Getting Started

Uconnect is a single login portal that provides the TAMIU community with the ability to access send and receive information in a secure and reliable way. This communication tool is customized according to the user’s role (i.e. student, faculty and staff) allowing the filtering of information that is only targeted to a particular user. The portal also provides users with the flexibility to customize new tabs and create a personalized layout.

Main Login Portal Page

To access the portal, open an Internet browser and enter http://uconnect.tamiu.edu into the URL. The Uconnect portal will be displayed on your screen (see image below). The main page is composed of:

1. Secure Access Login box: This area is where users enter their login information to access the portal. For how-to instructions on logging in and out of the portal, read the section to the right of this page. This area also contains an Alternative Login for Screen Readers.

2. Information on obtaining a username and password. In order to login, users must have a TAMIU e-mail address.

3. What’s Inside section containing a glimpse of some of the tools available to users once they log in.

4. How-to’s and Usage section containing tutorials and information on using the portal.

Log In

1. Open an Internet browser
2. Enter the URL: http://uconnect.tamiu.edu/
3. In the Secure Access Login box, enter your Username and Password. This is the same information you use to log in to any TAMIU computer.
4. Click on Login.

Log Out

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-left of the portal.

Screen Readers: The portal has an alternative login for Screen Readers. To access this login area, click on Alternative Login for Screen Readers located at the bottom of the Secure Access Login box.

Session Expiration: For your security, if your session is inactive for 20 minutes, the session will expire.

Login Issues: If you experience technical difficulties while trying to log in, click on the Having Problems Logging In? Click Here. link located under the login area of the Secure Access Login box. You may also contact the OIT Help Desk at 956.326.2310.

How do I get a user name and password? Click Here

What’s Inside?

When Uconnect, you:
- can check email
- Register online
- Review your financial aid balance
- Find out about University life
- Participate in a class group discussion... and more.

Get connected with Uconnect!

How to's and Usage

- How to get your Account
- Portal Tour / Tutorial
- Support / Help
- Acceptable Use
Uconnect Navigation

There are two main navigation components in Uconnect. These are the top navigation menu and the portal tabs.

The top navigation menu consists of a set of icons that allow easy access to content such as Webmail, the TAMIU events calendar, Group Studio, Logout and Help. The portal tabs contain a series of channels such as Home, Library, Campus Resources, Work Tools and a Customize Me channel that can be customized by users.

Channels are similar to turning on a TV and being able to watch different TV channels in one screen. With Channels, users can view information from different TAMIU areas that pertain only to them.

Portal Tabs

Top Navigation Menu

- **Employee Email** connects you directly to your webmail without having to login.
- **Calendar** takes you to the TAMIU Events calendar.
- **Groups** connects you to Group Studio where you can create your own group or join an existing one.
- **Logout** logs you out of the portal.
- **Help** takes you to the Uconnect Luminis portal Help Center.

Elarning takes you to the TAMIU eLearning page.
Working with Channels

The Portal Tabs are composed of channels. Each channel contains information, resources and/or tools that reflect a particular department and that are displayed on a user’s portal depending on their roles.

Channels typically contain information and links to relevant tools (see image below). Each channel will contain a title, information/tools/links and the channel toolbar.

Channel Toolbar

The Channel toolbar is composed of five buttons:

- **Help** – Get channel help
- **Edit** – Edit channel
- **Expand Channel** - Fit screen
- **Minimize Channel** - Display the channel title only
- **Remove Channel** – Remove from layout

Portal Tabs

The portal tabs are one of the main components of the Luminis Portal. The tabs, like the top navigation menu, will always be visible and easily accessible when navigating the portal.

The **Home** tab contains general information such as Campus announcements (targeted to a particular user role), employment opportunities and the local weather.

The **Campus Resources** tab contains resources such as DustyALRT and Learning opportunities.

The **Work Tools** tab contains channels that pertain to a user’s work such as the HR Newsletter, Professional Development and Online Tools.

The **Library** tab contains all information pertaining to the TAMIU library.

The **Customize Me** tab provides users with the flexibility of customizing its contents to display what the user is most interested in viewing at a glance.
Setting a Tab as Your Default

The portal allows users to customize a particular tab to be the default one so that after logging in, the portal opens in that particular tab. In this example, we will set the Customize Me tab as the portal default. To set a tab as your default, please:

1. Log in to the portal *(refer to pg. 1 for instructions)*
2. Click on **Content Layout** at the top-left of the portal
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.

To confirm changes have been applied, log out of the portal and log back in. The portal will now open in the tab specified.

