Using the eWeber Portal
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I. Introduction

Portal technology provides centralized Web access to information and services in a secure environment. The eWeber portal is designed to provide flexibility for future innovation. The portal is owned by Weber State and will save the university tens of thousands of dollars each year in licensing fees.

The eWeber portal provides a number of features designed to help users interact more effectively with students and colleagues. This manual explains how to “personalize” your portal and use some of the features available through eWeber.
II. How to “Personalize” the eWeber Portal

A. Adding Channels

1. Click the tab you want the new channel to be placed on. For example, the “My Weber” tab.

2. Click the “Content/Layout (Add a channel)” link located at the top left-hand corner of the page.

3. The “Add a channel” window will appear. Scroll down to the channel you want to add and select it.

4. Add the channel by clicking the “Add channel” button. The channel will be added to the tab you previously selected and will likely appear at the bottom of the screen.
B. Adding Tabs

1. Click the tab with the “+” symbol on it.

2. The “Add a new tab” window will appear. Name the tab and click the “Add” button.

3. The new tab (WSU) will appear to the right of the previously existing tabs. Since the tab is new, there won’t be any channels on it. Channels can be added to the new tab by following the process described in the “Adding channels” section of this manual.
C. Other Options for Personalizing eWeber

Tabs
1. To move a tab, simply drag and drop it to rearrange the order in which it appears.

2. To remove a tab, click the “X” on its right hand side. Then click “OK” to confirm deletion of the tab.

Channels
1. To move channels, simply drag and drop them. Use the tools described below to make this easier.
   a. Freely move channels
   b. Snap channels to a grid
   c. Have the system automatically arrange your channels

2. To remove a channel, click on the “X” within its colored bar.
III. Convenient Features

A. Today's Events
1. This channel contains messages regarding events occurring on campus today. They can be from either academic or non-academic units, i.e., University, department, club, organization, etc. Click on a link to get more details.

B. Announcements
1. This channel contains messages regarding activities or accomplishments of faculty, staff, students, and alumni. This category provides departments and offices with a mechanism for keeping the rest of the University informed about the exciting things taking place in their area. Click on a link to get more details.

C. Preferences
1. Setting preferences allows you to select the option to receive notice of WSU announcement messages via WSU e-mail. These e-mail notices will include the titles of the messages and a link to eWeber. Simply check or uncheck the “Receive announcements via WSU e-mail” box and then click “Save Preferences.”
IV. Where to Get Help

If you need help with eWeber, please call the Help Desk at 626-7777. The Help Desk is the only resource that can help with password problems.

You can also get assistance through the online eWeber Portal guide, located at http://www.weber.edu/ITDivision/eWeber.html.