



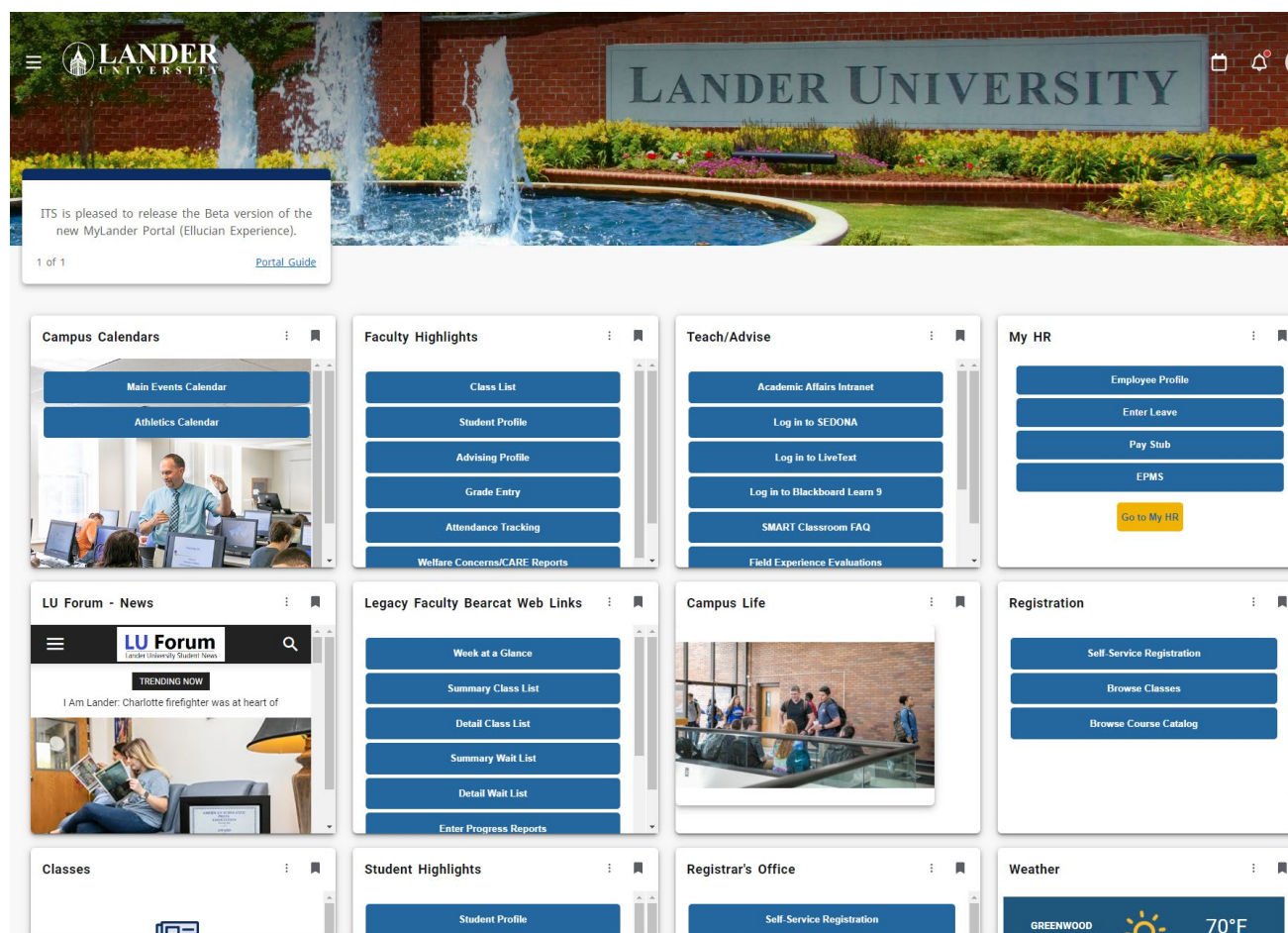
Guide to the New MyLander Portal

Your new personal dashboard

The Office of Information Technology Services is pleased to release the Beta version of the new MyLander Portal which is based on the **Ellucian Experience** module. **This is a Beta release; and the new official portal will replace the current MyLander Portal in January of 2023.** Please provide feedback and suggestions on new “cards” using the Suggestions card.

WHAT IS ELLUCIAN EXPERIENCE?

