



MYDAY USER GUIDE

UWTSD Portal for Staff and Students

Abstract

The MyDay portal will provide just about everything you need to access in an easy to use format, you can access it on your computer, laptop, tablet or smartphone.

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2 WHAT IS MYDAY

The MyDay product is a cloud based system which will provide UWTSD staff and students with a new, simple way of accessing key online services and information in one convenient location. The MyDay portal will allow access to services such as Email, Moodle and Library while at the same time providing the latest information, forms, procedures, news and developments of the University.

The portal will provide just about everything you need to access in an easy to use format, you can access it on your computer, laptop, tablet or smartphone. MyDay is available on and off campus; all you need is your new Office365 login details as provided by IT (your new email address format @uwtsd.ac.uk).

MyDay has two core components, tiles and lists. Lists are generally placed at the bottom with tiles located at the top. Tiles can be of two types, live and linker. Clicking on a tile reveals a “modal” which shows additional information beyond the initial tile.

The MyDay web portal will replace both the Staff Portal in Swansea and the Intranet in Carmarthen, Lampeter, Cardiff and London as of 12th February 2015.

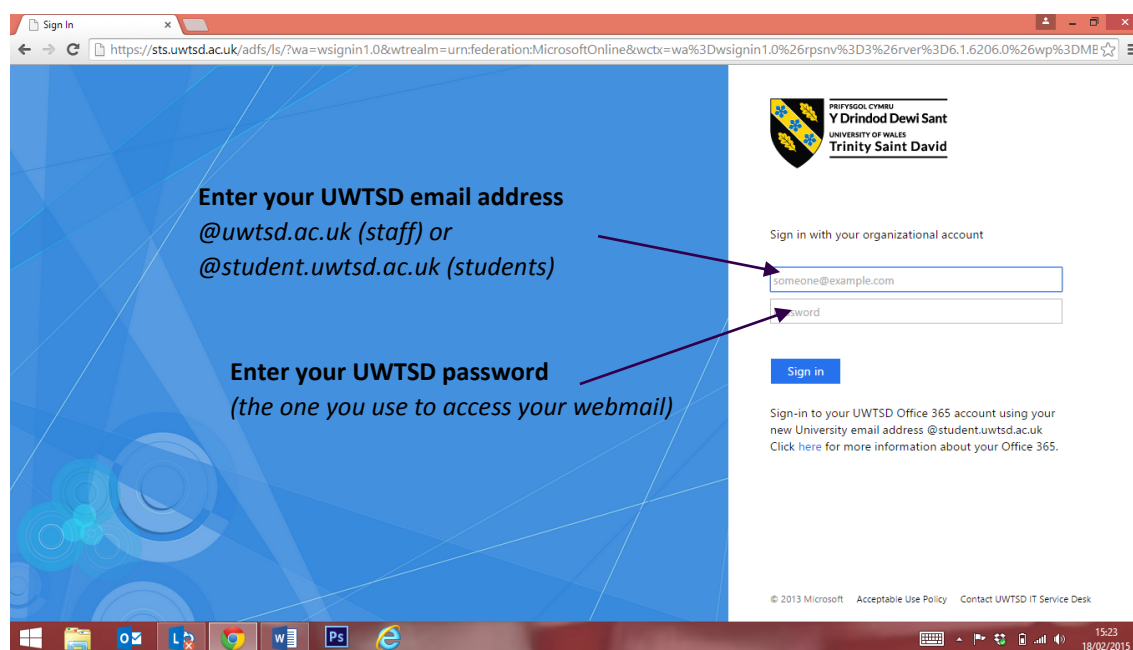
3 HOW TO ACCESS MYDAY

MyDay is currently a web based portal, however we are working on an App version which will be available to all staff and students with iOS, Android or Windows.

There are many ways to access MyDay:

On-Campus

1. Select the **Internet Explorer web browser** on your PC, the MyDay portal will appear as your default homepage
2. On campus PC's, the MyDay icon will be located on your desktop . Select this icon and MyDay will open up in your default browser
3. If you are using **Firefox** – Type in the address bar **myday.uwtsd.ac.uk**. This will take you to a sign-in page.

Enter your UWTSD email address
@uwtsd.ac.uk (staff) or
@student.uwtsd.ac.uk (students)

Enter your UWTSD password
(the one you use to access your webmail)

Sign in with your organizational account

someone@example.com

password

Sign in

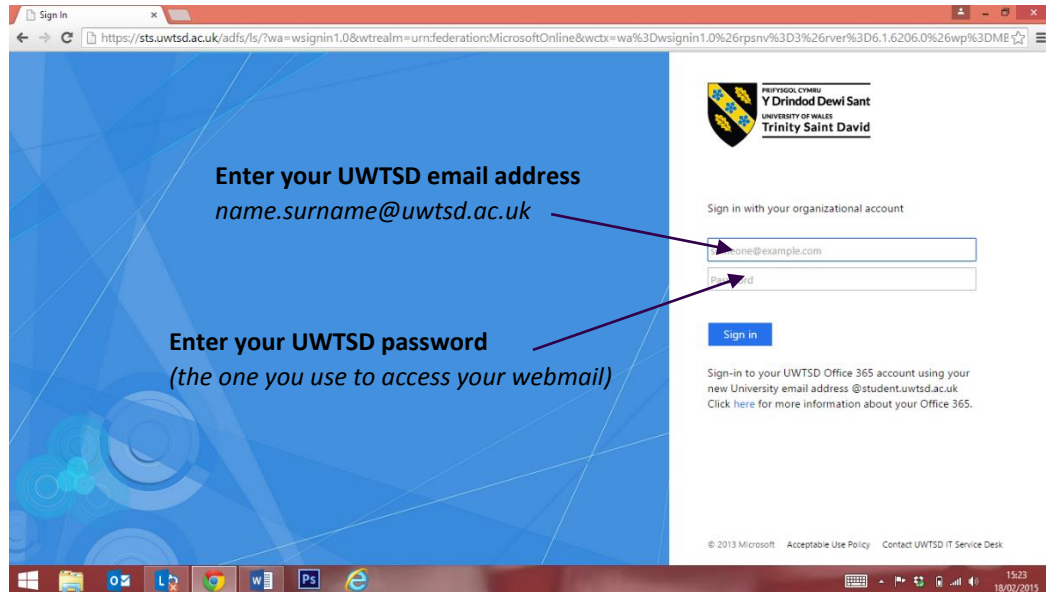
Sign-in to your UWTSD Office 365 account using your new University email address @student.uwtsd.ac.uk
Click [here](#) for more information about your Office 365.

© 2013 Microsoft Acceptable Use Policy Contact UWTSD IT Service Desk

Enter your **Username** (@uwtsd.ac.uk for staff or @student.uwtsd.ac.uk for students) and **Password**, then click **Sign In**

Off-Campus

1. Using your preferred web browser – Type in the address bar **myday.uwtsd.ac.uk**. This will take you to a sign-in page.



