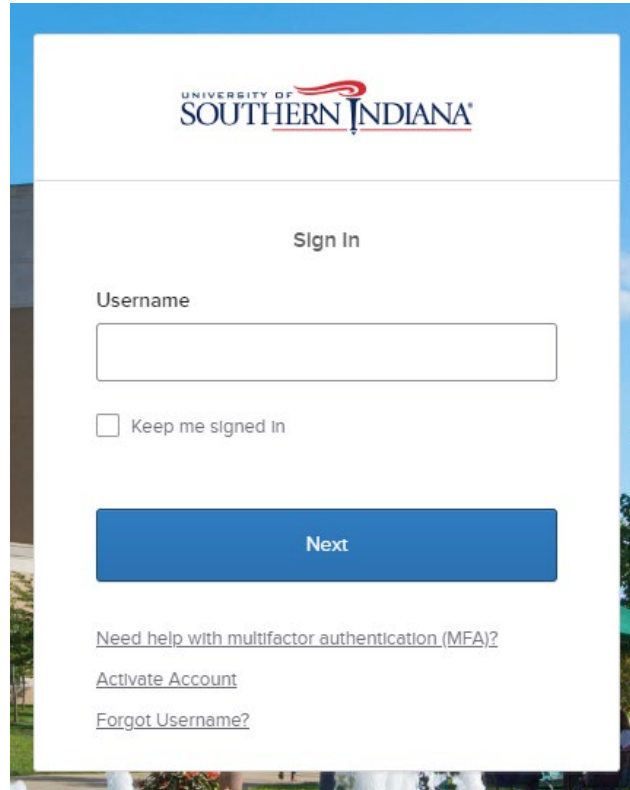


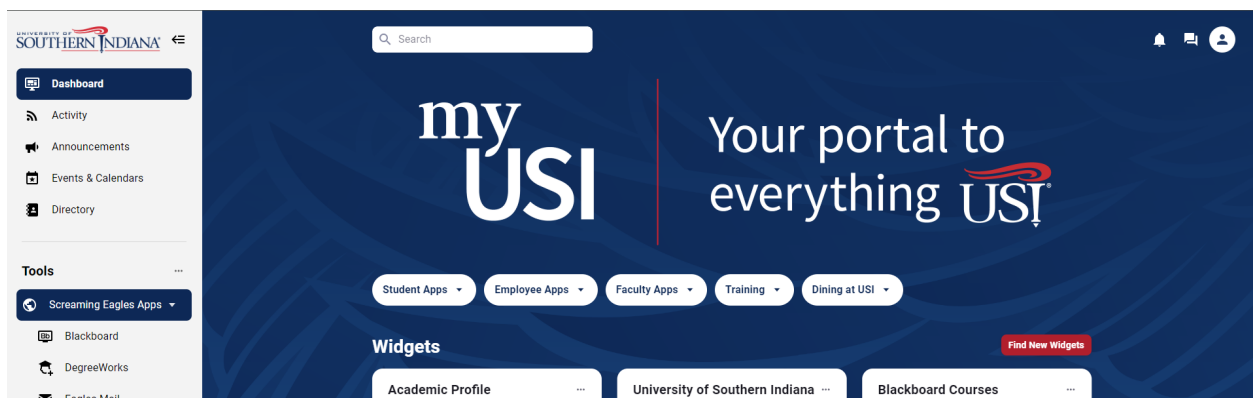
How to Navigate the New myUSI Portal

The old version of myUSI was retired in August 2024 and replaced with a new myUSI (portal.usi.edu)! This myUSI is much more user friendly. Here's how to access the new myUSI portal and customize it to fit your CAP instructor needs.

