

Changes to MyRed

Starting May 20th, 2013, you will notice a change to MyRed upon logging in. Previously, you navigated to screens using the menu options on the left-hand side of the page. Now, after clicking the first item on the left-hand menu, the menu will close. It will be replaced with a drop-down menu across the top of the screen.

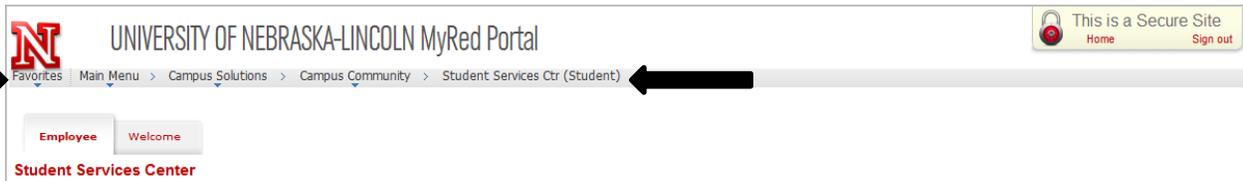
The first screenshot shows the MyRed portal with a left-hand menu under 'Campus Solutions' containing items like 'NeSIS Student Administration', 'Campus Community', 'Records and Enrollment', 'Curriculum Management', and 'Set Up SACR'. A callout box points to the 'Campus Community' link in the breadcrumb trail, stating: 'Note the left-hand menu has been replaced with a top menu.'

The second screenshot shows the portal after clicking 'Campus Community'. The left-hand menu is gone, and a top navigation bar now displays the breadcrumb trail: 'Main Menu > Campus Solutions > Campus Community'. Below this, the 'Campus Community' section is active, showing options for 'Student Services Ctr (Student)' and 'Personal Information (Student)'.

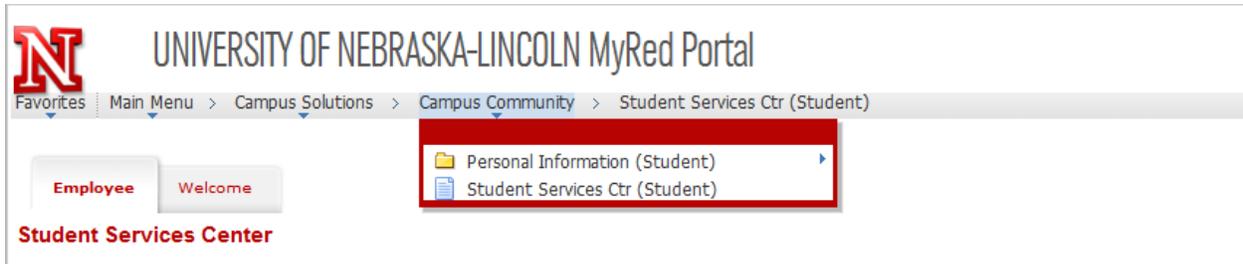
The navigation steps to each screen will remain the same. However, as you click the links on the top of the page, the available options for each folder will open up in a smaller box.

This screenshot shows the 'Campus Community' page with a drop-down menu open for the 'Campus Community' link in the breadcrumb trail. The menu lists the following options: 'Enroll Students', 'Student Term Information', 'Career and Program Information', 'Enrollment Summaries', 'Term Processing', 'Graduation', 'Transfer Credit Evaluation', and 'Student Background Information'. The breadcrumb trail at the top reads: 'Favorites | Main Menu > Campus Solutions > Campus Community > Student Services Ctr (Student)'.

As you navigate to a page, there will be a “bread crumb” trail across the top that lets you know where you are.

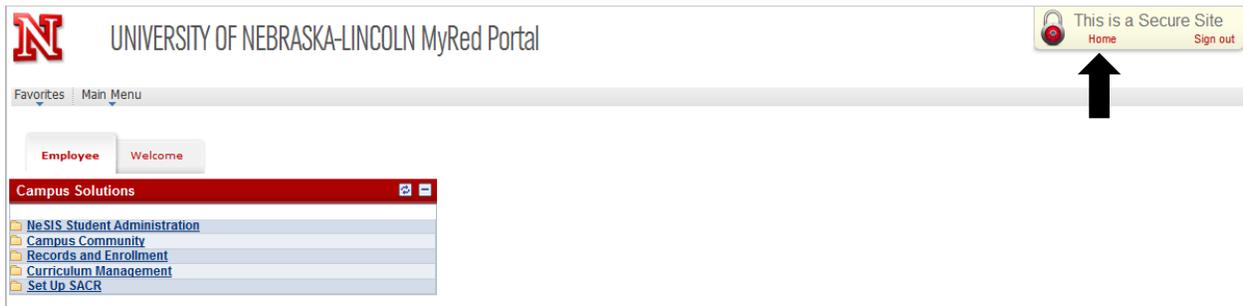


Clicking on any “crumb” in the trail will open the available options, allowing you to navigate to other screens.