Enter your **Username** (*name.surname@uwtsd.ac.uk*) and **Password**, then **Sign In**

4 HAVING PROBLEMS ACCESSING MYDAY

If you have any problems signing in or using MyDay please contact:

ITS Service Desk

Swansea Campus

01792 481134 (ext. **4134**) | helpdesk@sm.uwtsd.ac.uk

Carmarthen, Cardiff, Lampeter and London Campus's

0300 500 5055 (ext. **5055**) | ITServiceDesk@tsd.ac.uk

Log a ticket in WebHelp - <https://webhelp.tsd.ac.uk>

E-mail - myday@uwtsd.ac.uk

5 MYDAY HOMEPAGE

5.1 STAFF VIEW



Menu, Tiles and Lists include:

- | | | |
|--------------------------|-----------------------|---------------------|
| 1. English | 2. Welsh | 3. Academic Office |
| 4. Finance | 5. HR | 6. Registry |
| 7. Corporate Services | 8. Health & Safety | 9. Quick Links |
| 10. Newsroom | 11. OneDrive | 12. Moodle |
| 13. Mail | 14. Calendar | 15. People |
| 16. TEL | 17. ITS –Service Desk | 18. RIES |
| 19. Library | 20. VocalEyes | 21. Social Media |
| 22. Student Services | 23. Life Design | 24. Health & Safety |
| 25. Enhancement Unit | 26. PGRO | 27. News (list) |
| 28. Announcements (list) | 29. Twitter (list) | |

5.2 STUDENT VIEW



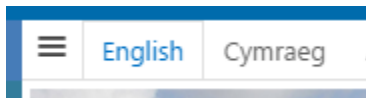
Menu, Tiles and Lists include:

- | | |
|--------------------|--------------------------|
| 1. MyDay Cymraeg | 2. MyDay English |
| 3. IT Service Desk | 4. Accommodation |
| 5. OneDrive | 6. Tasks |
| 7. Mail | 8. Calendar |
| 9. People | 10. Balance |
| 11. Moodle | 12. Library |
| 13. Regulations | 14. Social Media |
| 15. MyTSD / QLE | 16. Student Services |
| 17. Life Design | 18. SU |
| 19. News (list) | 20. Announcements (list) |
| 21. Twitter (list) | |

6 SWITCHING LANGUAGE

MyDay is available in English and Welsh.

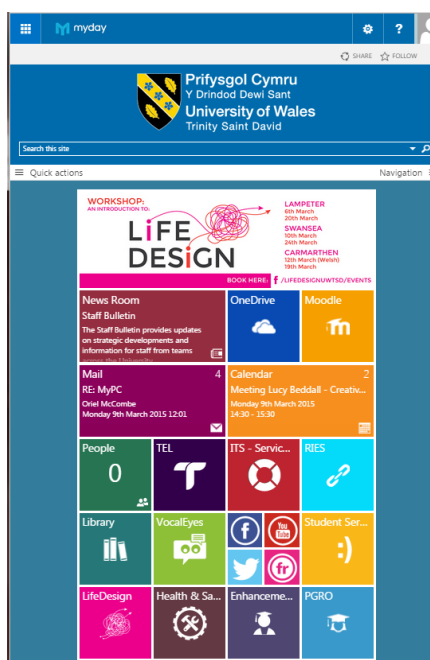
To change the language, choose from the option on the main menu bar.



7 MYDAY PORTAL – RESPONSIVE DESIGN

The MyDay interface is designed primarily for easy user experience, you can access the full feature set of the platform on all devices from mobile to desktop using the responsive design of the MyDay page.

The page layout will automatically change depending on what device you are using.



8 STAFF DOCUMENT REPOSITORY

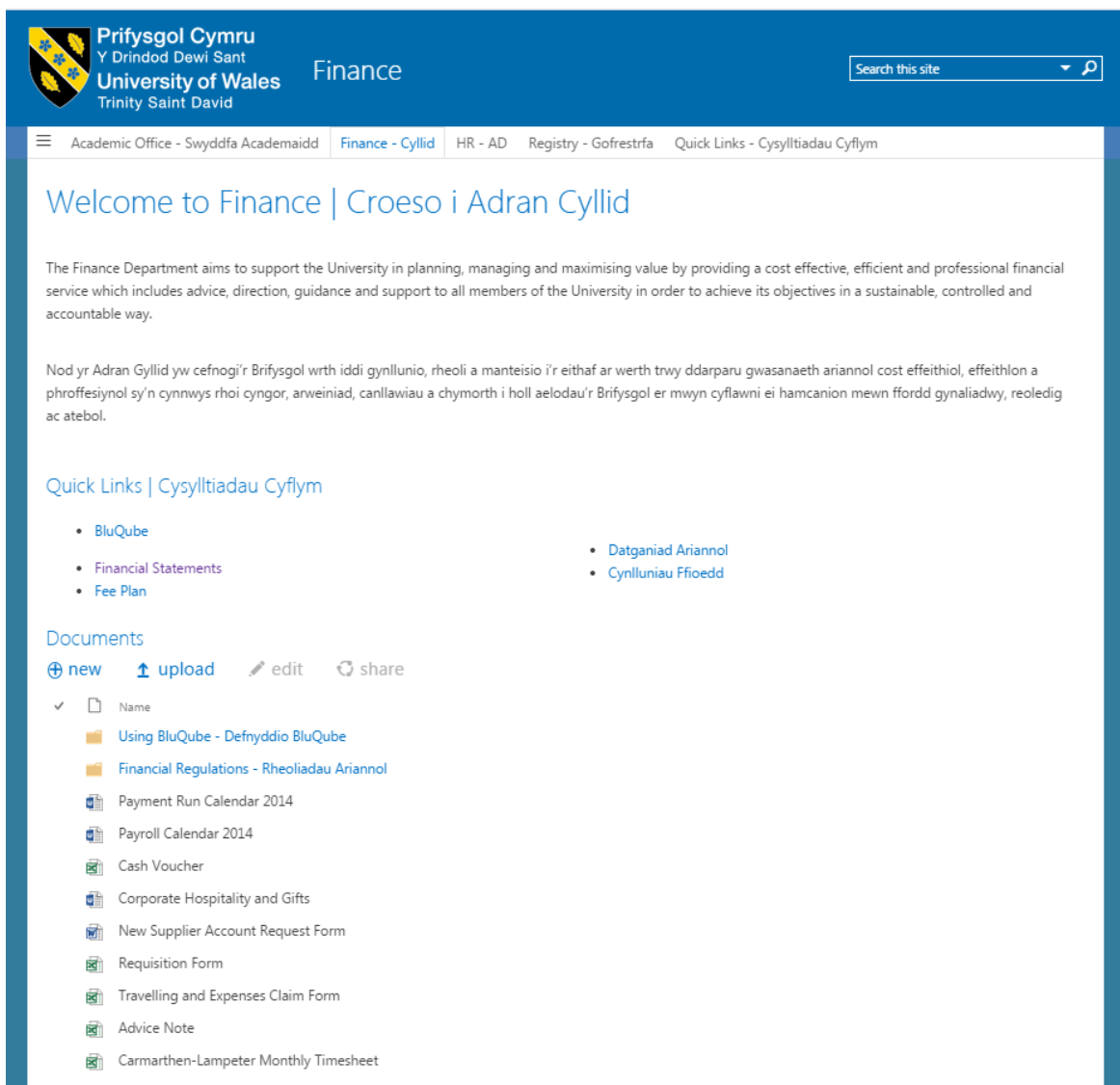
The staff document repository stores all staff related information and documents.

The departments which provides staff specific information, documents and forms are located within the main menu bar at the top of the MyDay page.



