

## my.umassd.edu Portal: How it works and how to request a site

The portal is the best place for information that is for the campus community only. It allows you to select specific audiences that can have access to the site (faculty, staff, students, etc). The portal is for *information only* – there is very little formatting and images cannot be viewed in the portal.

1. Email [webteam@umassd.edu](mailto:webteam@umassd.edu) with a request for a new site in the portal.

Let us know

- a. The type of content (contact information, forms- PDF or links, etc)
- b. Who will need access to **EDIT** the content in **TerminalFour**
- c. Who will need access to **VIEW** the content in the **Portal**
- d. Attach the proposed content for the portal page in a Word document

2. Once the web team member has the content and information to proceed, they will build the site in TerminalFour for you.

How it works: each "block" in TerminalFour maps to a "portlet" in the portal.

3. The web team will take care of this set up for you. Then they will assign your access in TerminalFour so you can edit the content.

### TerminalFour

The screenshot shows the TerminalFour interface with tabs for General, Content, Page Layouts, Metadata, Edit Rights, and Content Type. The 'Content' tab is active, displaying 'Content currently in this section.' Below this, there are sections for 'Automatic Ordering' (Enabled) and 'Existing Content'. The 'Existing Content' section contains a table with the following data:

Name	Version	Status
Contact	7.0	Approved
CAS Forms	17.0	Approved
CAS Helpful Resources	4.0	Approved

### Portal

The screenshot shows the my.umassd.edu Portal interface. The 'CAS Faculty and Staff' section is active, displaying three portlets: 'Contact', 'Forms', and 'Helpful Resources'. Arrows from the TerminalFour screenshot point to these portlets, indicating their mapping.

- Contact**: Linda Grant, Administrative Assistant, LAFS, Room 3376, 508.933.6258, [lgrant@umassd.edu](mailto:lgrant@umassd.edu); Louise Melnick, Administrative Assistant, LAFS, Room 397, 508.933.6562, [lmelnick@umassd.edu](mailto:lmelnick@umassd.edu); Dorothy Cochran, Administrative Assistant, LAFS, Room 373.
- Forms**: Additional Compensation Form - Faculty; Additional Compensation Form - Staff; CAS Transfer Guidelines; CAS Personal recommendation timetable; EEO Assurance Form; EEO Assurance Form; Honorary Appointments; Multimedia Center Access Form.
- Helpful Resources**: CAS Newsletter Archive; CAS Video Archive; Faculty Handbook; Office of Faculty Development Reso; Office of Provost Resources for Fac; Planning for Tenure; Resources for Researchers; Sponsored Projects Forms.

### Editing portal content

1. Editing portal content in TerminalFour is the same as for any other page, except:
  - a. Displayed images will not display in the portal. The portal is for content/text only.
  - b. Linking is done with the actual web URL, not through TerminalFour. You can copy/paste the website URL in the link box, i.e. [www.umassd.edu/about](http://www.umassd.edu/about).
2. Adding media library items and linking to them is the same as the TerminalFour job aid.
3. After you make changes in TerminalFour, it can take up to two hours for the content in the portal to be updated, just like the content in TerminalFour.
4. Your new site will most likely be placed under My Sites in the portal.
5. Your new site can be linked to from a web page to make it easier to find, if appropriate. Users may have to log in if they have not logged in already to Outlook, COIN, etc.

Current portal site examples:

- Arts and Sciences Faculty and Staff –contacts, internal forms, and resources
- Procurement training forms and videos – how-to instructional videos for staff and faculty
- Online Students - resources site: contacts, student complaints info, academic resources, important dates and announcements
- Budget Development Task Force – a closed, private site for committee use

Examples of portal access groups:

- Faculty
- Staff (with Faculty)
- Contingent Workers
- Retired
- Students (all Students)
- Graduate Students
- Law Students
- First Year Admits
- Eligible for Graduation
- Commuters
- Alumni