

Getting Started with St. John's Central

Logging into St. John's Central

1. Go to <http://www.stjohns.edu/central/>.
2. Bookmark this page for easy access on your PC.



St. John's Central login page.

3. Enter your User Name and Password and click O.K.

Note: Your User Name is your email User Name and your Password is your personalized Bannerweb (SJUSIS) pin/password.

For login support refer to the "**Having problems logging in?**" link, and for general support refer to the **Support** link at the bottom of any SJU Central page.

Main Navigation Bar

You will see the same navigation bar consistently across the top of each page. Consider this navigation bar your roadmap to access the various points of interest within the system.



My SJU



The **My SJU** tab is your SJU Central starting point. This tab provides access to the **My SJU Home** page where you find your calendar, personal and university announcements, current events (my headlines), student and university resources, and a web search feature.

My Calendar

My Calendar gives you the ability to manage school, student group and course-related calendar(s) as well as your personal calendar(s) from any computer with Web access. You must subscribe to the calendars that you wish to see.

My Calendar can be found by selecting the **My Calendar** button on the left navigation menu or the calendar icon in the top navigation menu. For more information on using the calendar see section called "Calendar" in this document.

Personal Announcements/University Announcements

Personal and **University Announcements** allow communication with specific groups of St. John Central users. While **University Announcements** are global messages to all system users, **Personal Announcements** contain information specific to your role on campus, your major, or a class you are currently enrolled in. For example, an announcement can be sent to all history majors informing them of a lecture by a guest professor from another university.

The **Personal Announcements** link opens a page containing all announcements directed to you by your system administrator. **Personal Announcements** and **University Announcements** will display for a limited amount of time. With **Personal Announcements**, however, you have the option to delete messages once you have read them.

Announcements appear on the **My SJU Home** page and/or as an e-mail message for every recipient.

Note: Only users with administrative rights can create, edit, and manage announcements.

By clicking on the **Personal** or **University Announcement** links, you can view the full text of the announcement.

My Headlines

My Headlines allows you to see the news, sports, entertainment and headlines of your choice. To get to the **My Headlines** page select the **My Headlines** link on the left side menu bar of the **My SJU Home** page. Here, you can choose to display only those headlines that are of interest to you. To set the display content and layout options for **My Headlines**, click the **My Headlines** link, and then click the **Content/Layout** link located at the top left-hand corner of the page.

Note: to go back to the **My SJU Home** page click on the **My SJU** tab or select the **Back** button on your browser.

My Courses



The **My Courses** page provides quick, at-a-glance information about your current class schedule. For every course with which you are associated this information includes:

- Course title
- Section number
- Department
- A link to the course home page
- A link to the instructor's e-mail address

By clicking the course title, which opens the course homepage, you can access course-specific information and course tools. The course homepage is customizable by the instructor and viewable by the students. In a course specific page you can access the following Course Tools:

Message Board

Message Board provides a set of online bulletin boards that can be used for class related on-line discussions. A message board is automatically created for each class. Only the instructor and students enrolled in the course can view or post messages on the message board for a class.

Course Chat

Course Chat is used primarily for student-to-instructor communication, but is also designed as a community - building tool for general use within a course.

A designated chat room is automatically created for each course in the system. Once again, only the instructor assigned to a course and students enrolled in the course have access to the chat room for that class. While the chat room is designed as a public forum communication tool for the class, the whisper function allows for private conversations between two people.

Course Calendar

Within the Course Tools, you will also find a link to the calendar that has been created for each of the classes you are enrolled in. (The course calendar can also be accessed within the calendar application itself.) The calendar can be updated by the instructor with events and reminders that everyone enrolled in the class can view. See the Calendar section of this document for more info.

Course Links

These links provide access to Internet resources chosen by your instructor where you can view information on a wide range of topics. Many instructors will use this space to post their syllabus.

Student, Faculty, Employee, University Resources

Specific resources are provided for students, faculty, and employees on the left side menu bar.

SJU / SIS Services



The **SJU SIS / Services** tab provides access to information such as academic bulletins and links to relevant resources, and access to the **Administrative Services** page.

Administrative Services Page

The **Administrative Services** page is accessed by clicking on the **SJUSIS** link at the top of the **SJU SIS / Services** page. This area provides a connection to your school's student, faculty, and employee information systems, giving you single sign-on access to services such as registering for classes, viewing grades, applying for financial aid, and adjusting employment information, etc.

Campus Life



This tab provides comprehensive information about news and events at SJU, as well as links to various school organizations and clubs.

Library



The Library link on the main navigation menu links you directly to SJU's **Library Resources** page.

E-mail



The **E-mail** icon on the main menu provides access to the SJU E-mail system, a full-scale e-mail solution that allows you to exchange e-mail with individuals on and off campus. You may also reroute other email accounts to SJU E-mail for the convenience of having all your email in one place. SJU E-mail contains the following areas:

- **E-mail:** send, receive, move and delete email from this page.
- **Address Book:** create a contact address book.
- **Options:** customize the look, feel, and functionality of your email.
- **Exit:** link to exit SJU E-mail.
- **Help:** link to the E-mail Help Center.

Calendar



The **SJU Calendar** gives you the ability to manage school and course-related calendar(s) as well as your personal calendar(s) from any computer with Web access. The calendar is automatically integrated with your school's existing information system and is dynamically updated when you register for, drop, or are assigned to a class.

While campus-wide information may automatically appear on the calendar (dates for first day of class, holidays, finals week), instructors can add other important items to the calendar (activities such as exams, research report due dates, etc.). This information can then be shared with all the students enrolled in the class. To access other calendars, such as the University calendar and club calendars, select the calendar tab and then select 'subscribe'.

The **Calendar** is organized into four tabs:

- **View:** allows you to configure how you see your calendar.
- **Calendars:** shows you a list of the specific calendars to which you subscribe.
- **Groups:** shows you a list of the calendar groups to which you subscribe.
- **Options:** allows you to set criteria for your calendar (date, time, etc.).

Groups



The **Groups** portal application allows students, faculty, or staff to create and manage group homepages for clubs or other affiliations and interests. Groups will fall into two categories: public and private. Public groups are open for anyone to join. Private groups are subject to certain restrictions; an individual must first be accepted as a member of that private group.

When an individual joins a group, they become members and have access to the member view, which potentially allows them to: read/submit articles, access/submit links, view/submit photos, send/receive e-mail within the group, access message boards, chat rooms, and calendars.

To access and create groups, a request must be submitted to the Group Manager for approval.