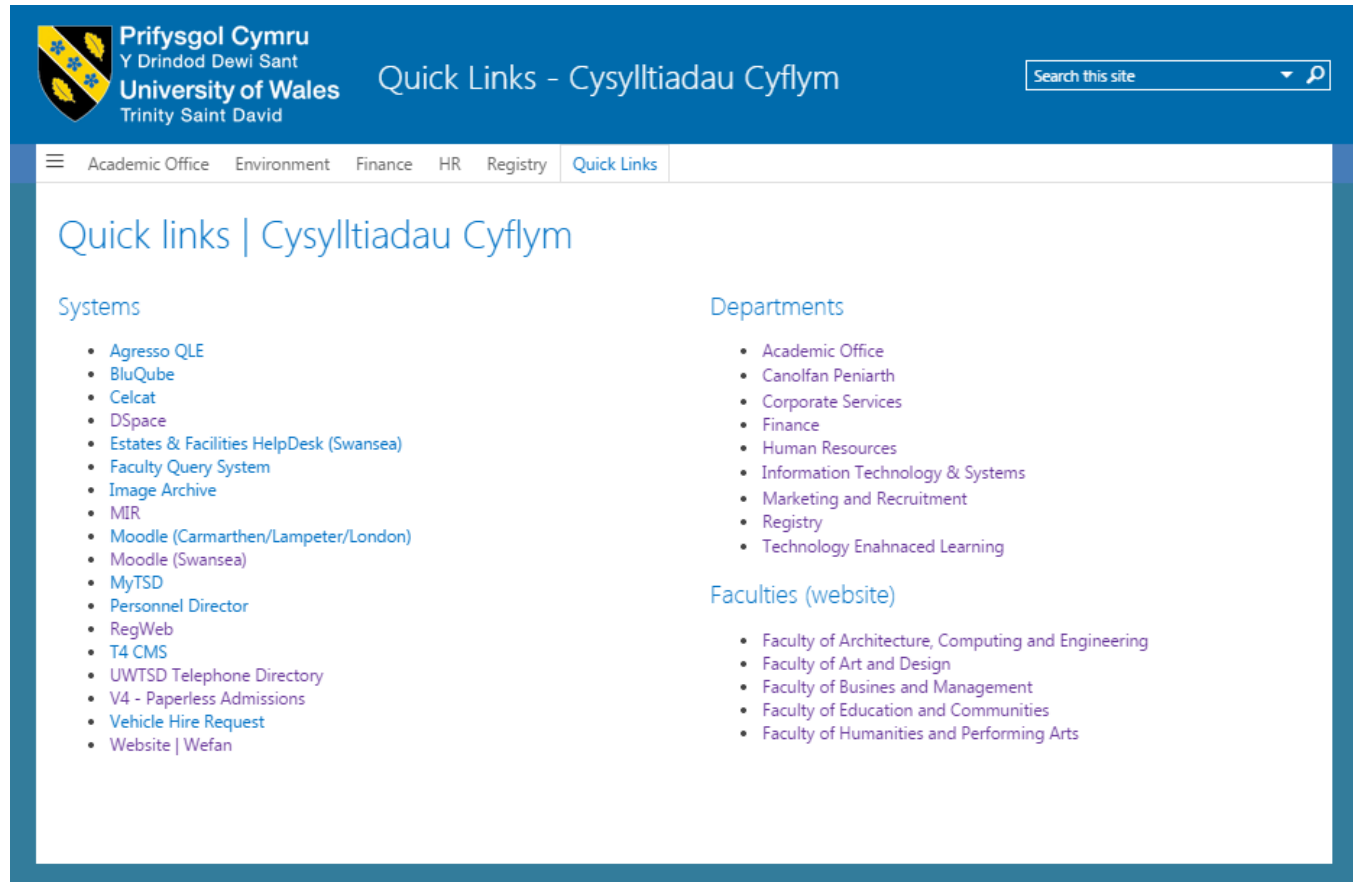
To find out more, or retrieve a document/form, select the appropriate department from the menu and the specific page will open.

e.g. This is the Finance page, where forms and documents can be viewed and downloaded



The Quick Links page provides all the links to functional systems used by the university including a shortcut to individual Faculty and Department webpages on the main UWTSD website.

e.g.



The screenshot shows the 'Quick Links - Cysylltiadau Cyflym' page of the University of Wales Trinity Saint David. The page features a blue header with the university's name in Welsh and English, a search bar, and a navigation menu. The main content area is divided into three sections: 'Systems', 'Departments', and 'Faculties (website)', each containing a list of links to various university services and departments.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Quick Links - Cysylltiadau Cyflym

Search this site

Academic Office Environment Finance HR Registry Quick Links

Quick links | Cysylltiadau Cyflym

Systems

- Agresso QLE
- BluQube
- Celcat
- DSpace
- Estates & Facilities HelpDesk (Swansea)
- Faculty Query System
- Image Archive
- MIR
- Moodle (Carmarthen/Lampeter/London)
- Moodle (Swansea)
- MyTSD
- Personnel Director
- RegWeb
- T4 CMS
- UWTSD Telephone Directory
- V4 - Paperless Admissions
- Vehicle Hire Request
- Website | Wefan

Departments

- Academic Office
- Canolfan Peniarth
- Corporate Services
- Finance
- Human Resources
- Information Technology & Systems
- Marketing and Recruitment
- Registry
- Technology Enhanced Learning

Faculties (website)

- Faculty of Architecture, Computing and Engineering
- Faculty of Art and Design
- Faculty of Business and Management
- Faculty of Education and Communities
- Faculty of Humanities and Performing Arts

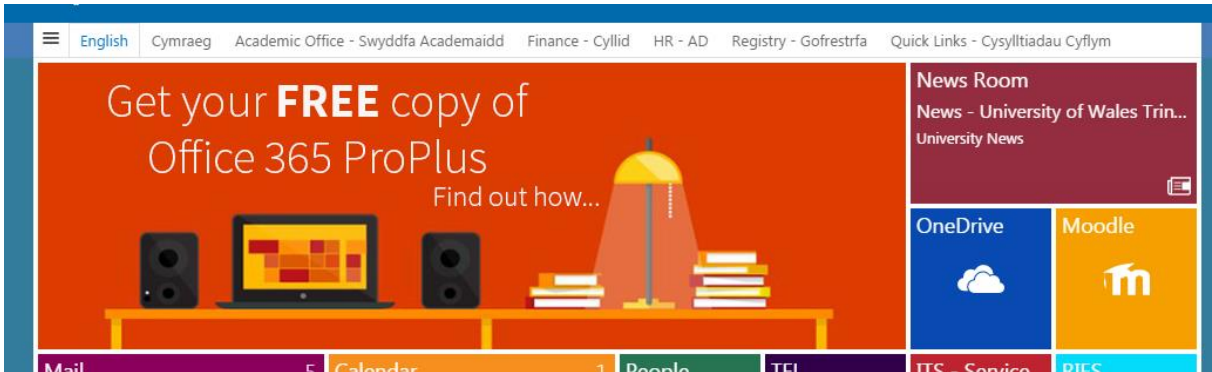
STUDENTS DON'T HAVE PERMISSIONS TO VIEW THESE PAGES, THEY ARE STAFF ONLY UNLESS OTHERWISE SPECIFIED.

9 BANNER AND ANNOUNCEMENTS

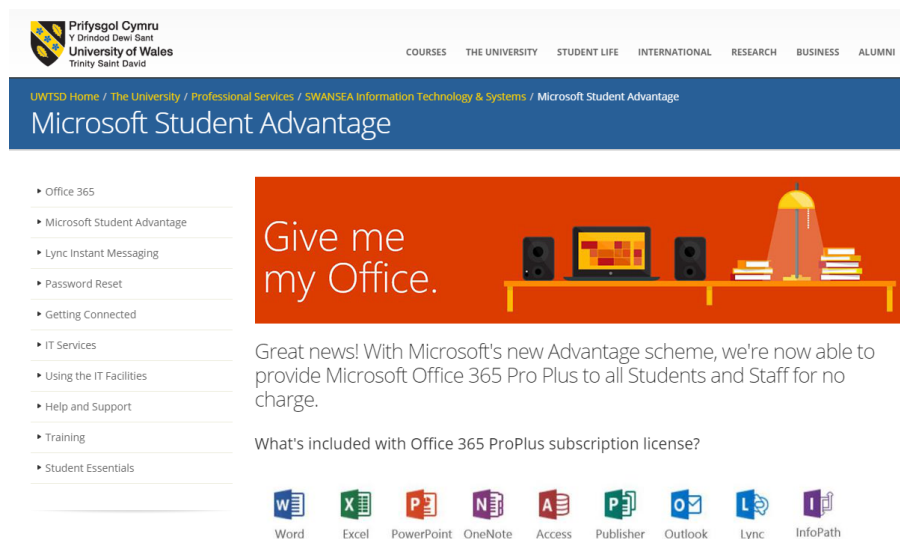
MyDay offers a great way of disseminating news throughout the university. There are different ways MyDay can help with announcements and publicising information that could benefit staff and students.

