



Using the Portal Messaging Center

for Content Coordinators

Table of Contents

Introduction.....	2
Permissions Overview	2
How to Add a Pagelet to Your Home Screen.....	2
Getting to the Portal Messaging Center	3
Submitting a Standard Announcement	4
Submitting an All-Campus Announcement	6
Approving Announcements from Others	7
How Your Announcement Looks in the Pagelet	8
Answers to Frequently Asked Questions	8

Introduction

The Portal Messaging center for the Faculty/Staff Portal allows you to quickly and easily present announcements to a wide variety of campus users. The messages you submit appear in blocks on the Portal screen known as pagelets. Staff and Faculty can place your pagelet on their main Portal screen so that they see your pagelet whenever they log into the Portal. The Portal Messaging Center also serves as a public archive for all messages that have been submitted. The Portal Messaging Center is an effective means to broadly communicate your important announcements.

Permissions Overview

There are two levels of permissions available.

1. Pagelet Publisher	<ul style="list-style-type: none"> • Can draft and approve messages for their pagelet. • Can draft messages and recommend them for other pagelets.
2. Pagelet Owner	<ul style="list-style-type: none"> • All Pagelet Publisher permissions • Additionally, can grant Pagelet Publisher rights for their pagelet to any user.

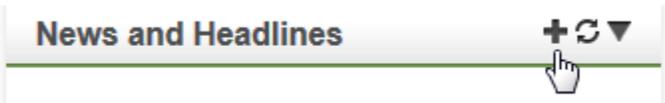
How to Add a Pagelet to Your Home Screen.

The Faculty/Staff Portal has two tabs, a Home tab and a Faculty/Staff Resources tab. The Faculty/Staff Resources tab functions like a catalog of pagelets. If a pagelet does not appear on your Home tab, you can find it on the Faculty/Staff Resources tab and add it to the Home tab.

1. Select the Faculty/Staff Resources tab on the top of the Portal screen.


 A green rectangular button with the text "Faculty/Staff Resources" in white.

2. Find the pagelet that you would like to add to your home screen and select the add (+) icon.


 A horizontal pagelet titled "News and Headlines" with a green underline. On the right side, there is a set of icons: a plus sign (+), a refresh icon, and a downward arrow (▼). A hand cursor is pointing at the plus sign.

3. Select the Home tab to return to the main Portal screen.


 A green rectangular button with the text "Home" in white.

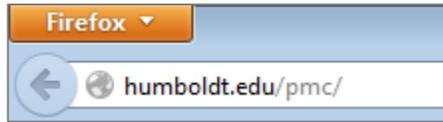
4. The pagelet will now be available on the main Portal screen when you log in. To remove the pagelet from the Home tab and return it to the Faculty/Staff Resources tab, select the close (X) icon.


 A horizontal pagelet titled "News and Headlines" with a green underline. On the right side, there is a set of icons: a refresh icon, a downward arrow (▼), and a close icon (X). A hand cursor is pointing at the close icon.

Getting to the Portal Messaging Center

1. Navigate to the Portal Messaging Center:

<http://humboldt.edu/pmc>



2. Enter your standard HSU username and password and select Log in.

User account

Username *

HSU User Name

Password *

Enter the password that accompanies your username.

3. Select your area from the navigation pane on the left.

Home
Academic Affairs
Administrative Affairs
Advancement
All Campus
Athletics
CAHSS
CNRS
CPS
CeLEE
ITS
Library
Public Safety
Student Affairs
Training

4. You will be presented with a list of announcements previously submitted for your pagelet.

Training Announcements

Search Month -Year -Month

Training announcements will be shown here

07-17-2013
Monitor this pagelet for news and updates about training available to HSU staff and faculty.

Welcome to the HR/Training Pagelet

07-10-2013
This is the new HR/Training pagelet. Please monitor this pagelet for HR and training-related information.

New Announcement

06-03-2013
Proin iaculis nisl eget lorem vestibulum mollis. Ut elementum sem sit amet justo tempor sed elementum sem fermentum....

Submitting a Standard Announcement

1. In the Navigation panel, choose Submit an Announcement.

Navigation

[Submit an announcement](#)
[Manage Users](#)
[Training Queue](#)
[Log out](#)

2. You will be presented with the Create Portal Content screen.

Create Portal Content

Your announcement will be sent for approval. Once approved, it will display in the portal.

