

NEW MYGATEWAY QUICK INSTRUCTIONS FOR NOCE STAFF

SOME THINGS TO DO WHEN YOU FIRST LOG IN

There are a few settings to check:

1. Profile

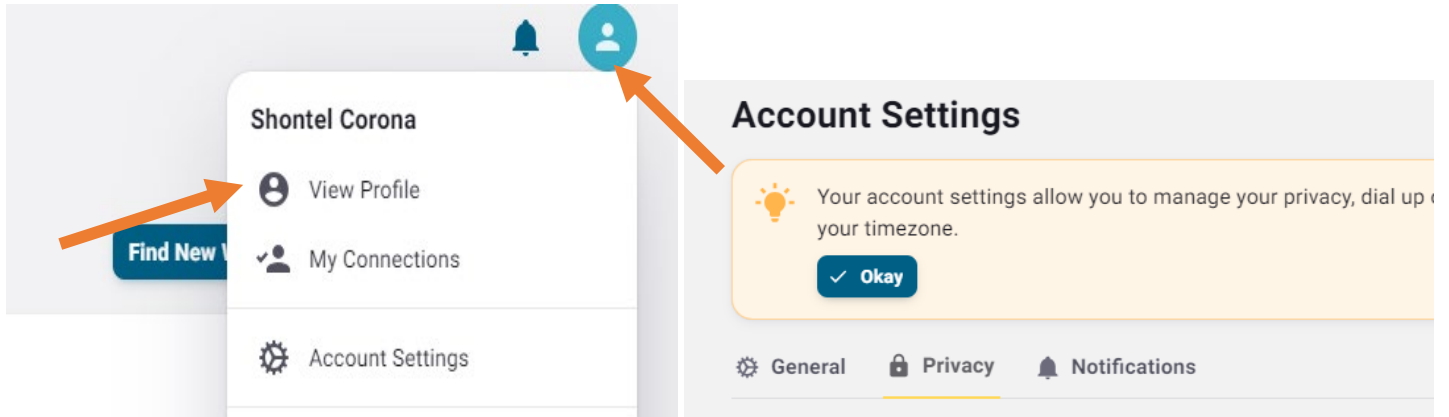
- Click on the Profile icon at the top right corner, then “View Profile” and make necessary edits as you see fit.

2. Account settings

- Click on the Profile icon, then “Account Settings” and make any necessary changes.

3. Privacy settings

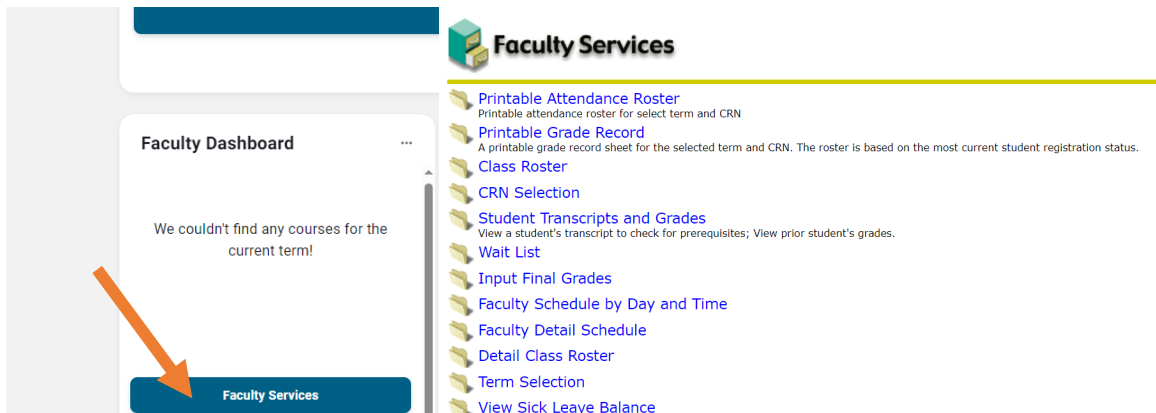
- Click on Profile icon, then “Account Settings” then “Privacy” icon to make necessary changes.