9.1 BANNER SLIDER

The banner which is located at the top of the MyDay page can be used to advertise events, new resources, announcements etc. to staff and/or students.



The graphic located here can have a URL attached, which will allow the user to click for more information. The URL can be internal or external i.e. can be linked to a university webpage, Eventbrite or even a social media site.



To advertise within the banner, you would need to send the **graphic (English AND Welsh versions)** that is **740x244px** with all the necessary details and also a **URL** (the website address in full) to more detailed information to myday@uwtsd.ac.uk

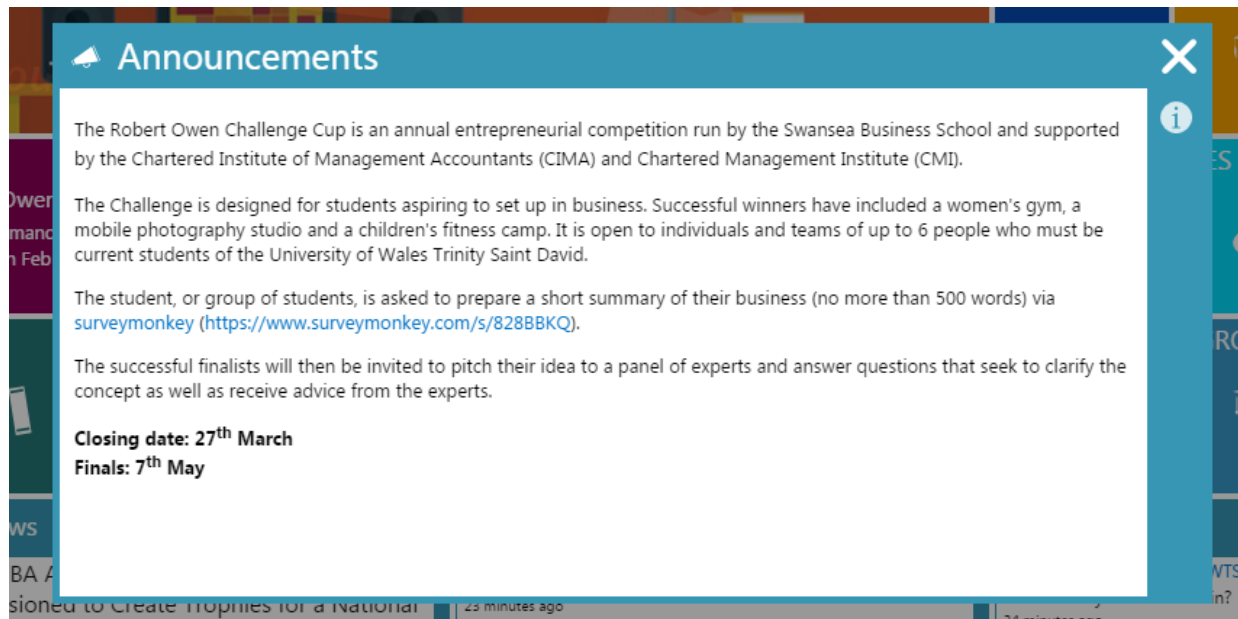
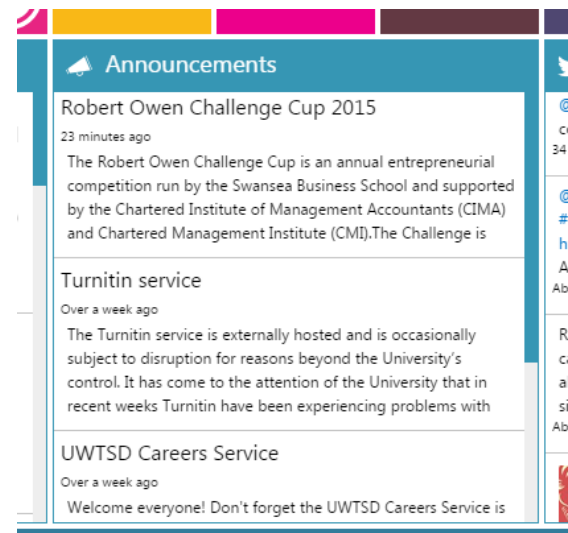
9.2 ANNOUNCEMENTS LIST

The Announcements list allows more detail than a graphic.

Within an announcement you can include all the information including any URL's, contact details, addresses etc.

Each announcement will appear in date order of creation, so that the most recent additions will appear at the top.

A summary of the announcement will appear within the list on the MyDay homepage, to read more, the user would select the announcement they are interested in and a pop up will appear that contains all the information.



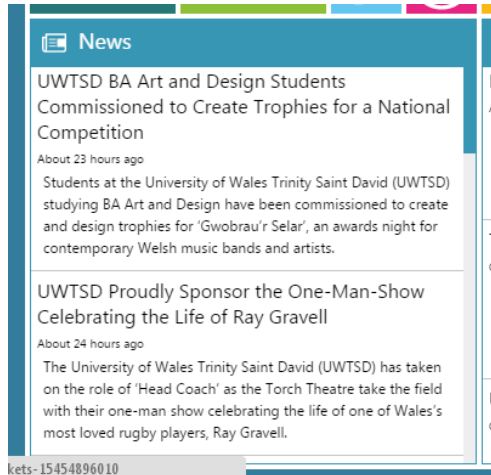
To advertise within the announcements section, you would need to send the information (English AND Welsh versions) to myday@uwtسد.ac.uk.

10 NEWS AND NEWSROOM

The News List and NewsRoom are sections which displays news items supplied by the University and other related sources such as BBC News.

10.1 NEWS LIST

The News list is an RSS feed of all the Press Releases created and published by the PR and Corporate Communications department.



The RSS feed pulls the news items that appear on the University website.

The title and summary of the news item appears within the News list, to find out more, the user selects the news story and a new tab will open within the browser that links directly to the full news item on the website.

The news list will appear in date order, most recent news will appear at the top.

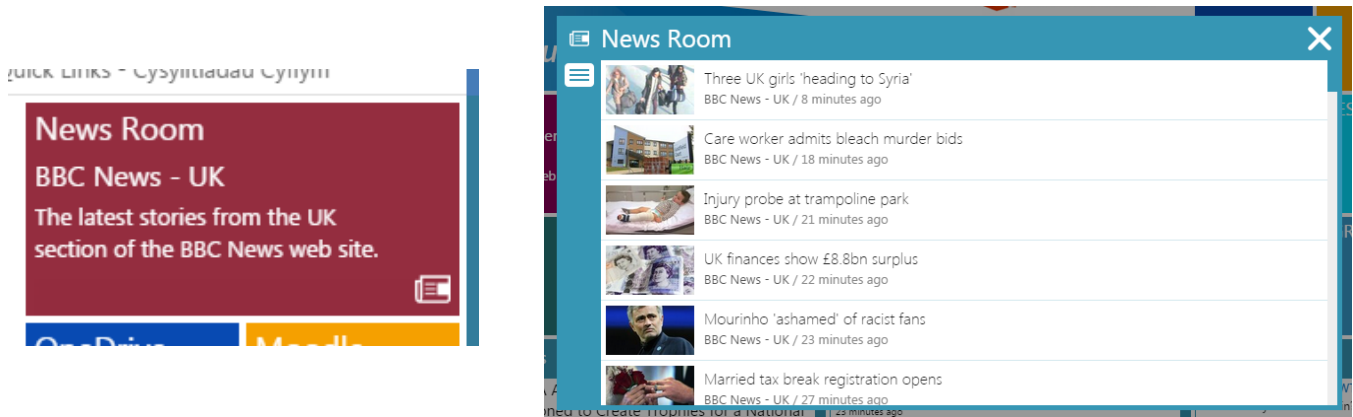


To add a press release / news story to the website and RSS feed, please contact PR and Corporate Communications, Newyddion-News@uwtسد.ac.uk.

