















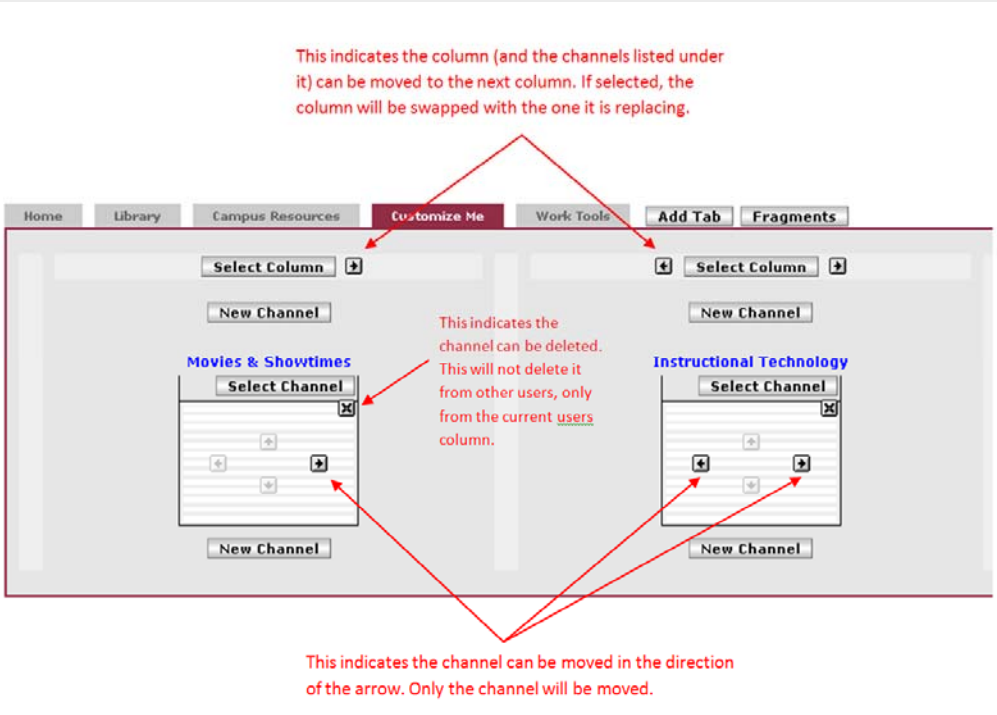





Logging In/Out	Top Navigation Menu	Channel Toolbar
<p>Log In</p> <ol style="list-style-type: none"> 1. Open an Internet browser 2. Enter the URL: http://uconnect.tamtu.edu/ 3. In the Secure Access Login box, enter your <i>Username</i> and <i>Password</i>. This is the same information you use to log in to any TAMTU computer. 4. Click on <i>Login</i>. <p>Log Out </p> <p>For your security, if you will no longer use the portal, always log out and close the window. To log out, click on the Logout icon located at the top-right of the portal.</p> <p>Screen Readers: The portal has an alternative login for Screen Readers. To access this login area, click on <i>Alternative Login for Screen Readers</i> located at the bottom of the Secure Access Login box.</p> <p>Session Expiration: For your security, if your session is inactive for 20 minutes, the session will expire.</p> <p>Login Issues: If you experience technical difficulties while trying to log in, click on the <i>Having Problems Logging In? Click Here.</i> link located under the login area of the Secure Access Login box. You may also contact the OIT Help Desk at 956.326.2310.</p>	<p> Employee Email connects you directly to your webmail without having to login.</p> <p> Calendar takes you to the TAMTU Events calendar.</p> <p> Groups connect you to Group Studio where you can create your own group or join an existing one.</p> <p> Logout logs you out of the portal.</p> <p> Help takes you to the Uconnect Luminis portal Help Center.</p> <p> eLearning takes you to the TAMTU eLearning page.</p> <hr/> <p style="text-align: center;">Setting a Tab as Your Default</p> <ol style="list-style-type: none"> 1. Log in to the portal 2. Click on Content Layout 3. Click on the Customize Me tab 4. Above the Customize Me tab, click on the link that reads Make this the default "Active Tab". The screen will refresh and the changes will be applied. <hr/> <p style="text-align: center;">Adding Channels to a Tab</p> <ol style="list-style-type: none"> 1. Log in to the portal 2. Click on Content Layout at the top-right of the portal 3. Click on the tab you want to add a channel to 4. Click on New Channel 5. Select a Category from the drop-down menu 6. Click on go 7. Select a Channel you would like to add <hr/> <p style="text-align: center;">Requesting a Group</p> <ol style="list-style-type: none"> 1. Log in to the portal 2. Click on Groups 3. Click on the Request Group tab 4. Fill out the Request a New Group form 5. Click on Submit Request. 6. Click on Ok. 	<p>The Channel toolbar is composed of five buttons: </p> <p> Help – Get channel help</p> <p> Edit – Edit channel</p> <p> Expand Channel - Fit screen</p> <p> Minimize Channel - Display the channel title only</p> <p> Remove Channel – Remove from layout</p> <hr/> <p style="text-align: center;">Adding a new Tab</p> <ol style="list-style-type: none"> 1. Log in to the portal 2. Click on Content Layout 3. Click on the Add Tab tab 4. Enter a name for the tab 5. Click on Submit. <hr/> <p style="text-align: center;">Joining a Group</p> <ol style="list-style-type: none"> 1. Log in to the portal 2. Click on Groups  3. Click on the Groups Index tab. 4. Browse through the Group Studio categories and click on a group you would like to join. 5. Click on Join Group 6. Click on Join 7. Click on Ok.

Viewing the Group Studio Activity Channel	Rearranging Channels (Customizing)	
<ol style="list-style-type: none"> 1. Log in to the portal 2. Click on Content Layout 3. Click on the tab you want to add a channel to 4. Click on New Channel 5. Select the Select All category 6. Click on go 7. Select the Group Studio Activity Channel 8. Click on Add Channel. 	<p>The portal uses boxed arrows ( ) to indicate a particular component can be moved in the direction of the arrow being displayed.</p>  <p>This indicates the column (and the channels listed under it) can be moved to the next column. If selected, the column will be swapped with the one it is replacing.</p> <p>This indicates the channel can be deleted. This will not delete it from other users, only from the current users column.</p> <p>This indicates the channel can be moved in the direction of the arrow. Only the channel will be moved.</p>	
Editing the Group Studio Activity Channel	Renaming a Tab	
<ol style="list-style-type: none"> 1. Log in to the portal 2. Locate the Group Studio Activity Channel 3. Click on the Edit Settings option () 4. Select the groups and applications you would like the channel to display 5. Click on Save Changes 6. Click on Done. 	<ol style="list-style-type: none"> 4. In the box next to Rename the tab enter the new tab name 5. Click on Rename. 	

Technical Difficulties

If you experience technical difficulties with the portal, please contact the webmaster at webmaster@tamiu.edu or contact the OIT Help Desk at 956.326.2310.