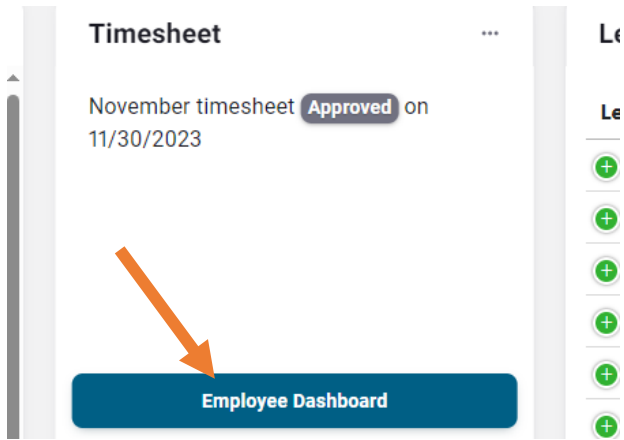
1. DASHBOARD TOOLS

Final grade reporting (for instructors) and other course related tools can be found in the “**Faculty Dashboard**” widget on the main Dashboard page, click the “**Faculty Services**” button.

This will redirect to the Webstar faculty services page (this has not changed)

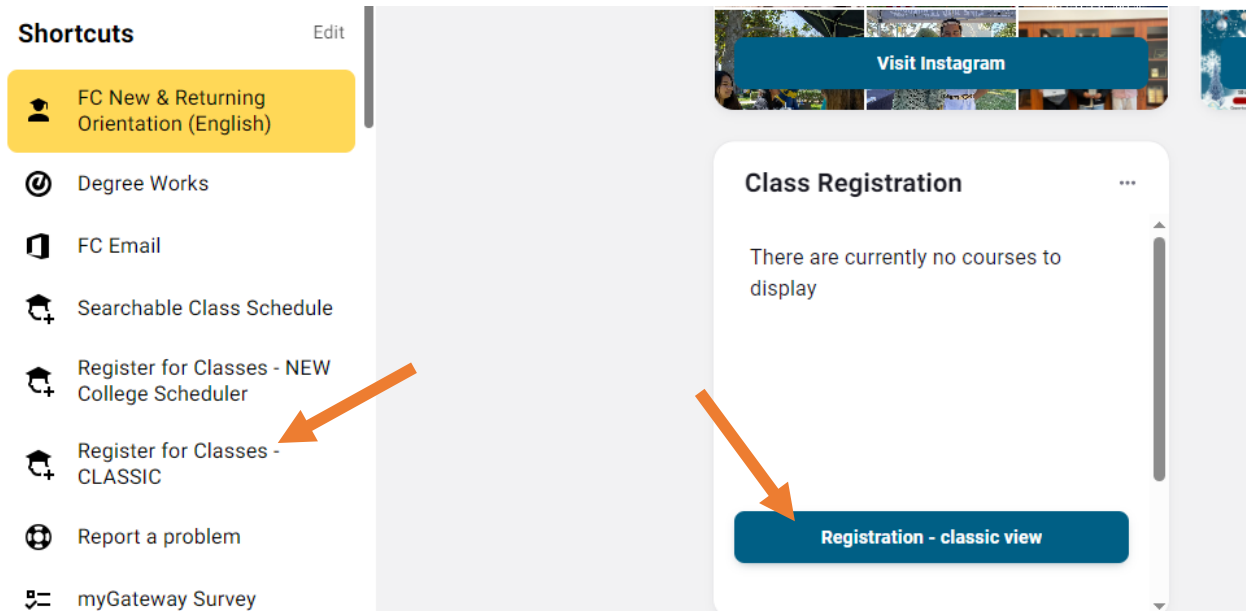


The Employee Dashboard and Timesheets can be accessed and submitted via the “Timesheet” widget.

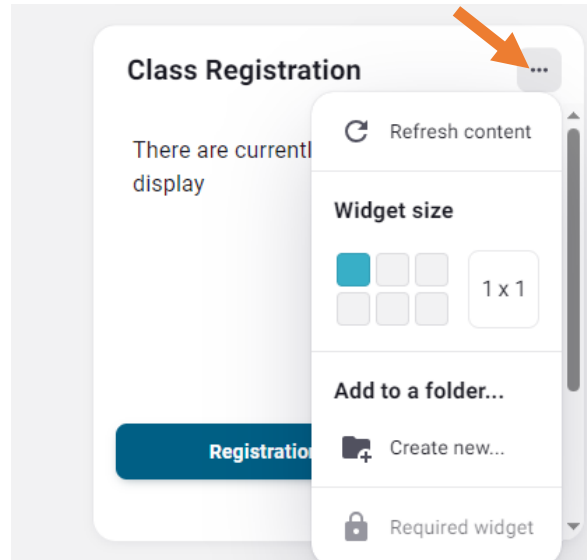


Note the other widgets on the dashboard: My Information, Leave Balances, campus Instagrams, various Canvas widgets and Class Registration.