10.2 NewsRoom

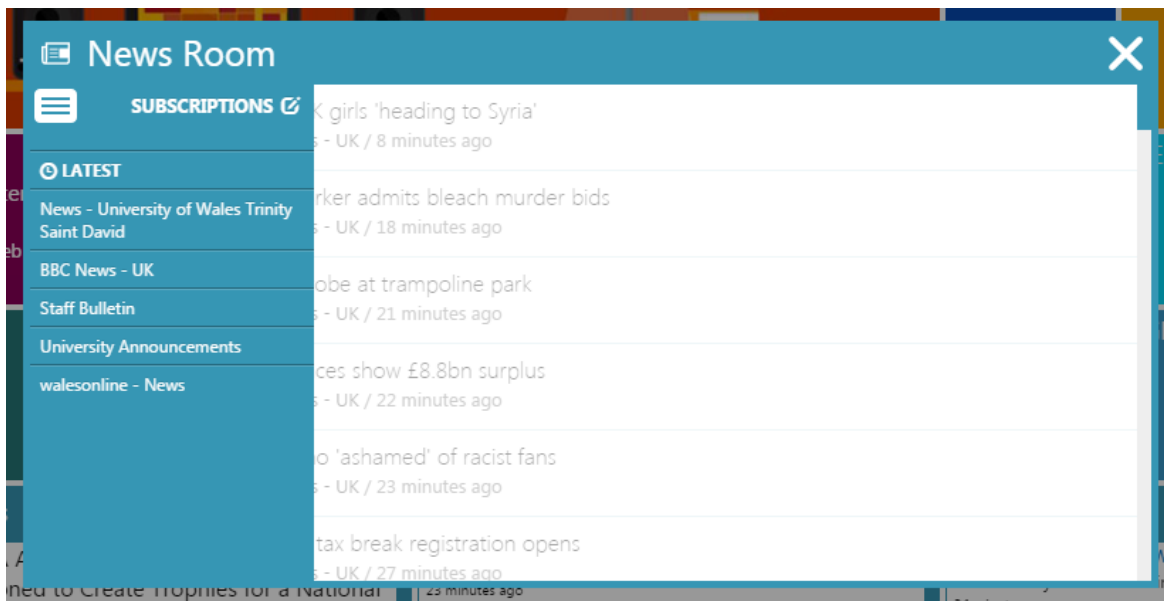
The News Room is a MyDay feature which manages news feeds. News can be managed within MyDay and external feeds can be added/edited. The news feeds can be mandatory, opt-in or opt-out.

The NewsRoom feature is currently only available to Staff.



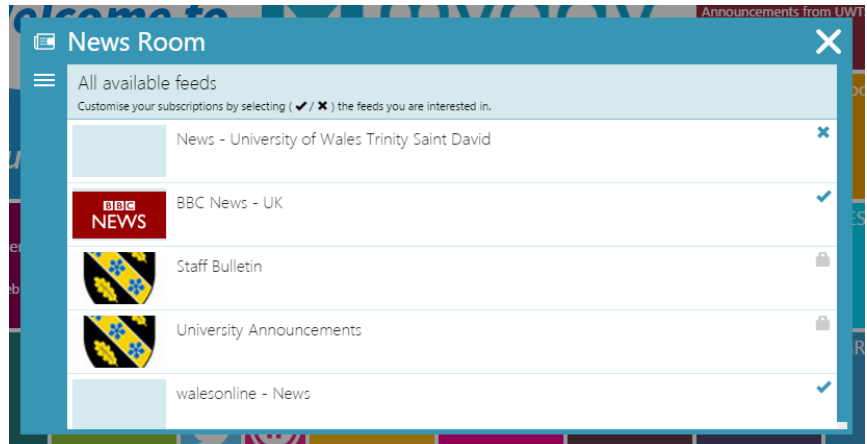
The NewsRoom tile is Live, so all new news stories will populate the tile in a slideshow fashion. To view more, the user would need to click on the tile, which will open up a pop-up window (see above).

The icon on the left of the pop-up window  reveals the ability to filter the news feed view:



Finally, the user can manage their subscriptions within NewsRoom, selecting the appropriate news feeds for them.

- The padlock icon states the feed is mandatory e.g. Staff Bulletin is mandatory
- The tick ✓ states you would like to opt-in
- The cross x states you would like to opt-out

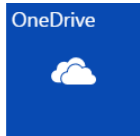


To add a newsfeed / RSS to the NewsRoom tile, please send your request and the RSS Feed address to myday@uwtsd.ac.uk.

11 ONEDRIVE

OneDrive (previously SkyDrive, Windows Live SkyDrive and Windows Live Folders) is a file hosting service that allows users to upload and sync files to cloud storage and then access them from a web browser or their local device.

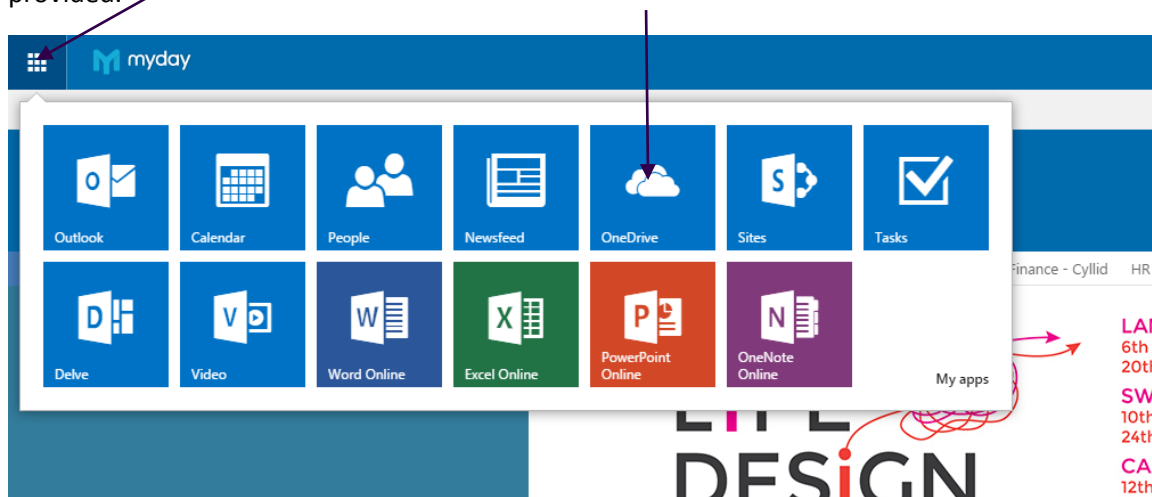
You can access OneDrive from anywhere using any device. You can gain access through two ways:



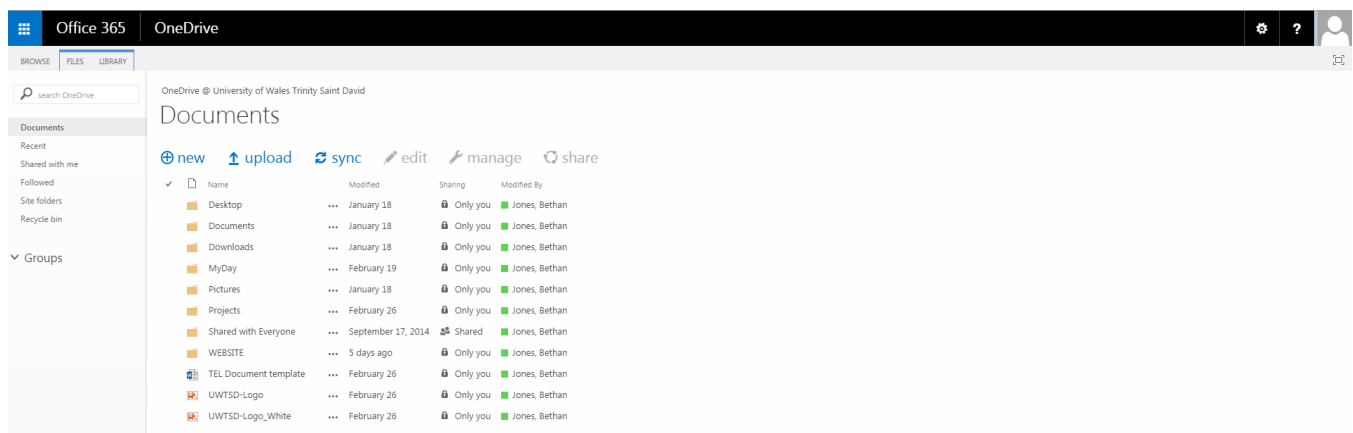
When you are in MyDay, select the OneDrive tile, this will take you directly into your OneDrive account.

