

Accessing My Sam

1. To access your account open your web browser and go to:
https://mysam.shsu.edu
2. Type in your username and password.
 - If you don't know your password, select **Having problems logging in? Click here** at the bottom of the My Sam login window.
 - My Sam username and password help, contact the Help Desk:
Helpdesk@shsu.edu or call (936) 294-1950
3. Select

Getting Help

Once you are logged in, Select the **Help** icon  in the upper-right of the screen. For assistance using any feature or service in My Sam, contact the Help Desk: Helpdesk@shsu.edu or call (936) 294-1950.

Navigation and Content

My Sam content is organized into pages/tabs that contain columns and information channels. Select a tab and review all the helpful My Sam information and services available to you.

Expand a Channel

To expand a channel to fill the window, select  in the upper-right corner.

Minimize a Channel

You can minimize a channel to present less information: select  in the upper-right corner of the channel.

Maximize a Channel

To maximize channel content again, select  in the upper-right corner of the channel.

Remove a Channel

Some channels can be removed from your layout: select  in the upper-right corner of the channel, if visible.

Personalize Your My Sam Content and Layout

Most changes to the content and layout of My Sam pages/tabs require that you enter the **Content Layout** area, make changes, and then return to the active tab.

Enter Content/Layout Area

Select **Content Layout** (in the upper-left corner of the My Sam window).

Exit Content/Layout Area

To return to the information-channel view, select **back to My Sam Tab** (in upper-left of window), or **back to Employee Tab**, etc.

Add a Channel

1. In Content/Layout, select the New Channel button where you want it to be placed.
2. Select a category from the dropdown menu, and then select the go button.
3. Select a subcategory, or select a channel from the list, and select

Move a Channel

In Content/Layout, select the arrow pointing in the direction you want the channel to move.

Edit a Channel

1. In the Content/Layout area, select on the channel name.
2. Select from the options for modifying this channel at the top of the screen.
 - Or, select **Cancel and return**.

Remove a Channel

1. On the My Sam tab where the channel is located, select the  in the upper-right corner of the channel.
 2. To confirm the removal of the channel, select OK
- Note: Some channels cannot be removed.

At any time, you can revert to the default/initial layout for content on the My Sam tabs, **but if you choose to revert to default, you will lose all customizations you have done to channels and tabs.**

Add a Tab

1. Under Manage Content/Layout, select **Add Tab**.
2. Type in a name for the new tab.
3. Select the tab type and position for the tab.
 - **Traditional** tabs let you add channels
 - **Framed** tabs allow you to add any website URL on a My Sam tab.
4. To save your choices, select
 - If you change your mind or can't finish now, select **Cancel and return**.

Move a Tab

From the Content Layout area select the arrow pointing in the direction you want the tab to move.

Edit or Remove a Tab

1. In Content/Layout, select on the tab's name.
2. Type in a new name for the tab and select **Rename**.
3. If you wish, change the tab type (see **Add a tab** above) and select **Change**.
4. If it can be deleted, select **Delete this tab**.

Add a Column

1. Select the Add Column
2. Set Column widths (as % of total screen or number of pixels)
3. To save your choices, select
 - Or, select **Cancel and return**

Move a Column

In the Content Layout area select the arrow pointing in the direction you want the column to move.
Note: Some Tabs will not allow you to Add or Move columns.

Edit, Resize, Remove a Column

1. Using the Select Column button.
2. Set Column widths (as % of total screen or by number of pixels) and select **Save Widths**.
3. If it can be deleted, select **Delete this column**.

My Sam Announcements

These announcements display in the upper-left channel on the My Sam Home tab. These channels cannot be moved or deleted.

Campus Announcements appear for all roles (Faculty, Staff, and Students).

Personal Announcements only appear for your particular role (Faculty, Staff, or Student).

All announcements are posted approved and posted by appointed managers of each university division with the approval of the vice presidents.

To view all announcements on a channel, use the scroll bar on the right side of the channel. Some announcements have hot links you can select for more information.

If you want to post an announcement, contact the Help Desk: Helpdesk@shsu.edu or call (936) 294-1950.

Account Manager

To access this menu, select **MyAccount** (in the upper-left corner). From here, you can change your password. You can also select a Challenge Question for easy password resets.