

myStarkState Overview - Access & Navigation Guide

The following guide provides instructions to access, sing in, sign out, navigate, search, and download files in the myStarkState portal. The guide is divided into sections that cover each area.

Access myStarkState

To **sign in** to the myStarkState portal:

Open a web browser.

Go to <http://my.starkstate.edu> (reference figure 1).

or navigate to the Stark State College (SSC) website

at <http://www.starkstate.edu>

Click on the myStarkState link at the top of the page (reference figure 2).

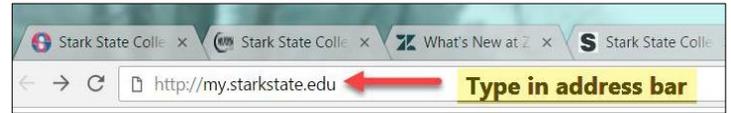


Figure 1



Figure 2

Steps to Sign In

1. At the *Sign In* page, enter your **User Name**.
2. Enter your **Password**.
3. Click on the **Sign In** button (reference figure 3).

The username and password follow the same default format for all SSC account credentials.

The username is first initial, last name, two digit birth month, and two digit day.

The password is first, middle, last initials, a period, and the first six digits of your social security number.

Note: Current students have a *Campus Network Account*.

Use your current *Campus Network Account* to access myStarkState.



Figure 3

* * * For assistance to sign in to myStarkState or verify/reset your account credentials (username & password), please contact **Help Desk Services at 330 494-6170, Ext. 4357 (HELP)** during open hours or go to the Help Desk Services Center at <https://starkstate.zendesk.edu> available 24/7.

Use the same default account format as above to login and view all the detailed help aids and videos for students, faculty, staff, wireless access, classroom & event support,

IMPORTANT REMEMBER TO LOGOUT - Protect your private information

When finished using myStarkState, **always remember to log out**. This prevents others from accessing your personal account information, including payroll information, financial aid, and registration through any browser windows that may inadvertently be left open.

1. Click the **Logout** icon in the top right corner or click the *Sign Out* link above it (reference figure 4).



Figure 4

2. The Logout displays *Logout Successful*.
3. Click the **Return to application** link to return to the Sign In page (reference figure 5).

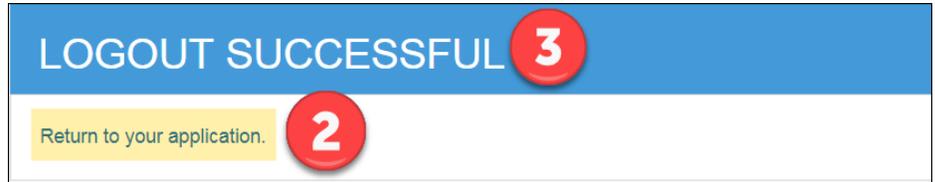


Figure 5

Note: On campus, you are still logged into your *Campus Network account* when in a classroom, lab, or public lab area. Remember to logout of your *Campus Network account* too.

Navigating myStarkState

The information in myStarkState is categorized by tabs. The *Home* tab is always to the left and the *Help Desk* tab is always to the right. The tabs available between the left and right tabs, depend on your role at SSC. Students have a *My Stuff* and *Academic Support* tab. Faculty and staff advising students, have the *Faculty/Advisor* tab, and all employees have the *Employee, Campus, and Communications* tab.

On each tab the information is further categorized in different sections called portlets. Each section has buttons or links. The buttons are task oriented and help is available by clicking the question mark by each button. Figure 6 below points out the various areas discussed.