Adding a Tab

In an effort to give users more control over their favorite content, Uconnect allows users to create their own tabs. To create a tab, please:

1. Log in to the portal *(refer to pg. 1 for instructions)*
2. Click on **Content Layout** at the top-left of the portal
3. Click on the **Add Tab** tab located next to the Work Tools tab.
4. Enter a name for the tab
5. Click on **Submit**. The tab will be created and the screen will now display the existing tabs and the newly created tab. In this example, we titled the new tab “My Stuff”. You will notice an arrow to the left of the tab pointing left and an arrow on the right of the Work Tools tab pointing right. This indicates the MyStuff tab can be moved to the left and the Work Tools tab can be moved to the right.

Renaming a Tab

Tabs can be easily renamed to your preference. To rename a tab, please:

1. Log in to the portal *(refer to pg. 1 for instructions)*
2. Click on **Content Layout** at the top-left of the portal
3. Click on the tab you want to rename
4. In the box next to **Rename the tab** enter the new tab name
5. Click on **Rename**.
Adding Channels to a Tab

Tabs can be easily customized by users to display channels of their interest. To add a channel to a tab:

1. Log in to the portal (refer to pg. 1 for instructions)
2. Click on **Content Layout** at the top-left 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 and click on **go**
6. Select a Channel you would like to add and click on **Add Channel**. The specified channel will be added to the tab.

Rearranging Channels

Uconnect allows users to move channels around within a particular tab to customize its layout. The process to do this is very easy. The portal uses boxed arrows (↑ ↓) to indicate a particular component can be moved in the direction of the arrow being displayed.

![Diagram showing channel rearrangement](image)

- This indicates the column can be moved to the next column. If selected, the column will be swapped with the one it is replacing.
- This indicates the channel can be deleted. This will not delete it from other users.
- This indicates the channel can be moved in the direction of the arrow. Only the channel will be moved.
Collaborating with Groups

Collaborating with the TAMIU community has never been easier! Uconnect can connect you with TAMIU community members through the use of groups. Users can join groups from a variety of topics and share announcements, news, photos, links, files and participate in message boards. A user may also request to create a new group and use it to collaborate.

Joining a Group

Joining a group from the TAMIU community is fast and easy! To join a group:

1. Log in to the portal (refer to pg. 1 for instructions)
2. Click on the Groups icon located at the top navigation menu ( ). If you belong to a group already, the groups will be displayed under the My Groups section.
3. Click on the Groups Index tab.
4. Browse through the Group Studio categories and click on a group you would like to join. You will be presented with a page containing the name of the group and more information about it.
5. Click on Join Group. You will be presented with a confirmation page. Make sure to read the Group Membership Policy and select the appropriate checkbox to acknowledge you have read the policy.
6. Click on Join. You will receive a confirmation page indicating you have joined the group.
7. Click on Ok. You will immediately be taken to the group.

Requesting a Group

Uconnect users can create groups to collaborate. Please note that requesting a new group does not automatically create a new group. The request will be reviewed by the portal committees. Users will receive a response within 3 business days, approximately.

1. Log in to the portal (refer to pg. 1 for instructions)
2. Click on the Groups icon located at the top navigation menu ( ).
3. Click on the Request Group tab
4. Fill out the Request a New Group form. Items marked with a red asterisk (*) are required.
5. Click on Submit Request. You will be presented with a confirmation box indicating the request has been submitted for approval.
6. Click on Ok.
Viewing the Group Studio Activity Channel

Keeping up with activity from different groups can be challenging if a user belongs to several groups. However, with the Group Studio Activity Channel, users can receive periodic updates on any activity taking place in different groups. The Group Studio Activity Channel will be automatically displayed under the Home tab. However, to add this channel to another tab:

1. Log in to the portal *(refer to pg. 1 for instructions)*
2. Click on **Content Layout** at the top-left of the portal
3. Click on the tab you want to add a channel to
4. Click on **New Channel**
5. Select the Select All category and click on **go**
6. Select the **Group Studio Activity** Channel
7. Click on **Add Channel**.

Editing the Group Studio Activity Channel

The Group Studio Activity Channel allows users to decide what groups and applications they would like to display activity for. To edit the settings:

1. Log in to the portal *(refer to pg. 1 for instructions)*
2. Locate the Group Studio Activity Channel
3. Click on the **Edit Settings** option (       ) located on the channels' top menu bar
4. Select the groups and applications you would like the channel to display by selecting the checkbox next to it
5. Click on **Save Changes** to save the settings
6. Click on **Done**. The screen will refresh and the channel will be updated with the new settings.
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.