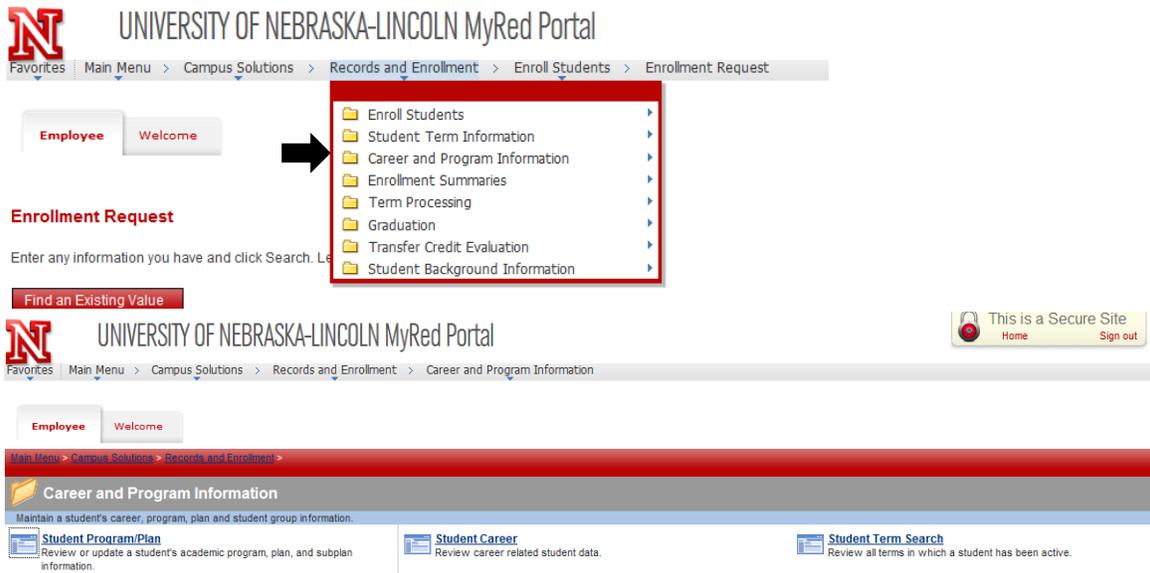


Tips:

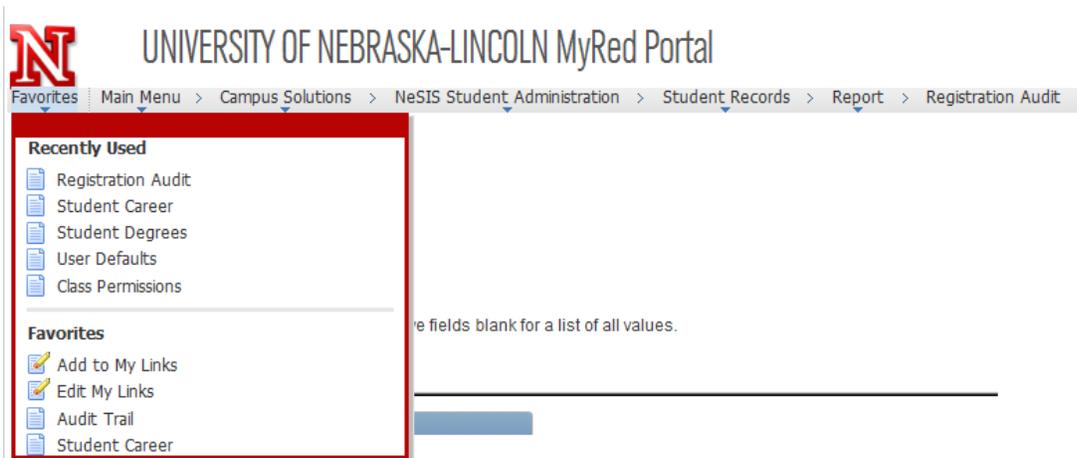
1. Clicking on **Home** from any page will return you to the main menu screen.



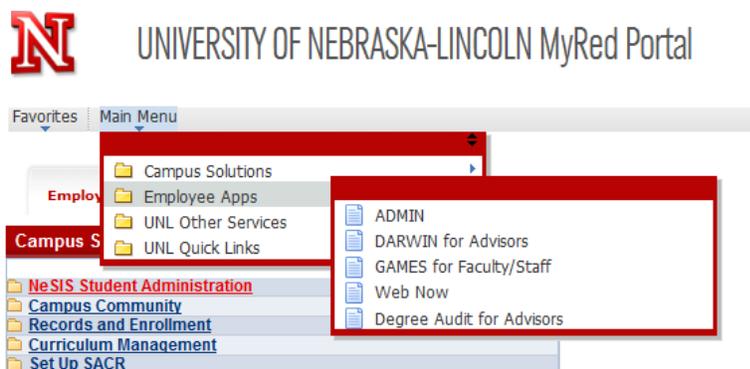
2. Clicking on the yellow folder icon will load all page options for the selected folder.



- To add links to your **Favorites**, navigate to the page you wish to add. Click on the **Add to My Links** located in the **Favorites** menu. Enter a **Name** for the page you are adding as a favorite and click **Save**. The **Favorites** menu also contains the last 5 screens that you have accessed. You can click on any of the links to go directly to that screen.



- The **Employee Apps** menu can now be found under the **Main Menu** option.



- As you begin typing in a search field, a drop-down box displays with results that match what you've typed in. You can choose an entry from the drop-down box, or continue to enter the desired information.