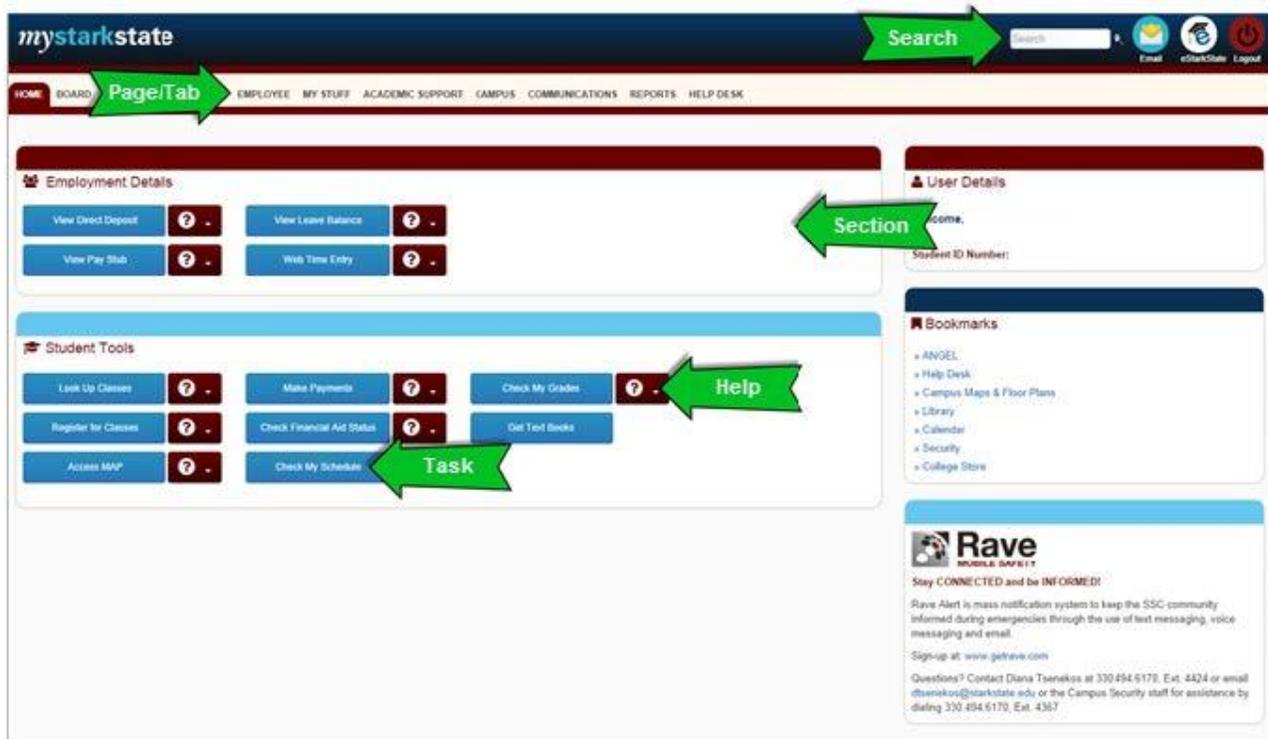


Figure 6

The menu bar has a search function that searches the content (reference figure 6) and icons that link to other resources.

There is an *Email* icon and an eStarkState icon, along with the *Logout* button. Clicking each icon takes you to the respective resource. You may also access those resources by going directly to the webpage. Going directly to the resources is preferable because prevents mystarkstate from timing out.

The common tabs and some of the categories on each tab are listed below for quick reference:

- **HOME tab** – Announcements, Employment Details (employees only), College ID (S number), Student Tools, RAVE, Bookmarks, and the Search function.
- **MY STUFF tab** – Financial Aid & Registration Tools, Student Grades, Enrollment Verification, Test Scores, MAP My Academic Plan, Academic Profile, Gateway Q, Student Installment Payment Plan DATES, Account Summary, Graduation and Certificate Completion Information, Student Forms, and Work Study Job Lists.
- **ACADEMIC SUPPORT tab** – Process & Procedure for different areas (Financial Aid Registration, etc.), Academic Calendars, Final Exam Schedule, Support Services and Tutoring Center links, Student Orientation, Disability Support Services, and Health Insurance Options.
- **CAMPUS tab** – Building Operating Schedule, Campus Security & Safety, Campus Maps, Dining Services, Digital Library, Safe Spaces, Counseling Support Services, Student Life, Career Development, and Interfaith Campus Ministry.
- **HELP DESK tab** – All help aid documents (also in Help Center). Links to submit a ticket, Public Labs and Lounges, Room at a Glance, Tech Docs, and WebCheckOut.
- **FACULTY/ADVISORS tab** – Faculty & Advisor Tools (student lookup, lookup classes, enter grades, etc.) Faculty Forms, Create Elevate Courses, Faculty Dashboard, links to Respondus Test Generator, Transfer Information, Placement Rubric, Math Advising Information, Faculty Reports, Petitions, Course Impact Report Search, NISOD Innovation Abstracts, eStarkState section (logon, view help Blog, Training), and Map, Advisor Assignments Report.
- **EMPLOYEE tab** – Employee Forms, Employee Tools (view personal items, Web Time Entry, Order Request buttons, Training buttons, Login to Webxtender) links to the Employee Directory, PeopleAdmin Login, Employee Self Service, Bridge Resources, Advancement in Rank Info, Duplication Request form, Benefits and Compensation Review section, Evening Coordinator/Administrator section, and HR Contacts
- **COMMUNICATIONS tab** – Committees and Associations (links to committee members and Minutes), Complete P & P, College Update, Completion by Design, Stark State Newsletters, and On Point sections.
- **REPORTS tab** – Executive Reports, Faculty Reports, Enrollment Summary Reports, Student Reports, Reports section, and link to Argos Reports (log on).

