

Personal Info Portlet
MyMAC for Faculty
Mineral Area College



Presented by
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MAC IT Department



Personal Info

The screenshot shows a Windows Internet Explorer browser window displaying the My MAC website. The address bar shows the URL <https://my.mineralarea.edu/ics/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, navigation, and utility. The website header features the 'My MAC' logo and a mascot image. A navigation menu includes tabs for Home, Student, Registration, My Account Info, Course Search, Instructional, Advising, Academics, Staff, and My Pages. The 'My Account Info' tab is selected. The main content area is titled 'My MAC' and includes a 'Welcome to Mineral Area College!' banner with a photo of the campus and contact information for the Park Hills, Missouri Main Campus. A login section titled 'Look up User Name-Student ID' prompts the user to enter their SSN and click the Submit button. The footer includes a 'C.O.M.O.D.O. AUTHENTIC SITE SECURED BY SSL' logo and a system tray showing the time as 4:17 PM.

Home | My MAC - Windows Internet Explorer

Address bar: <https://my.mineralarea.edu/ics/>

Menu: File Edit View Favorites Tools Help

Navigation: Home | My MAC

My MAC

Welcome back Lois M Ragland ([Personal Info](#) | [Logout](#))

Home Student Registration **My Account Info** Course Search Instructional Advising Academics Staff My Pages

You are here: Home

My MAC

Home

- [Look up User Name-Student ID](#)
- [Help](#)
- [FERPA](#)
- [Events Calendar](#)
- [Welcome to Mineral Area College!](#)

Faculty Home

Staff Home

Student Home

Quick Links

- My Courses
- My Pages
- Copy Courses

My MAC

Welcome to Mineral Area College!

Park Hills, Missouri Main Campus
Phone: (573) 431-4593

Mineral Area College.
"Your Next Step!"

On behalf of the Board of Trustees, faculty and staff of Mineral Area College, welcome to the Mineral Area College website!

Over 11,000 graduates have passed through our doors since the college opened as Flat River Junior College in 1922. Whether you want to complete the first two years of a baccalaureate degree or obtain the necessary skills to compete in the private sector, you

Look up User Name-Student ID

Please enter your SSN (no hyphens) and CLICK the Submit button.
(Pressing Enter will not work)

C.O.M.O.D.O. AUTHENTIC SITE SECURED BY SSL

Done Internet 100%

start [Taskbar icons] 4:17 PM

Personal Info

- Used to store & share personal info such as a picture, email address, office hours, etc.
- For faculty, info entered on *My Info* is displayed on your respective course information pages.



Browser navigation bar with address bar: https://my.mineralarea.edu/ICS/Academics/CIS/CIS__1850/2010_SP-CIS__1850-AAH1/Course_Information.jnz

File Edit View Favorites Tools Help

Convert Select

Y! WEB SEARCH

Links Customizable Links Free Hotmail Windows Windows Marketplace Windows Media

CIS 1850 AAH1 - Internetworking I - Course Informati...

Page To

CIS 1850 AAH1 - Internetworking I

- Collaboration
- Attendance
- Course Information** ←
- Main Page
- Syllabus
- Coursework
- Gradebook
- Add a Page
- Context Manager

Quick Links

My Pages

- Copy Courses
- Announcements
- Class Cancellations
- MAC Email

Course Information

Course Information

Internetworking I (CIS 1850)

Term: 2010 Spring Semester

Faculty



Roger K McMillian

rmcmilli@mineralarea.edu

Office Hours:


- Monday 7:30 AM to 8:00 AM
- Monday 10:30 AM to 11:00 AM
- Tuesday 7:30 AM to 8:00 AM
- Tuesday 10:45 AM to 11:15 AM
- Wednesday 7:30 AM to 8:00 AM
- Wednesday 10:30 AM to 11:00 AM
- Thursday 7:30 AM to 8:00 AM
- Thursday 10:45 AM to 11:15 AM
- Friday 7:30 AM to 8:00 AM
- Friday 10:30 AM to 11:00 AM

Schedule

Important Notes

- If students want to know their computer & email login, have them log into MyMAC, Personal Info. It will tell them their userid.
- If it is blank, this means there is no info listed in the system. Please have them contact the Help Desk for assistance (to correct or create their email & computer accounts).
- If it is blank & you use the *Email All Students* option in Coursemates & from the Instructional tab using GoogleTalk, the students who are blank will not receive that email from you.
- If it is blank, students may not receive important emails from advisors or the Dean's office.