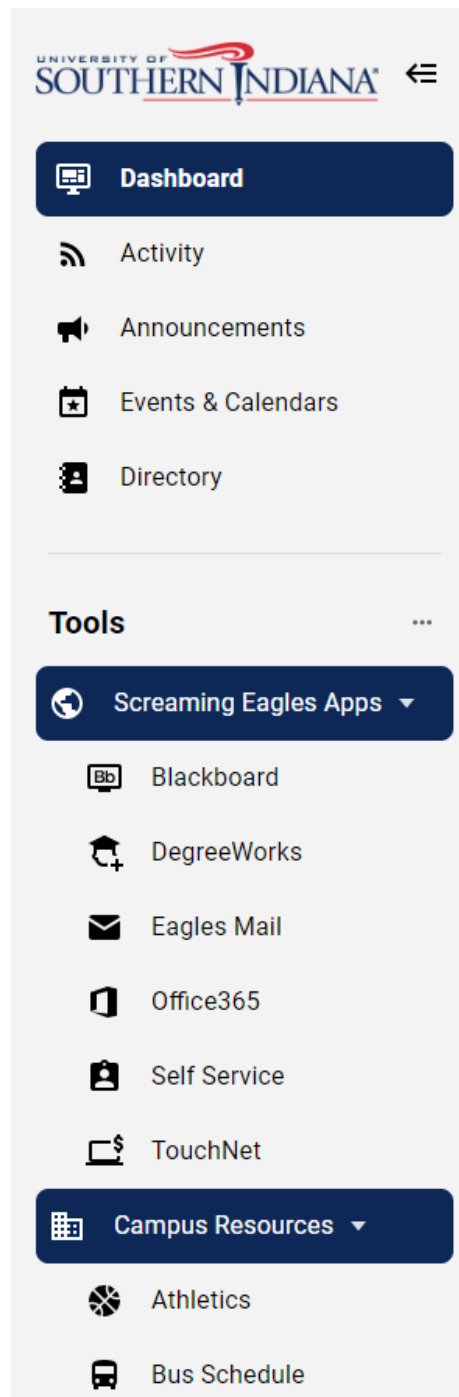
Step 1: Go to <https://portal.usi.edu/>. Sign in with your USI username and password like you normally would. Remember, multifactor authentication (MFA) is required, and Okta Verify is recommended. Visit <https://www.usi.edu/it/security/multifactor-authentication> for more information.

A screenshot of the myUSI Sign In page. At the top is the University of Southern Indiana logo. Below it is the text "Sign In". There is a "Username" label above a text input field. Below the input field is a checkbox labeled "Keep me signed in". A large blue button labeled "Next" is centered below the checkbox. At the bottom, there are three links: "Need help with multifactor authentication (MFA)?", "Activate Account", and "Forgot Username?".

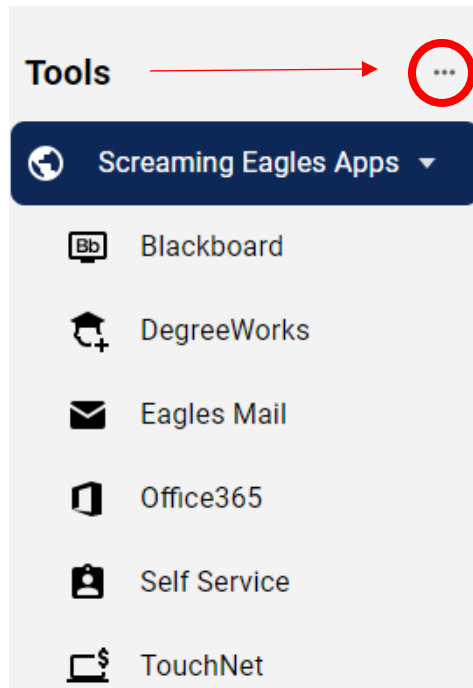
Step 2: This is the new myUSI dashboard. You can customize the widgets to see more or less, depending on what you like and what's available.



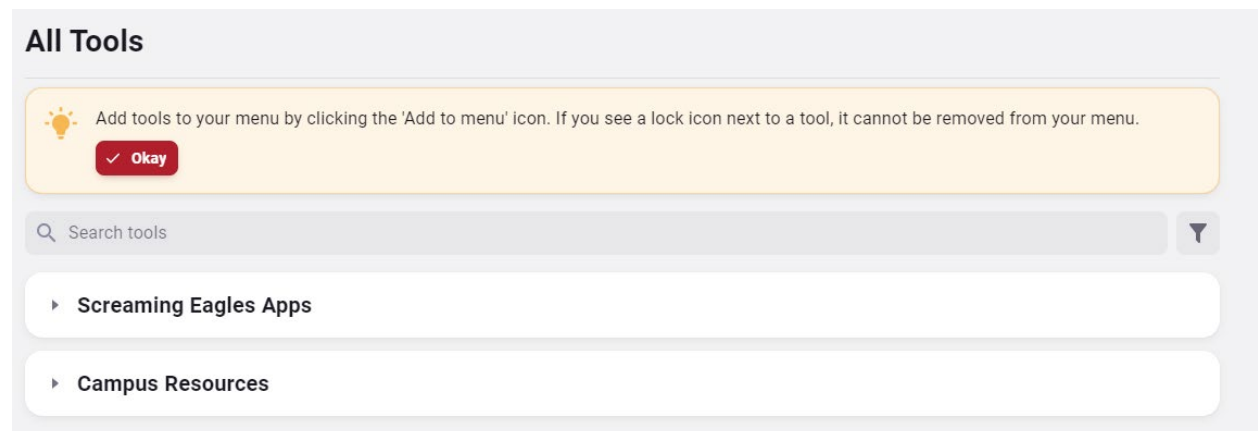
Step 3: In order to have easy access to the apps you use the most as a CAP instructor, look at the side bar on the left side of your screen.