Ellucian Experience is an online, personal dashboard for current students, faculty, and staff. Lander users can quickly access, organize, and customize university resources and services from one location - in their personal MyLander dashboard. The information you will find inside MyLander is organized in the form of **cards**. *Please see a snapshot below.*



WHY ARE WE UPGRADING TO THE NEW PORTAL?

The current MyLander portal is outdated and needs to be upgraded. The new portal will serve as your personalized dashboard for timely, actionable campus information. Through a centralized, secure dashboard, you have a single-entry point to the critical information you need without switching screens or multiple sign-ons. This Beta release gives you an opportunity to see it prior to live launching and provide feedback on new cards.

- Access the Beta Portal with any browser at <https://betaportal.lander.edu>.

QUICK ACCESS INSTRUCTIONS FOR THE NEW PORTAL

- Log in with your Lander credentials on the Microsoft sign-in screen (please ensure that pop-ups are enabled for the sign-in prompt).
- Once signed in, the final destination link will read:
<https://experience.elluciancloud.com/landeruniversity/>

GETTING STARTED

On your first log in to the Beta MyLander Portal at <https://betaportal.lander.edu> you will experience a brief introduction for MyLander.

Next, you arrive on your **Home** screen. Each user has a set of default cards for your first use on your **Home** screen. These cards are a starting point for you until you personalize your MyLander experience. Read how to do this below!

ON YOUR HOME SCREEN:

1. To move your cards around, click the top area/title area of the card, drag the card, and place it where you want!
2. To remove a card, click on the bookmark icon in the upper-right corner of the card to remove it.

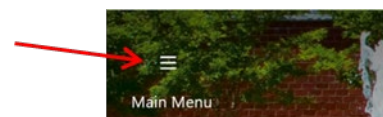


3. To access key campus resource links for campus dining and more, click on the hamburger menu (the three-lined icon) at the top left. The resource links along with Lander's social media pages appear in the navigation.

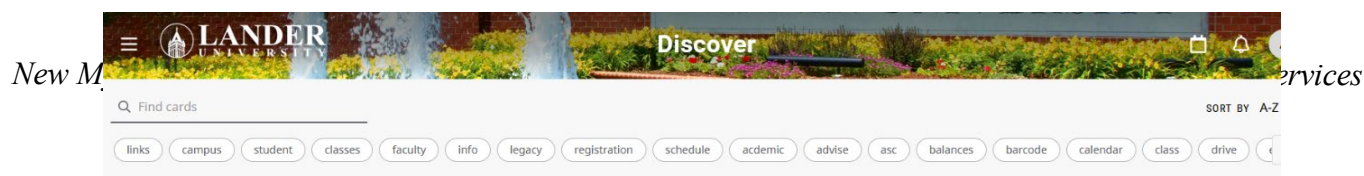


HOW TO DISCOVER MORE CARDS:

1. There are two ways to discover cards. On your **Home** screen, click on the hamburger menu (the three-lined icon) at the top left, and click on **Discover**. Or click on the **+ Discover More** button at the very bottom of your **Home** screen.



2. To search for a specific type of card, use the search field at the top left. Type any text you wish to search and choose Enter on your keyboard. Or click on one of the keywords below the search box to find specific cards related to the keyword. (Note: The bookmark icon is shaded completely for cards that are already on your **Home** screen.)



3. Bookmark the cards you want to add to your **Home** screen. To bookmark a card, click on the bookmark icon to the upper right-hand corner in the card.
4. Click the hamburger menu and click on **Home** or click the back button in your browser to return **Home**.

When you add new cards, you will get a notification on the **Bell** icon located in the upper-right corner of the **Home** screen. Click on the **Bell** icon to see the notification for cards that were recently added.



HOW DO I SIGN OUT OF THE PORTAL?

To sign out, especially when logged in on a public computer, please choose the hamburger menu and click on **Sign out**. Please note that signing out of BetaPortal could affect any other Lander logins within the same browser.



HOW DO I PROVIDE FEEDBACK? WHAT FEEDBACK ARE WE LOOKING TO RECEIVE FROM YOU FOR THE BETA RELEASE?

The quickest way to provide feedback is by using the **Feedback** card located inside **MyLander (Beta Portal)** to share your thoughts and new card ideas!

Feedback Tips:

- Send in requests for new cards. Please include any keywords you would like to use as tags for ease of searching in Discover.
- Send in feedback on the content of existing cards – such as, removal or addition of links, adjust titles, adjust link names, etc.

There will be continued enhancements to MyLander (Beta Portal) via the collaboration with the vendor, Ellucian, and the campus community.