OR

Select the App icon in the top left hand corner, your apps will appear. Select OneDrive from the options provided.

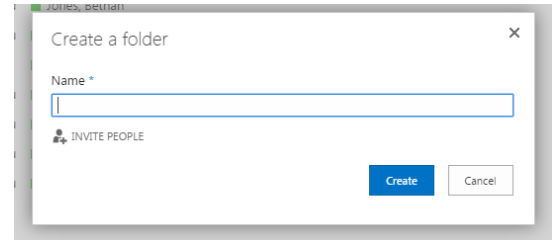
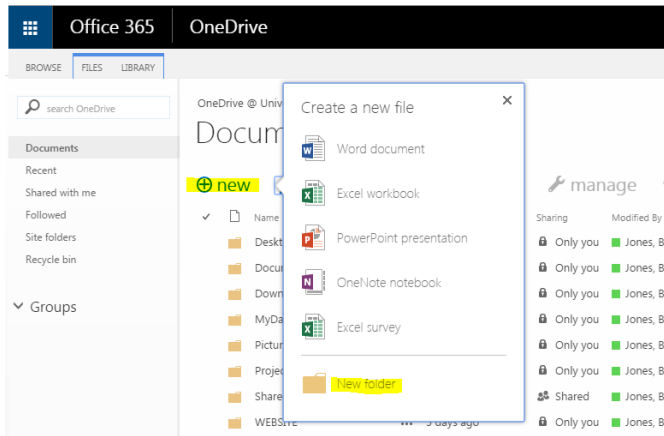


Once you are logged in, your screen should look like this:



11.1 CREATE A NEW FOLDER

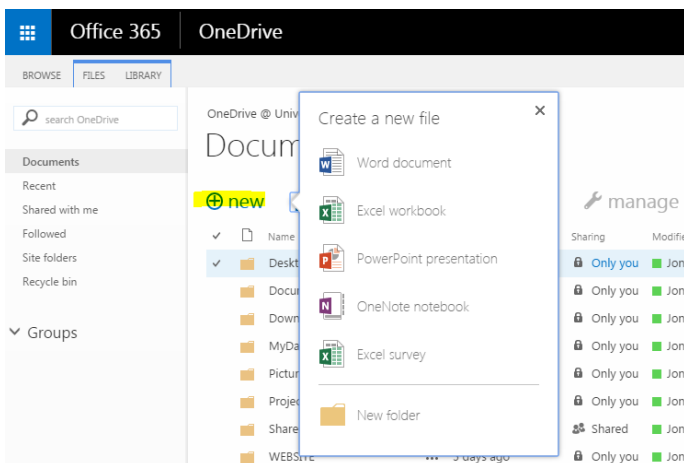
To create a new folder, click “New” and select ‘New Folder’ from the list:



Give your folder a name and click ‘ok’

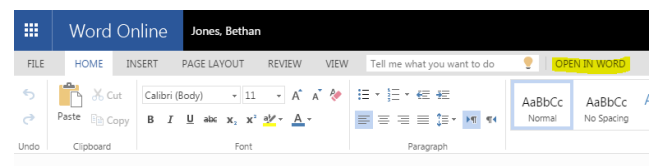
11.2 CREATE A NEW FILE

To create a new file, Click ‘new’ and select the type of file you would like to create.



This uses Microsoft Office Online.

You can also select ‘Open in Word’ at the top of the document if you have full Microsoft Office on the computer you are working in.



11.3 SHARE A FOLDER OR FILE

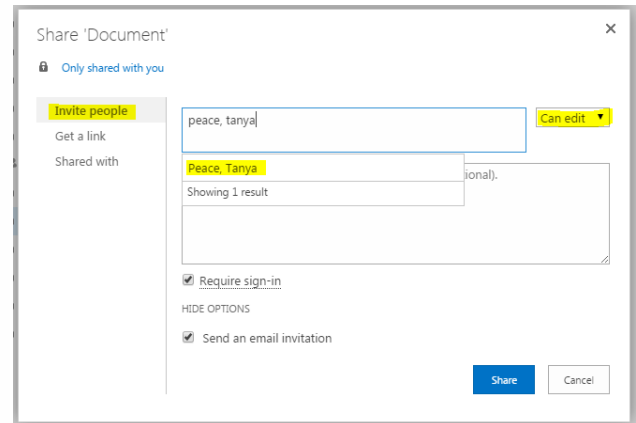
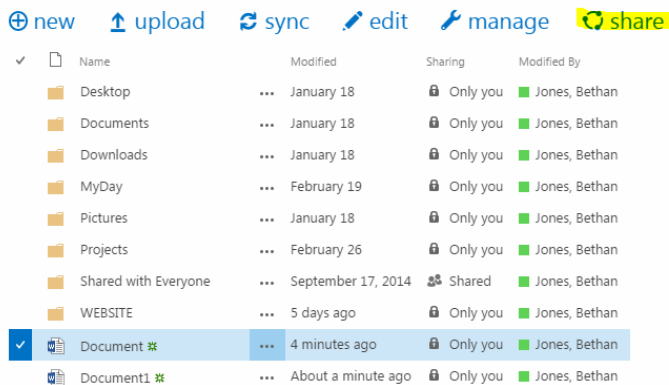
11.3.1 Share a file/document

To Share a new file, highlight the file (do this by clicking the first column next to the document, this will place a tick in the box) and click the 'Share' icon at the top.

Click on 'Invite People' option on the left and type in Last Name, First Name to search the person you would like to share the document with.

OneDrive @ University of Wales Trinity Saint David

Documents

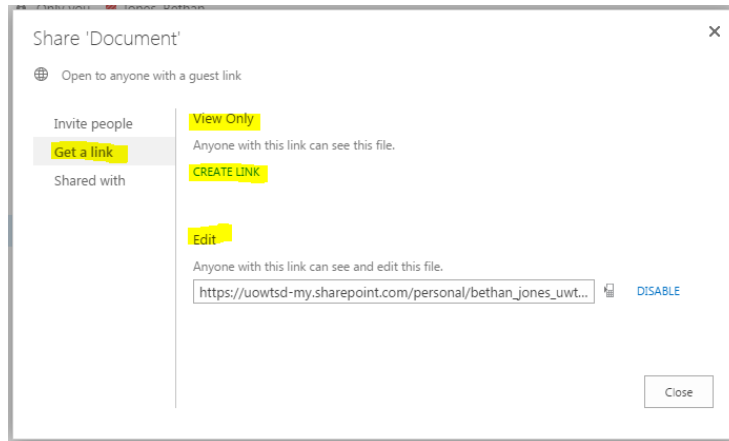


On this page, there are several things you can do.