Students can access their schedules and both the new and classic registration systems from the “Class Registration” widget (eventually, the classic registration tool will be retired and removed from myGateway).



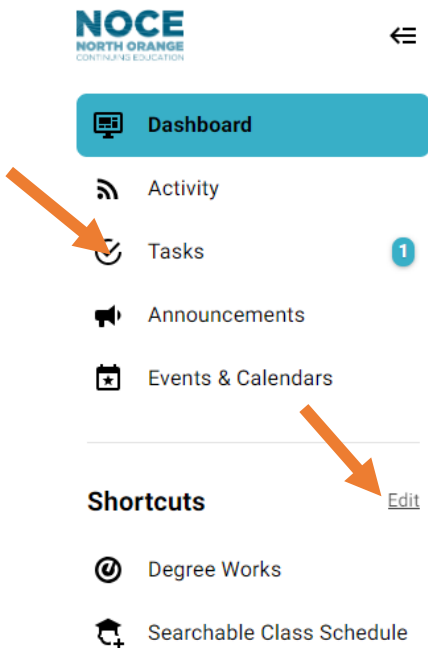
Clicking the “meatball” menu within a widget will open the “resize” control for the widget. Here, you can also add this widget to another widget (folder).



2. THE LEFT NAVIGATION MENU

Explore the assorted items in the left menu. With the “**Tasks**” tool, you can view tasks assigned to you, as well as create your own. Within the menu are listings for Shortcuts, Tools and Pages. You can modify the Shortcut menu by clicking on the “**Edit**” link to its right.




(For Counseling staff): The Student Success Checklist is located under “Employee Tools” toward the bottom.



Adding items to your Shortcut List

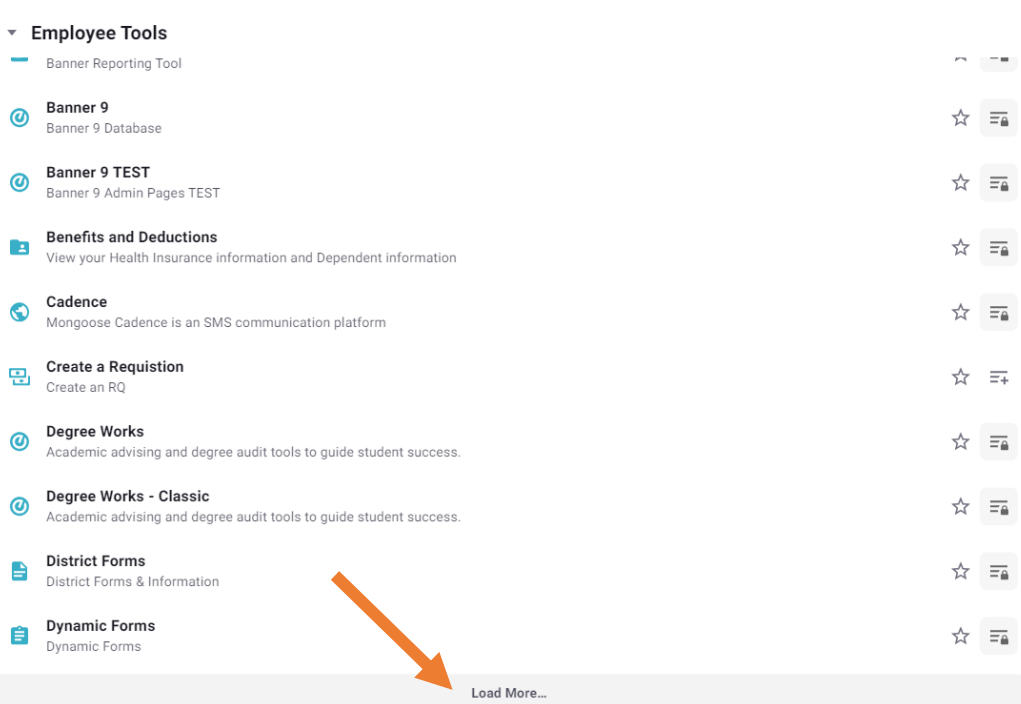
If you want to add a frequently used tool or page to your shortcut menu, first click on the “View All” link to the right of “Tools” or “Pages”