Headline *

Body (Edit summary)

Format

Switch to plain text editor

Announcement Area

<input type="checkbox"/> Academic Affairs	<input type="checkbox"/> Administrative Affairs	<input type="checkbox"/> Advancement
<input type="checkbox"/> Athletics	<input type="checkbox"/> CAHSS	<input type="checkbox"/> CalLEE
<input type="checkbox"/> CNRS	<input type="checkbox"/> CPS	<input type="checkbox"/> ITS
<input type="checkbox"/> Library	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Student Affairs
<input type="checkbox"/> Training		

Announcement Approvals

<input type="checkbox"/> Academic Affairs	<input type="checkbox"/> Administrative Affairs	<input type="checkbox"/> Advancement
<input type="checkbox"/> All Campus	<input type="checkbox"/> Athletics	<input type="checkbox"/> CAHSS
<input type="checkbox"/> CalLEE	<input type="checkbox"/> CNRS	<input type="checkbox"/> CPS
<input type="checkbox"/> ITS	<input type="checkbox"/> Library	<input type="checkbox"/> Public Safety
<input type="checkbox"/> Student Affairs	<input type="checkbox"/> Training	<input type="checkbox"/> Attachment

Browse... No file selected. Upload

Files must be less than 10 MB.
 Allowed file types: doc pdf jpg png ppt psd docx xls xlsx pptx

3. Under Headline, enter a title for your announcement.

Headline *

New and Exciting Changes

4. Add a summary if desired.

Note: The summary text appears in the pagelet. If you do not add a summary, the first few lines of the Body will serve as the summary. Adding a summary allows you to customize the pagelet message so that it is complete and succinct.

Summary (Hide summary)

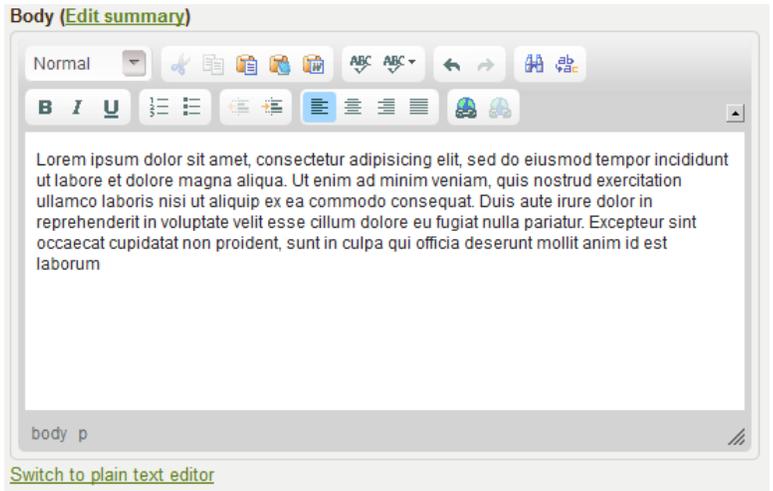
Format

Visit [Training and Professional Development](#) for upcoming professional development opportunities and resources.

Leave blank to use trimmed value of full text as the summary.

5. Add the text you would like to appear in the body of the message.

Note: To view the body of the message, the user must select the link in the pagelet.



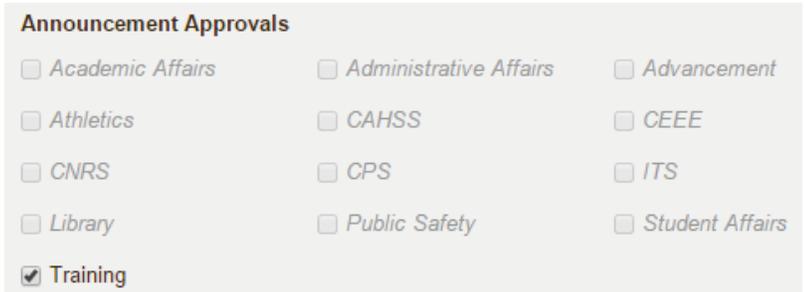
6. Check the box beside the pagelets that you would like the announcement to appear within.

Note: You will typically select your pagelet. Optionally, select other applicable pagelets to request that the announcement be added to that pagelet. Approval will be required before the message is posted in the other pagelets.



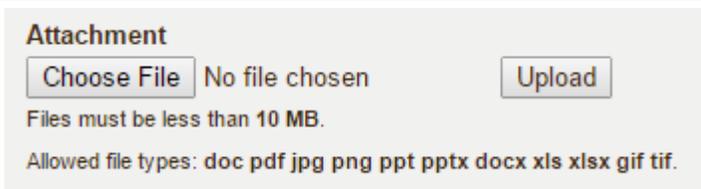
7. Check the approval box for the pagelet you would like to approve the message for.