- You can choose whether the person sharing your document can 'Edit' or 'View Only' from the upper right drop-down.
- You can include a personal message with the invitation (not required)
- You can also turn on or off 'Require sign-in'. We do not recommend turning this off as it helps to keep your document secure.
- You can click on 'Show Options'. This allows you to turn on or off 'Send an email invitation' (the default is to send an Email Message to the person you are sharing with).

11.3.2 Share a file/document to external contacts

'Get a Link' allows the link to be shared with anyone outside of the University.



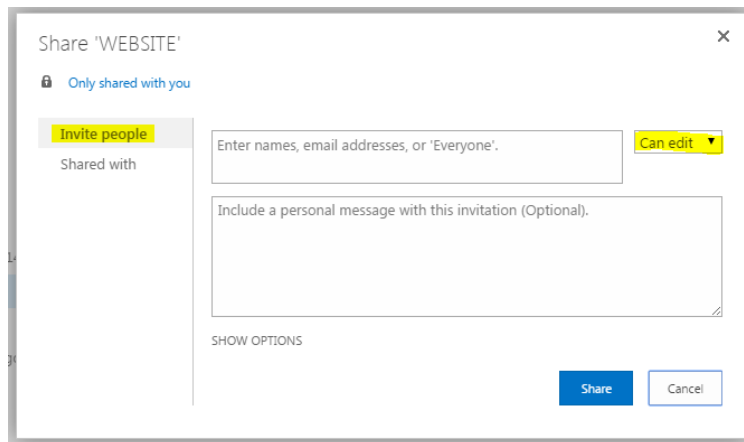
To share a document with anyone outside of the University, select the 'Get a Link' option and choose from 'View Only' or 'Edit'.

Under the option you choose, select 'Create Link' and a link will be generated for you to copy. To remove access to the document, you can 'Disable' the link at any time.

This link can be forwarded on, so please be cautious about sharing documents this way.

11.3.3 Share a Folder

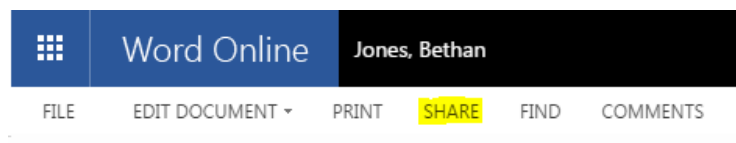
Sharing a Folder is exactly like sharing a File except that you cannot share an entire Folder without using a valid Microsoft Account.



With sharing a folder you will only see 'Invite People' and 'Shared with'. You will not see 'Get a Link'.

11.3.4 Sharing a Document from Word, Excel, etc.

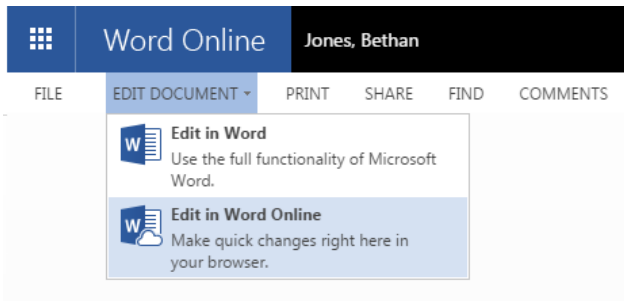
Sharing a Document from Word, Excel, etc. (only with Office 2013) is very simple and easy. The document must be opened up from within OneDrive and any editing must be complete.



Click on 'Share' in the banner/ribbon and the OneDrive sharing box will open. Proceed to share your document the same way listed above.

11.3.5 Collaborating on a document

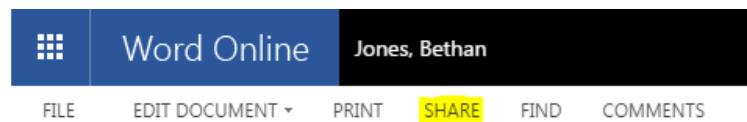
Collaborating on a Document from Word, Excel, etc. will allow multiple people to work on a document at the same time.



To do this, begin by opening the document you would like to work on collaboratively.

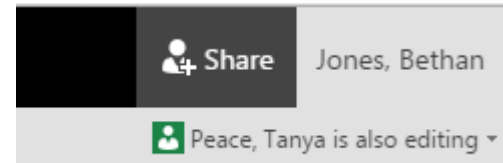
Select 'Edit Document' and chose 'Edit in Word Online'

Share the document as you would sharing a file, see above.



Once you have shared the document, you work on the document as normal.

If another person is editing the document at the same time, it will show up in the top right hand corner.



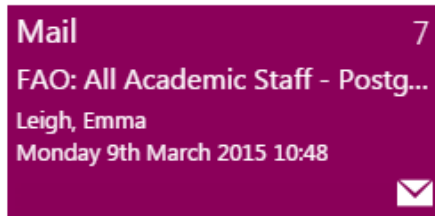
12 EMAILS

Within MyDay, there are three ways in which you can check your emails.

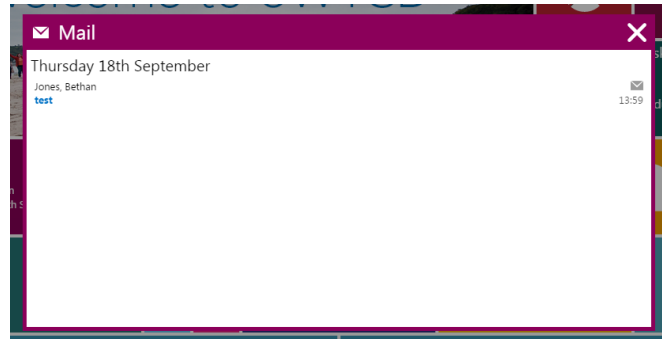
Option 1:

Your emails will appear within the Mail tile on the homepage. This is a live feed from your email account with up to date emails.

To view your emails, click on the tile which will open a pop-up window with a list of your emails.



Each email within the popup window can be selected and read.



Option 2:

If you have any unread emails, an icon will appear in the top right hand corner



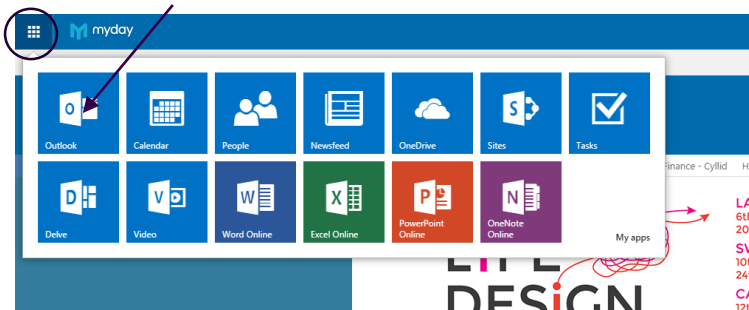
Select the envelope icon and a dropdown list of emails will appear.

Select the email you would like to read and it will open up the email using Web Mail.

(If you don't see these icons at the top, refresh the page)

Option 3:

Select the App icon in the top left corner, and a dropdown of apps available to you will appear.



Select the 'Outlook' option and this will open up the Outlook Web App.

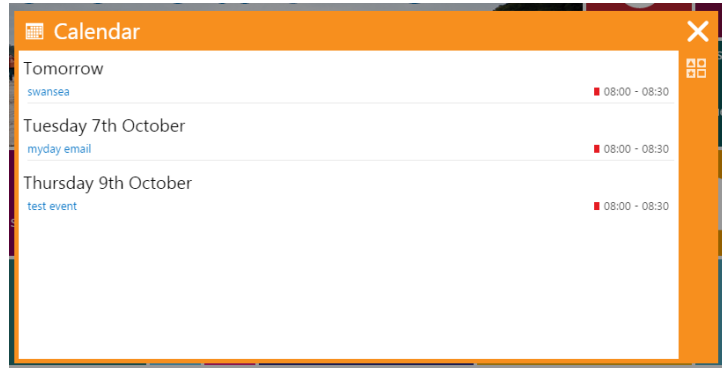
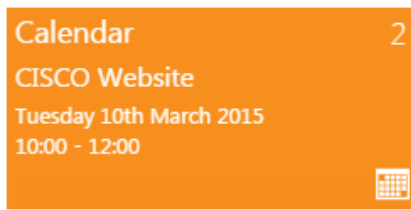
13 CALENDAR

Within MyDay, there are two ways in which you can check your calendar.