Lois M Ragland 

marlene@mineralarea.edu

Office Hours:

By arrangement

Monday 8:00 AM to 2:00 PM

By arrangement

Wednesday 8:00 AM to 2:00 PM

By arrangement

Friday 8:00 AM to 2:00 PM

By arrangement



My Info Tabs

Home | My MAC - Windows Internet Explorer

https://my.mineralarea.edu/ics/

File Edit View Favorites Tools Help

Convert Select

Y! WEB SEARCH

Home | My MAC

My MAC

Welcome back **Lois M Ragland** ([Personal Info](#) | [Logout](#))

Home **Student** **Registration** **My Account Info** **Course Search** **Instructional** **Advising** **Academics** **Staff** **My Pages**

You are here: Home

My Info ?

Account Info Photo Custom Info Office Hours Biographical Info Academic Info Privacy Settings

Name

Preferred First Name:
Hide Middle Name:
Prefix:
Suffix:

This account information will be used for display purposes only within the portal.

Email

Email: marlene@mineralarea.edu

Account Info Tab

- No rights to this
 - Update preferred first name
 - Choose to hide middle name
 - Select a prefix

Password Tab

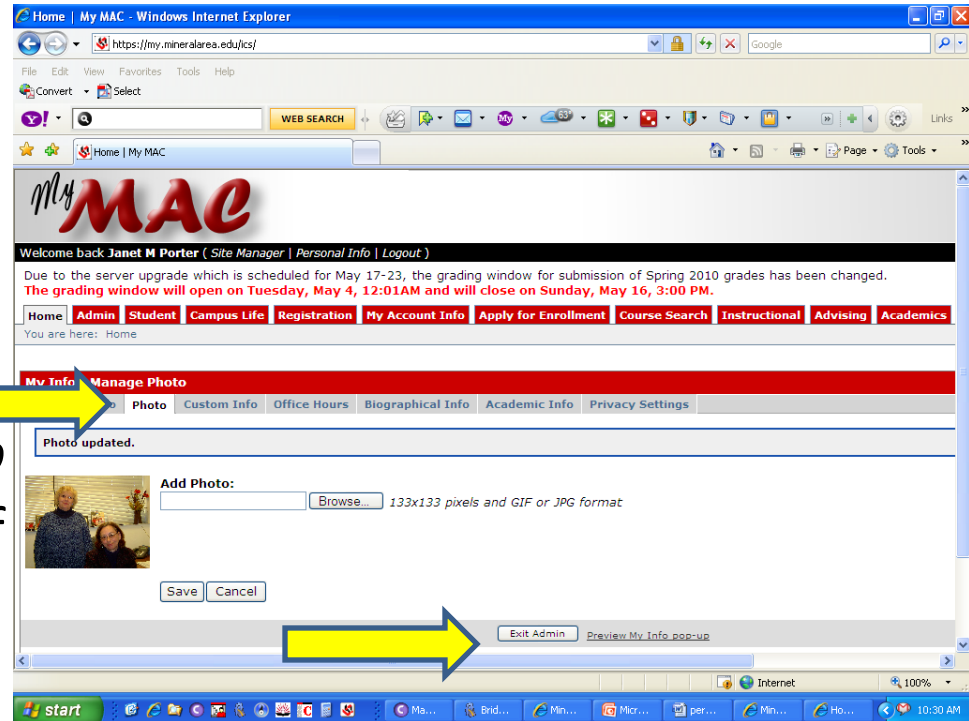
- Fulltime faculty will not see a Password tab.
- To change your computer & MyMAC password
 - At your Desktop, press Ctrl+ALT+Delete.
 - Choose the Password task option.
 - Make sure that MAC & MAC_TREE are hilited.
 - Follow the prompts.
 - Takes about 5 minutes to process.

Password Tab

- Adjunct & students have the option to click on the Password tab & change their MyMAC password.
- Note: if you send your students to the Help Desk for assistance with their MyMAC passwords, the students MUST present their student ID or driver's license (FERPA).

Photo Tab

- If you want to upload a picture to display in your Personal Info, click the Photo tab & follow the prompts.
- Click on the *Preview My Info pop-up* link at the bottom of the screen to view the image as it is to be displayed.
- Students do not have rights to upload a photo.