Other tabs may be in myStarkState if you have specific needs to view specific information.

Viewing the **document repositories** in myStarkState functions much like the MS Windows file explorer, with the file structure on the left and the contents of the file displaying on the right.

It is recommended to use the navigation buttons within the document viewer, however, users may choose to use the back button on their web browser.

The current folder is highlighted in blue with the documents in that folder displaying in the right section of the navigator. To move back or up to the previous folder, click the **Up** button (reference figure 7).

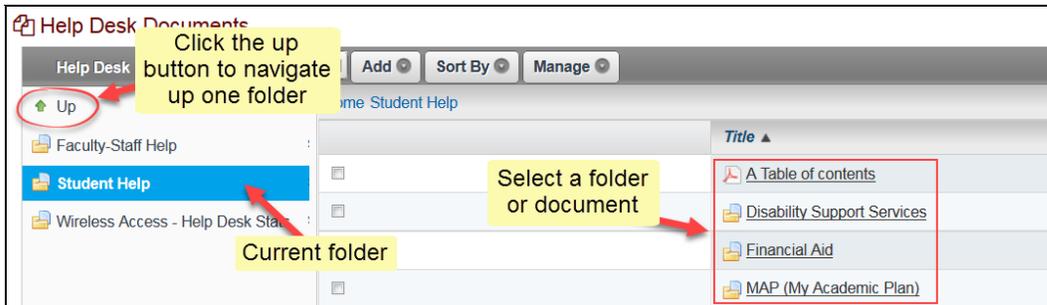


Figure 7

Search Function

To search for content within myStarkState, use the built in search feature located in the menu bar at the top right next to the icons (reference figure 8).



Figure 8

The search finds any document in myStarkState by using key terms, tags and categories.

To search, enter the desired criteria in the search box and press the **Enter** key (reference figure 8).

The search window returns the results in the section on the right. Note that other documents that have similar characteristics based on the search term are returned as well.

The search may be further refined by selecting a filter in the *Any Tag* or *Any Category* section on the left (reference figure 9).

Click the desired title and the document displays in the window (as shown below in figure 9).