Option 1:

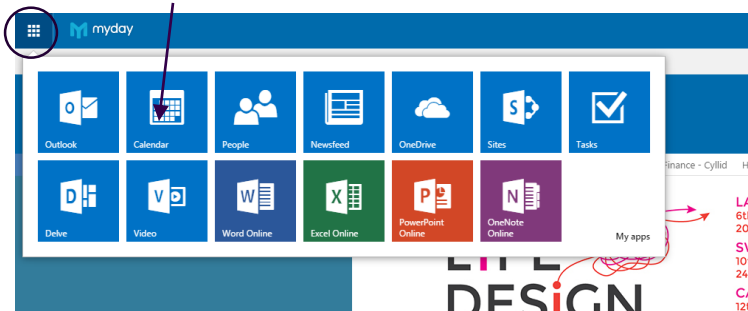
Your calendar will appear within the Calendar tile on the homepage. This is a live feed with up to date appointments.

To view your calendar, click on the tile which will open a pop-up window with a list.



Option 2:

Select the App icon in the top left corner, and a dropdown of apps available to you will appear.



Select the 'Calendar' option and this will open up the Outlook Web App.

14 MOBILE APPLICATION

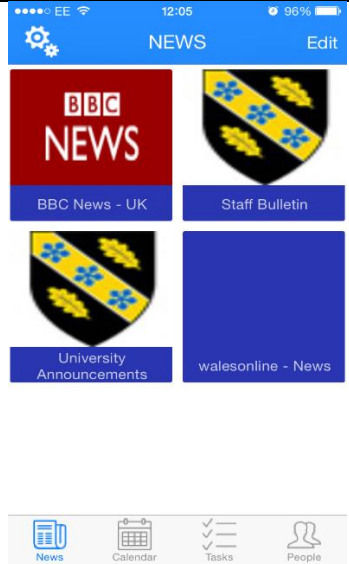
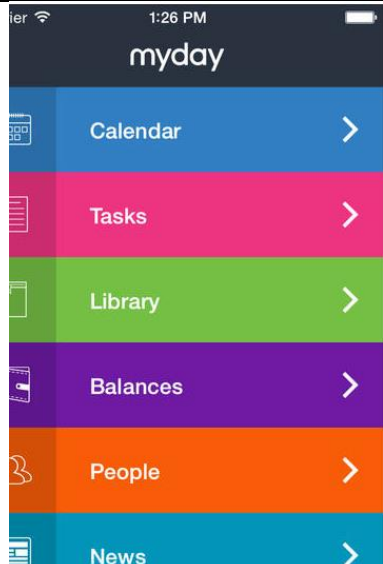
MyDay is also available as a mobile application, for iOS, Android and Windows Mobile. The mobile application is designed to provide the key information to the end user along with the news room content.

The MyDay application will only show the following information:

- Balances – Print balance, fees, accommodation etc. (student only)
- Calendar - from Office 365 calendar
- Library – (only when the new library system is in place)
- News – from Newsroom (staff only)
- People
- Tasks – from Outlook tasks and Moodle

Whilst MyDay is responsive and will change to the smaller screen size for tablets and mobile phones, the key reason for the app is for push notification support.

This enables MyDay to be configured to notify a user on events. An example of this is if an appointment changes room or time or for closure due to snow, a native notification can be pushed to the end user's device.

		
iOS	Android	Windows

14.1 HOW TO DOWNLOAD THE APP

If you have already downloaded the AirWatch app provided by the University, the MyDay app will already exist on your device within the 'TSD Apps' icon. Open the 'TSD Apps' folder to download MyDay.

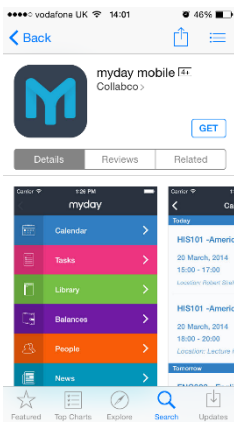
However if you have not downloaded AirWatch please follow the instructions below:

14.1.1 iOS – App Store



From a browser, enter the web address <https://itunes.apple.com/gb/app/myday-mobile/id844114040?mt=8> and select the option to download MyDay.

Or...

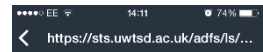


From your Apple device, select the 'App Store' and search for MyDay. Once it appears in the list, select 'Get'.

Once it has downloaded, the MyDay app will appear on your home screen.

Open the app, and it will ask you to Login, enter your uwtsd.ac.uk email address and password (same credentials as you would use to access webmail)

Select 'Sign-in' and you're done.



Sign in with your organizational account

Sign in

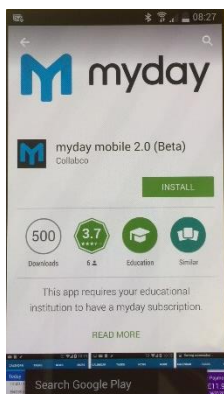
Sign-in to your UWTSO Office 365 account using your new University email address @student.uwtsd.ac.uk Click [here](#) for more information about your Office 365.

14.1.2 Android – Google Play



From a browser, enter the web address <https://play.google.com/store/apps/details?id=skyline.core> and select the option to install the MyDay app.

Google play Or...

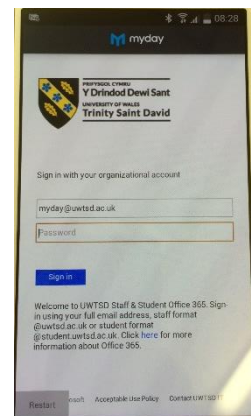


From your Android device select the 'Google Play' app and search for MyDay. Once it appears in the list, select 'Install'

Once it has downloaded, the MyDay app will appear on your home screen.

Open the app, and it will ask you to Login, enter your uwtsd.ac.uk email address and password (same credentials as you would use to access webmail)

Select 'Sign-in' and you're done.

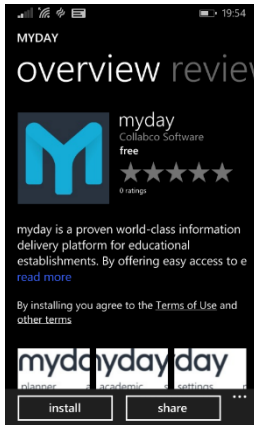


14.1.3 Windows - Windows Store



From a browser, enter the web address <http://www.windowsphone.com/en-gb/store/app/myday/574f6ff9-c3c0-42a8-9a07-1e479c6a8e63> and select the option to install the MyDay app

Or...

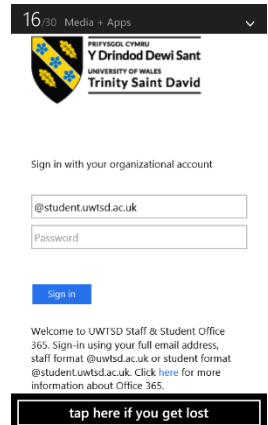


From your Windows device select the 'Windows Store' and search for MyDay. Once it appears in the list, select 'Install'

Once it has downloaded, the MyDay app will appear on your home screen.

Open the app, and it will ask you to Login, enter your uwtsd.ac.uk email address and password (same credentials as you would use to access webmail)

Select 'Sign-in' and you're done.





Contact Details

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Swansea Campus
Mount Pleasant
SA1 6ED

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E-mail: myday@uwtsd.ac.uk

Log a ticket in WebHelp - <https://webhelp.tsd.ac.uk>