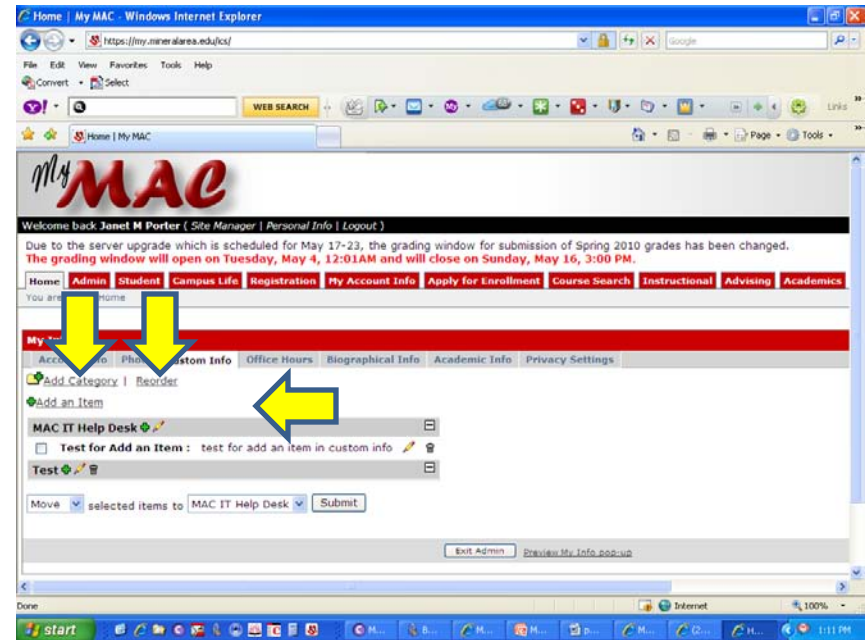


Custom Info Tab

The screenshot shows a Windows Internet Explorer browser window displaying the 'My MAC' website. The address bar shows the URL <https://my.mineralarea.edu/ics/>. The page features a navigation menu with items like Home, Admin, Student, Campus Life, Registration, My Account Info, Apply for Enrollment, Course Search, Instructional, Advising, and Academics. A 'My Info' section is visible, with a yellow arrow pointing to the 'Custom Info' tab. Below this, there are options to 'Add Category' and 'Reorder', and a section titled 'Books I have written' with a 'Submit' button. The Windows taskbar at the bottom shows the time as 10:58 AM.

Custom Info Tab

- This area can be used for any type of information that you would like to store.
- Click on the plus sign to add a new category or to add an item to an existing category.



Custom Info Tab

The screenshot shows a web browser window with the address bar displaying `https://my.mineralarea.edu/?UserID=3abe3279-b5da-4159-889d-b153a68eb16f - Janet M Porter's Pers - Windows Internet Explorer`. The page content includes a profile picture of Janet M Porter, her name, and her email address janet@mineralarea.edu. Below this is a navigation bar with two tabs: 'Personal Information' and 'Custom'. A yellow arrow points to the 'Custom' tab. Underneath the tabs is a section titled 'MAC IT Help Desk' with a sub-header 'Test for Add an Item:' and a text input field containing 'test for add an item in custom info'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 1:13 PM.

Office Hours Tab


- Here's a sample of Marlene's Office Hours setup.
- Tip: always preview your MyInfo using the link and pop-up window.

The screenshot shows a Windows Internet Explorer browser window displaying the 'My Info - Manage Office Hours' page. The browser's address bar shows the URL 'https://my.mineralarea.edu/ics/default.aspx'. The page header includes the 'My MAC' logo and a welcome message for Lois M Ragland. The main content area is titled 'My Info - Manage Office Hours' and contains a form for adding a session. The form includes fields for 'Start Time' (12:00 AM) and 'End Time' (12:00 AM), and a 'Valid' section with radio buttons for 'Weekly' and 'One Day Only'. A yellow arrow points to a 'Preview My Info pop-up' link located at the bottom of the form. The browser's taskbar at the bottom shows the start button and several open applications, with the system clock displaying 7:06 PM.

Office Hours

- Here's Marlene's preview of her Office Hours.

<https://my.mineralarea.edu/?UserID=0d61521f-de72-4aad-83ff-e9b69f2c41>



Lois M Ragland
marlene@mineralarea.edu

Office Hours
By arrangement
Monday 8:00 AM to 2:00 PM
By arrangement
Wednesday 8:00 AM to 2:00 PM
By arrangement
Friday 8:00 AM to 2:00 PM
By arrangement

Biographical Info Tab

- Reflects info strictly on the person logged into MyMAC.
- It is NOT shared or viewable by others.

Academic Info Tab

- Allows you to view info such as your HOLDS, academic status, planned graduation date, major, minor & other academic data.
- The data cannot be edited.
- You can view the contents to verify its accuracy.

My Info - Advisee Details

- Account Info
- Password
- Photo
- Custom Info
- Biographical Info
- Academic Info**
- Privacy Settings

No academic summary information is available.