Tools

-  Student Tools ▶
-  Distance Education ▶
-  Registration ▶

View all

(Example) next, click on the arrow to the right of “Employee Tools” to expand the menu
Click “Load More” until you see the link you are looking for.



The screenshot shows the expanded 'Employee Tools' menu. It lists several tools with icons and brief descriptions. At the bottom of the list is a 'Load More...' button. An orange arrow points to this button.

- Employee Tools**
- Banner Reporting Tool
- Banner 9**
Banner 9 Database
- Banner 9 TEST**
Banner 9 Admin Pages TEST
- Benefits and Deductions**
View your Health Insurance information and Dependent information
- Cadence**
Mongoose Cadence is an SMS communication platform
- Create a Requisition**
Create an RQ
- Degree Works**
Academic advising and degree audit tools to guide student success.
- Degree Works - Classic**
Academic advising and degree audit tools to guide student success.
- District Forms**
District Forms & Information
- Dynamic Forms**
Dynamic Forms
- Load More...

To the right you will see a **white star**, select it to add to your “Shortcuts”

If you return to the side menu and click the Shortcuts “Edit” button, you can then re-arrange and/or delete your shortcuts.









This screenshot shows the same 'Employee Tools' menu as above, but with a white star icon next to the 'Banner 9 TEST' item, indicating it has been added to the shortcut list. An orange arrow points to this star icon.

- Employee Tools**
- Banner Reporting Tool
- Banner 9**
Banner 9 Database
- Banner 9 TEST**
Banner 9 Admin Pages TEST

Once you finished re-arranging, click “Done” to save.

Shortcuts

[Done](#)


- ☰  Banner 9 
- ☰  Banner 9 TEST 
- ☰  Degree Works 

3. USING THE SEARCH FUNCTION

If you cannot find what you are looking for, use the search bar.

The search bar at the top of the window is the global search bar, click the magnifying glass icon.



 account

Filter by: [Tools](#) [Pages](#) [FAQs](#) [Events](#) [People](#)



Account Summary by Term

Tool · Student Records: Account Summary by Term



Student Records

Tool · Self-Service SSB8: View Holds, Final Grades, Unofficial Trans








4. QUESTIONS ABOUT PATHIFY OR TO REPORT A PROBLEM

Alternative #1: If you find a problem with the new myGateway, or have a question about how to use something related to it, use the “Report a Problem” link under “Shortcuts”



Shortcuts

[Edit](#)

-  Banner 9
-  Banner 9 TEST
-  Degree Works
-  Searchable Class Schedule
-  Register for Classes - NEW College Scheduler
-  Register for Classes - CLASSIC
-  Report a problem

Alternative #2:

Go to the “Tools” group and click “View All” and expand “Contact Support.” Here you can update your myGateway multi-factor information

All Tools


💡 Add tools to your menu by clicking the 'Add to menu' icon. If you see a lock icon next to a tool, it cannot be removed from your menu.

🔍 Search tools

▼ **Contact Support**

- 🔑 **Login Management**
Update your myGateway multi-factor login information. ★ ⋮
- 🛠️ **Report a problem**
Submit an issue to the Information Services Help Desk. ★ ⋮



 **Account Management** Logged in as: 00964195 | Log Out
Go to SSO Jump Page

Account Details & Activity

✓ **Account Details & Activity**

Last Login: 12/08/2023, 8:39:34 AM
Last Password Change: 5/11/2021, 11:35:26 AM
Last Password Reset: [Never]

[Registered Email Address](#)

[Linked User Accounts](#)

[Multi-Factor Delivery Methods](#)

[Registered Phones](#)

[Mobile Authenticator](#)

[Remembered Browser Sessions](#)

[FIDO2 / Web Authentication](#)

Questions?

Employees needing additional support with the new myGateway landing page should contact District IS at ishelpdesk@nocccd.edu.