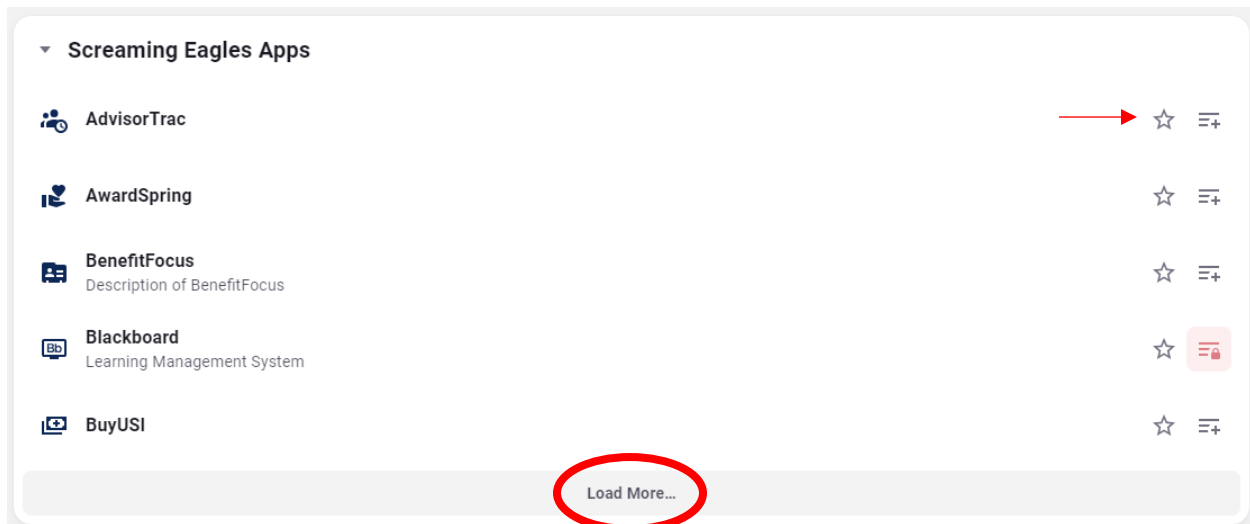
Step 4: Click the three dots next to Tools. Then click View All.



Step 5: Click on the Screaming Eagles Apps section to expand it and see all of the apps offered on the myUSI portal.



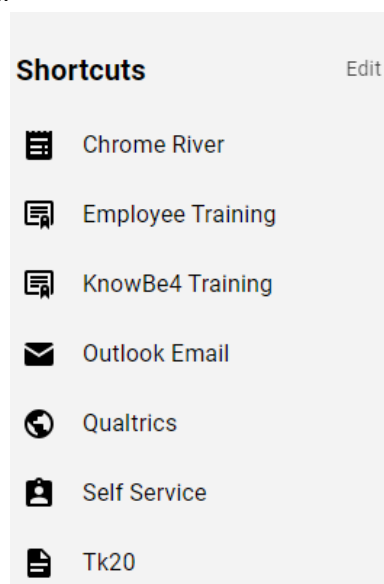
Step 6: To add apps you will be using often as a shortcut on the side bar, click the star icon next to the app's name to make it a shortcut. You will need to click Load More to see all of the apps, and they are listed in alphabetical order.



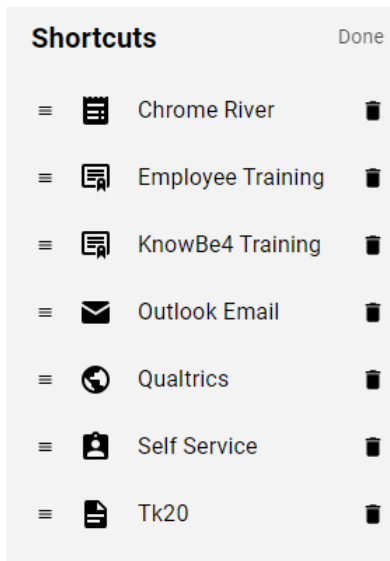
Step 7: Add these apps as shortcuts, because these are the apps that will be most important to you as a CAP instructor.

1. Chrome River
2. Employee Training
3. KnowBe4 Training
4. Outlook Email
5. Qualtrics
6. Self Service
7. Tk20

You will notice that there is now a Shortcuts section on your side bar, and it has all the apps you starred listed in the order you starred them.



Step 8: If you want to change the order your shortcuts are listed in, click the Edit button next to Shortcuts and you can drag the app to where you want it in your list. You can also delete any shortcuts you don't want to see anymore by clicking the trashcan.



Your myUSI portal has been updated, and you have easy access to the apps you'll be using most. You can add and edit shortcuts any time you want to make myUSI work best for you!

Do you want more information on myUSI? Visit <https://www.usi.edu/it/help-desk/myusi-overview>