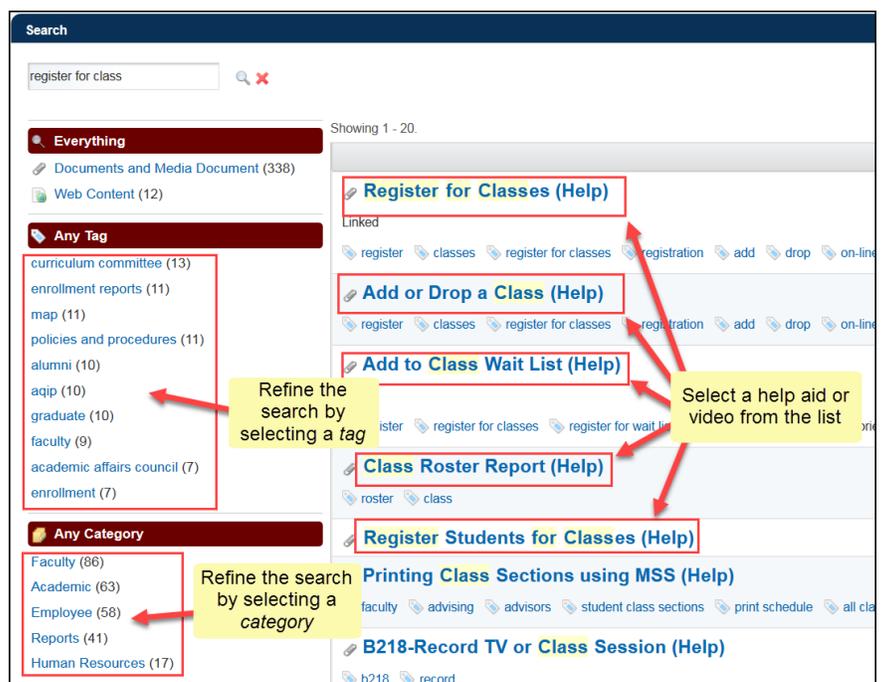


Figure 9

View or Download

A help aid, guide, or form may be viewed or downloaded; however, all videos must be downloaded.

After clicking the document title, the document displays in a pane below the document heading (reference figure 10).

Click the magnifying glass icon located at the bottom right of the document to enlarge the view.

Use the arrows to the left and right of the magnifying glass to move through the document.

Click the X at the top right of the display pane to close the enlarged view.

To download a document or video, click the *Download* button located on the left above the title menu bar. A document is downloaded to the default download location (depending on the browser and settings, you may be prompted to specify the file location to save your document).

A video downloads to the download location and shows along the bottom bar. Click on the file to play the video (depending on the browser and settings, you may be prompted to open or save the file). The browser and personal settings may change the sequence to download and view the video, just remember to look in your download location and click the file.

This concludes this guide.

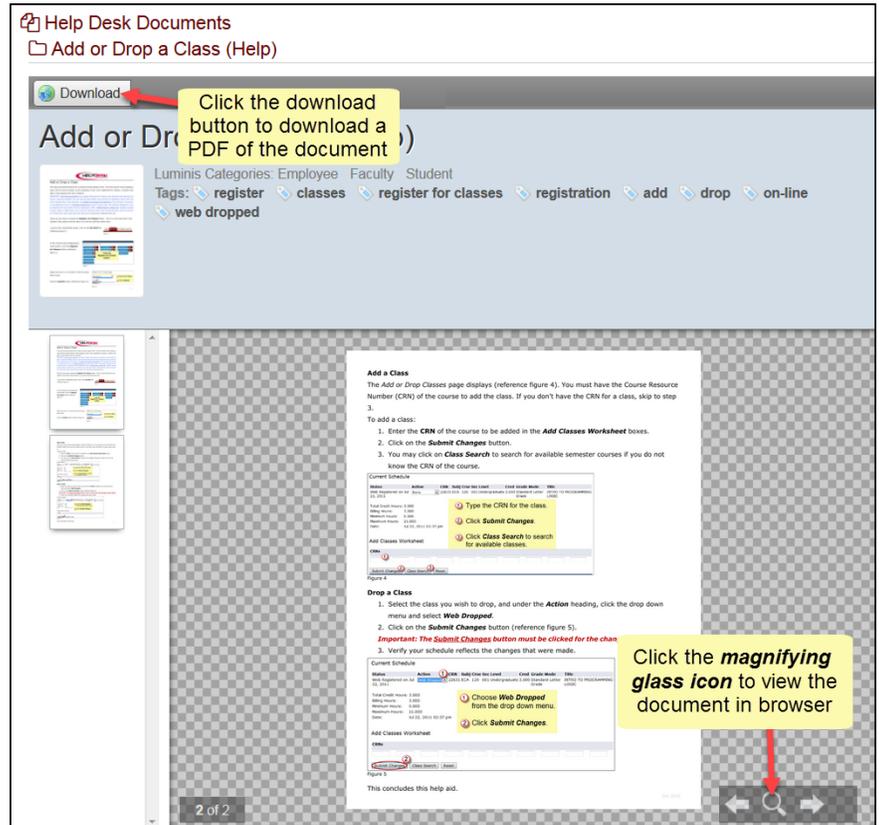


Figure 10