The MySJY Parish Communication Portal is the one-stop solution for all communication, IT-related resources, and collaboration of St. Joseph Parish. With this new portal, users can easily access all of their web-based applications and resources—usually from anywhere in the world! You no longer need to remember what a site's address is or the different ways to access something depending on where you are. Everything works right through the portal!

This quick-start guide will help you get familiar with some of the common features of MySJY so that you can get started using this new, state-of-the-art service.

Logging In

Logging into the MySJY portal takes two forms.

The first is through the gateway. When you are not using a parish computer, you can access MySJY simply by going to my.sjy.org. This will bring you to the gateway (right). Simply click on the link to enter the Sharepoint Portal. You will be asked for your username and password. Your username is the same as what you use to log into your SJY email or onto a workstation followed by @sjy.org. Your password is the same as your email or network account.

The second form is when you access the portal using a parish computer. When you open Internet Explorer, the portal will automatically appear. If using another web browser, it will ask you for a username and password (the same as mentioned above) and then you will be automatically logged in.
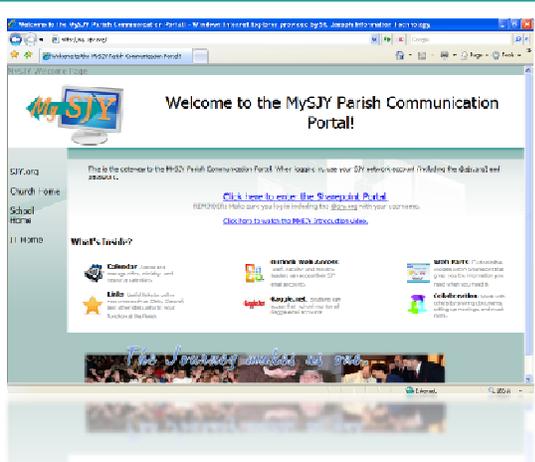
The Portal at a Glance

Below is a diagram of the MySJY portal home page. From this page, you can access all of your resources. The center of the page can be customized to the way you want it.

Top Navigation Bar, giving access to the MySJY home page, the Church and School sites, the IT site, and a link to Outlook Web Access.

Space that you can customize to add you own web parts, links, and pages.

Quick-launch Navigation Bar, giving links to the DigiStatus, Church and School message boards, School and lunch calendar, the bulletins, diocesan website, links for ministries, Citrix, Gaggle, and Classroll.

The user who is signed into the portal.

Portal search bar.

Customizable web parts.

IT Digistatus—the method in which IT will use to give updates, outages, and other announcements to the campus.

Calendars

Sharepoint provides calendars to replace the Outlook Public Folders. These calendars have all of the functionality of Public Folders—copying, creating series, times, dates—but also give more functionality such as alerts and RSS feeds. Those who use the Outlook client can work on this calendar in Outlook and it is automatically published to the Portal.

The School Calendar is accessible to the world wide web, however, only users specified by the Principal can create, modify, or delete events.

The Catholic Ordo contains liturgical feasts, readings, and prayers for every day of the year.
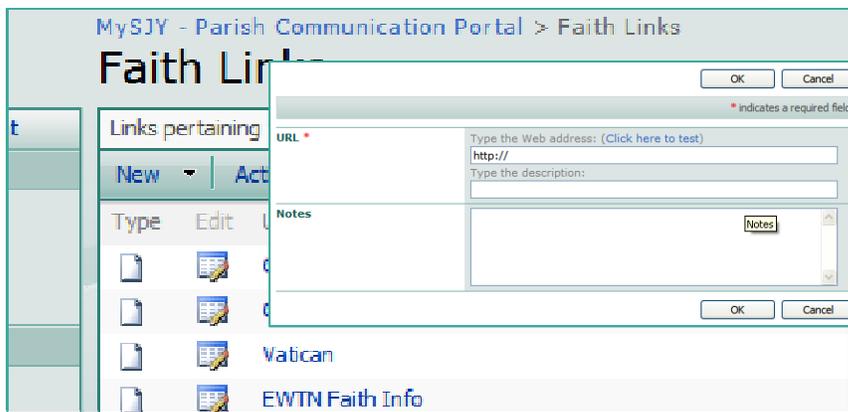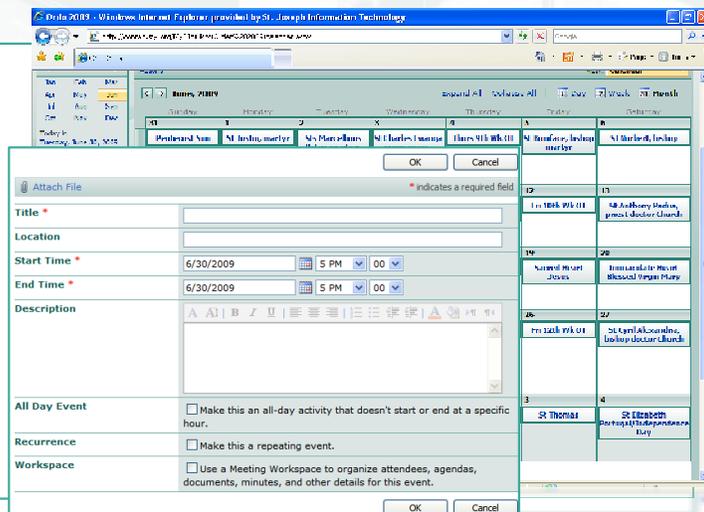
Faith Links

Links

Sharepoint provides lists for users to utilize and share hyperlinks to various sites online. There are Faith Links—for sites concerning religion, faith, spirituality, etc.—as well as Academic links.

Users can add links to share with their colleagues. Faculty can add links for students to reference.

There is a list called *IT Links and Resources* which includes links to reserve the IT Computer Lab, the three Computer On Wheels (COWs), the IT Help Center (for knowledge base articles), and the IT Help Desk.

Bells & Whistles

Sharepoint includes many "extras" to make your job easier. Just three of them are alerts, RSS Feeds, and exporting lists to a spreadsheet.

RSS Feeds

RSS (Really Simple Syndication) is included in web browsers such as Internet Explorer (7+) and Firefox (3+). It is a daily alert of updated pages that you can subscribe to. For example, if you wish to be alerted when the School message board is updated, just subscribe to the board's RSS feed and you will be notified within your browser of its changes.

Alerts

Most lists—such as calendars, document libraries, announcements, and message boards all you to set up alerts. These alerts can be configured to send you an email when an item is created, modified, or deleted within that list.

Export to a Spreadsheet or Database

You can export data from lists to a spreadsheet (Excel) or a database (Access) to analyze and manipulate the data.

Having Trouble Accessing the Portal?

In order to access the portal, you must have at least Microsoft Internet Explorer 6 or Firefox 3.0. If you are having problems, please complete a HelpDesk ticket by going to **http://www.sjy.org/helpdesk** or email **HelpDesk@sjy.org**. The direct link to Outlook Web Access is **https://webmail.sjy.org/exchange**.