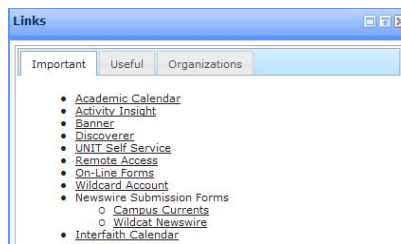
NOTE: To get the channel back, see the instructions below.



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.

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**.
- Click the **Back to Home Tab** to view your results.

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" butt

Channels: To **add** a channel, click on the "Add Chanr colored bar. To **remove** a channel, click or

Columns: To **add** a column, click on the "Add Colum

▢ [Revert to default layout](#)

- Click **OK**.

Bookmarks

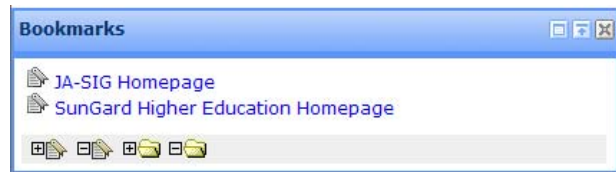


In addition to adding favorites in your browser, you can add websites as a bookmark. Bookmarks are located on the Home tab near the bottom left side.

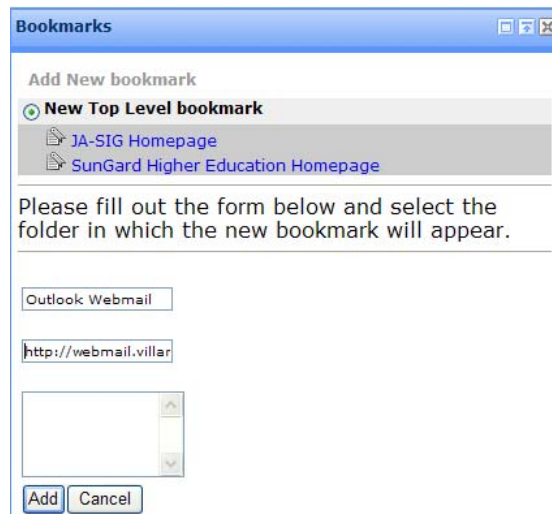
To Add a Bookmark:

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.

Type 2 Generic Email Accounts

To get your generic email accounts to show up in myNOVA:

- ✚ Click **Content Layout** to the left of “Welcome, Your Name.”
- ✚ Click the **Add Tab** button (It should be to the left of a button called Fragments.)
- ✚ Name your tab, in this case it would be your Generic Email account name.
- ✚ Under **Select the Type**, click the radio button next to **Framed – URL**.
- ✚ Type in the URL:
<https://webmail.villanova.edu/genericemailaccount@villanova.edu> (make sure it is **https**, not **http**, it already puts in **http://** - you just need to add the “s” and then complete the URL.)
- ✚ Select a position for the tab. You only have a choice between the left or right of the My Tab.
- ✚ Click the **Submit** button.