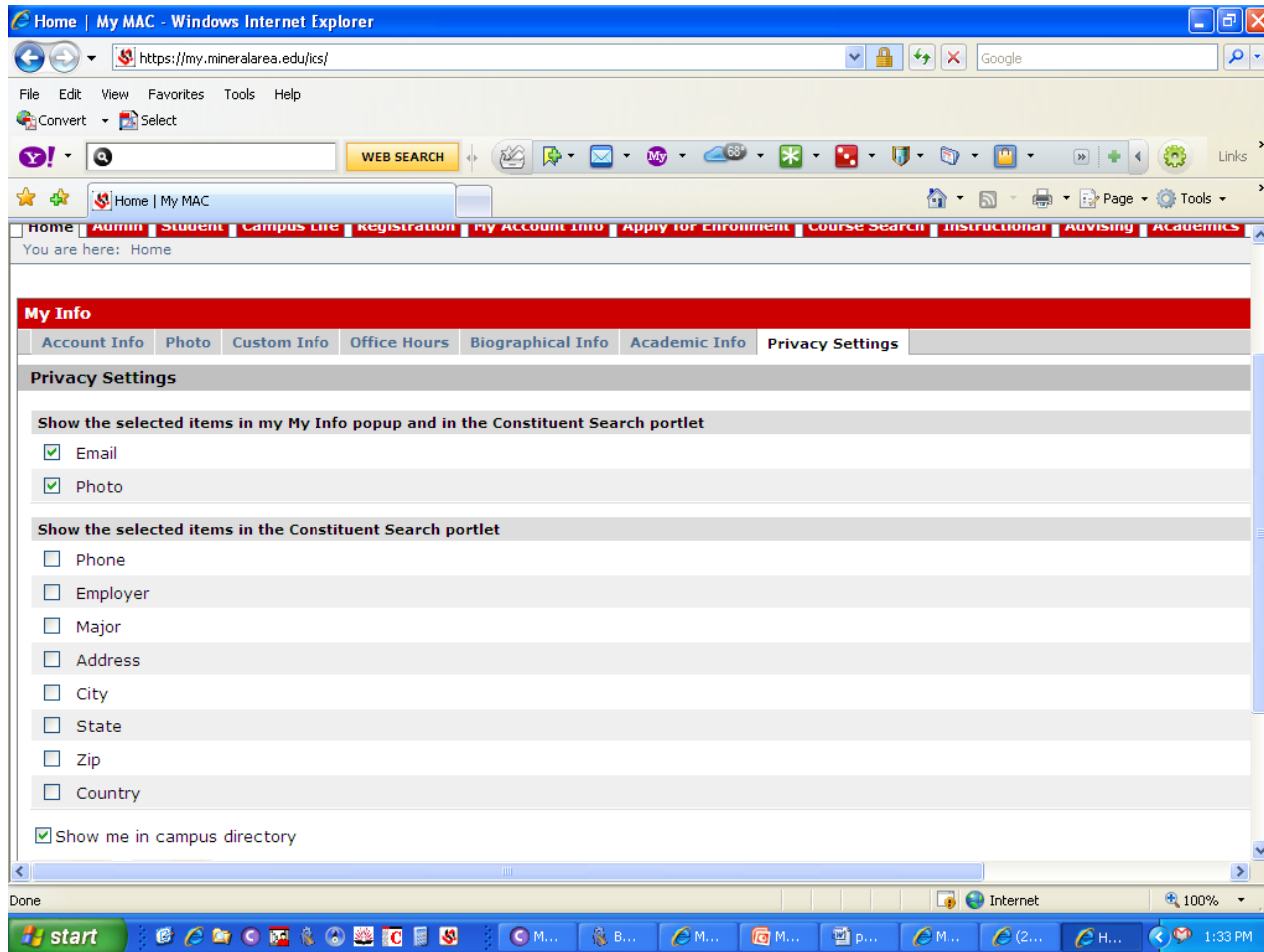
Holds

Code	Type
UP	Registration hold Description: Application Update Required
F	Transcript hold Grade report hold Registration hold Description: Current Fees Due-Call 518-2287

Exams

Exam	Date	Score(s)
ACT Test	04/01/2009	Composite: 21 ACT Composite: 21 ACT English: 17 ACT Math: 23 ACT Reading: 20 ACT Science Reasoning: 22

Privacy Settings Tab



Privacy Settings

- You can choose to display or hide (email, photo) specific personal info about yourself; however, regardless of the elements you choose to hide, any person who has an Administrator role in MyMAC is able to view all of this info.