Note: Unavailable (greyed-out) pagelets indicate that you do not have permission to approve messages in that pagelet.



8. Upload an attachment if desired.

Note: The link to this attachment will appear at the end of the message body.



- 9.** Enter the dates you would like the message to be visible.

Note: This feature is helpful if you would like the message to appear at a future date or to automatically be removed after an event has passed.

MyHumboldt Posting Dates

Enter the dates you would like this announcement to appear in MyHumboldt.

Date

E.g., 02/25/2015

to:

Date

E.g., 02/25/2015

- 10.** Press the save button to save the message.

Note: Once saved, approved messages will appear on the portal.

Submitting an All-Campus Announcement

Only Content Coordinators can submit all-campus announcements to Marcom. All-campus announcements are submitted via the procedure described here and not through the Portal Messaging Center. Note that Marcom does not "approve" all-campus announcements, but instead provides feedback and advice, while ensuring there aren't too many all-campus announcements being posted at once.

- 1.** Do not post the announcement as a message in your own division or unit pagelet
- 2.** Email the message to myhumboldt@humboldt.edu
- 3.** The message will be reviewed for timing and clarity
- 4.** Any feedback and suggestions will be provided
- 5.** After considering the feedback, provide a final version of the message
- 6.** Marcom will post the message to the all-campus pagelet

Approving Announcements from Others

Other users can request that an announcement appear in your pagelet. If you have the Publisher role, you can approve these messages. Once the messages are approved, they will appear within your pagelet on the Portal.

1. Select the link to your queue in Navigation pane.

Navigation

[Submit an announcement](#)
[Manage Users](#)
[Training Queue](#)
[Log out](#)

2. You will see a list of announcements pending approval.

Training Approval Queue

[Operations](#)

Select all items on this page

Pending Approval

			Sticky
<input type="checkbox"/>	Training announcements will be shown here Monitor this pagelet for news and updates about training available to HSU staff and faculty.	07/18/2013 - 13:37	✓
<input type="checkbox"/>	Welcome to the HR/Training Pagelet This is the new HR/Training pagelet. Please monitor this pagelet for HR and training-related...	07/18/2013 - 13:38	✗

3. Select the announcement by clicking the announcement title.

<input type="checkbox"/>	Welcome to the HR/Training Pagelet This is the new HR/Training pagelet. Please monitor this pagelet for HR and training-related...	07/18/2013 - 13:38	✗
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4. Place a checkmark next to your pagelet to approve the message and then select save.

Welcome to the HR/Training Pagelet

This is the new HR/Training pagelet. Please monitor this pagelet for HR and training-related information.

Announcement Area:
[Training](#)

Announcement Approvals:

<input type="checkbox"/> Academic Affairs	<input type="checkbox"/> Administrative Affairs	<input type="checkbox"/> Advancement
<input type="checkbox"/> All Campus	<input type="checkbox"/> Athletics	<input type="checkbox"/> CAHSS
<input type="checkbox"/> CeLEE	<input type="checkbox"/> CNRS	<input type="checkbox"/> CPS
<input type="checkbox"/> ITS	<input type="checkbox"/> Library	<input type="checkbox"/> Public Safety
<input type="checkbox"/> Student Affairs	<input checked="" type="checkbox"/> Training	<input type="button" value="Save"/>

How Your Announcement Looks in the Pagelet

Title: The title of your pagelet. You are not able to change this.

Headline: This text links to the full announcement if it doesn't fit here.

Body: Note that long announcements are truncated.

More: The More Announcements button takes you to the Portal Messaging Center - an archive of all announcements.

Campus Announcements

WELCOME TO THE NEW MYHUMBOLDT

Welcome to the new and improved myHumboldt, your one-stop shop for news, information, resources and links. Please take a moment to look around at...

NEW ANNOUNCEMENT

Proin iaculis nisl eget lorem vestibulum mollis. Ut elementum sem sit amet justo tempor sed elementum sem fermentum. Suspendisse potenti. Lorem...

More All Campus Announcements

Answers to Frequently Asked Questions

1. When you select to approve an announcement request in your queue, you will be in the View screen for that announcement. Choosing the Edit button allows you to edit the announcement. Note that this modifies the message on every pagelet with that announcement. Thus, it should only be used if you are the owner of the announcement.

Welcome to the HR/Training Pagelet

View **Edit**

2. Making content sticky indicates that it will remain on the pagelet and not "fall off" when new content is added. Older, unsticky messages are always available to the user by selecting the More Announcements link in the pagelet.

Training Approval Queue

▼ **Operations**

Make content sticky **Make content unsticky**