myCSUDH Portal - FACULTY

CONTENTS

OVERVIEW OF PORTAL

The new myCSUDH portal is customized to individualize users such as student and applicant, faculty and employees. The landing page will have the following categories, with the Personal Information and LaunchPad links customized for each of the three user types:

1. Personal Information
2. LaunchPad
3. ServiceNow (HelpDesk)
4. Announcements
5. System Notices
6. My QuickLinks (customizable links to frequently visited sites)

Students will also see My Outstanding Holds and My To Do List.

LOGGING INTO MYCSUDH PORTAL

1. Login to myCSUDH portal at: my.csudh.edu, using your User ID and Password.

FACULTY PORTAL

Faculty members will see My Works and Acad Accomplishments as two personal categories. Click each link to toggle reveal further links.
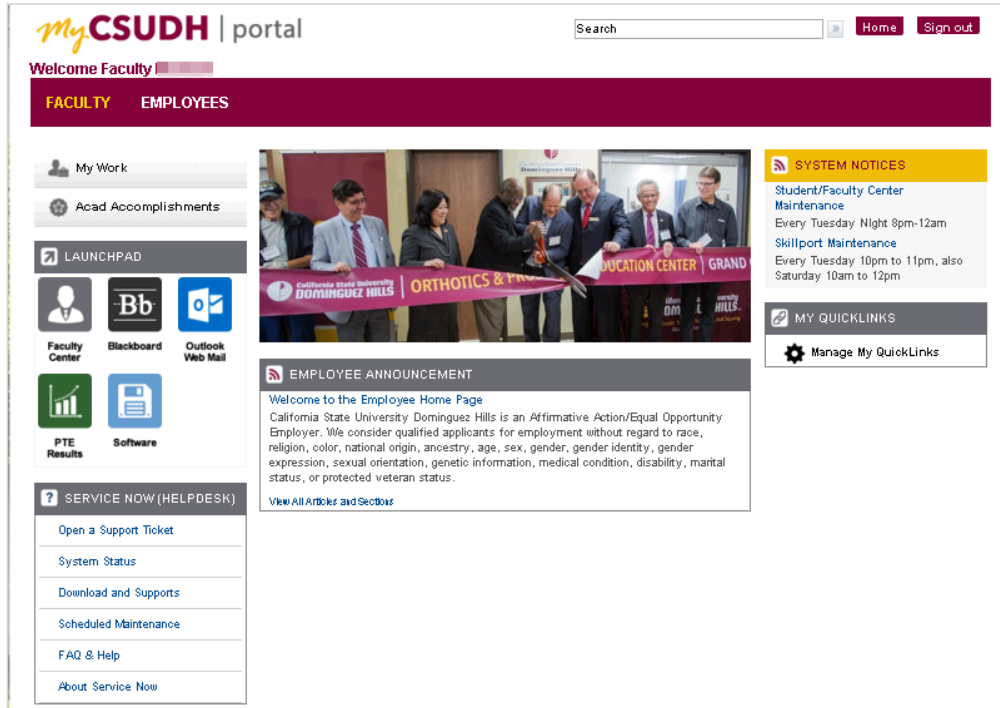
FACULTY PERSONAL LINKS

My Work will display links to the Faculty Center and Prerequisite Validation Roster.

Acad Accomplishments will list links to Honors and Awards, Publications, Presentations, Grants and Special Projects, Memberships, Professional Training, and Licenses and Certificates.

LAUNCHPAD FOR FACULTY

Click on icons to go to Faculty Center, Blackboard, Outlook WebMail, PTE Results, and Software purchase.
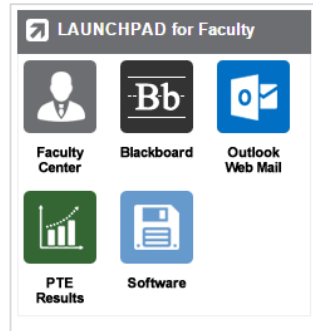
SERVICENOW (HELPDESK)

Faculty can open a support ticket and get technical support
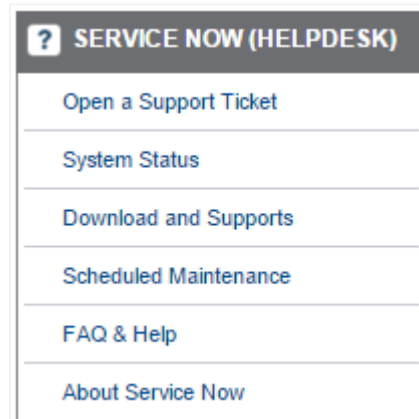
FACULTY ANNOUNCEMENTS

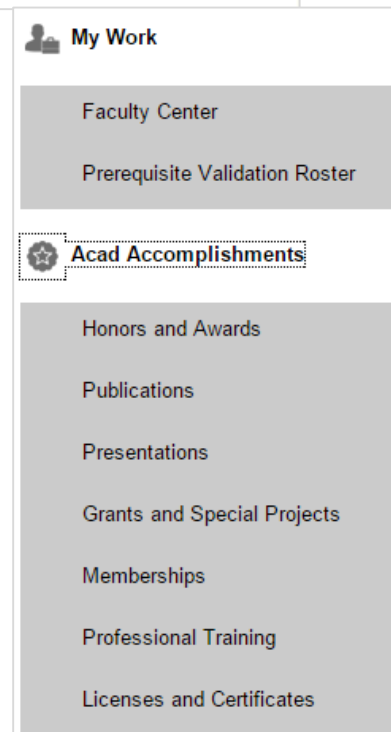Read the latest school news and information.

SYSTEM NOTICES

All system issues, updates, etc. will be quickly communicated and visible on portal

MY QUICKLINKS

QuickLinks can be customized with links to frequently visited sites.

1. Click on Manage My QuickLinks to access the Available QuickLinks.

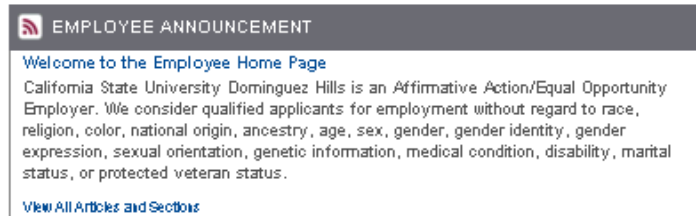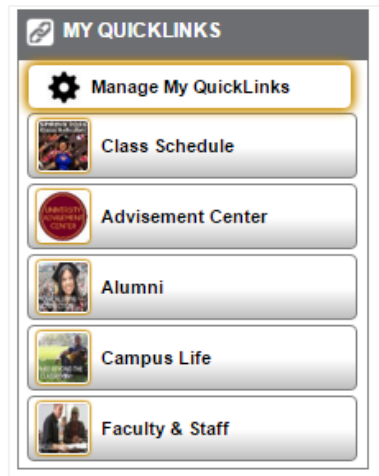1. On the right side, check the grey box of the item you wish to add. You can click multiple items at one time. However, clicking on the name of the item will open the item up in another browser window.
2. Click the button to move to My QuickLinks
3. Click on Save and Return button to go back to previous screen and view the newly added item(s.)

Please Note: Users may add up to 10 personalized links.

You may toggle items off My QuickLinks, by reversing the process.

1. Click on the grey box on the left hand side,

2. Click on the right arrows to return it to Available QuickLinks

3. Click on Save and Return button to go back to previous screen