

# Navigating my.LSUA – Faculty/Staff

This document will review a few features available for your use in myLSUA.

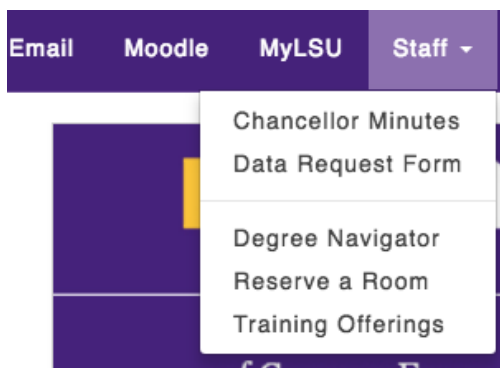
## Website Menu

In my.LSUA, you have an easy to use menu at the top of the screen that takes you to important resources like Self Service, Email, Moodle, and myLSU (PAWS).

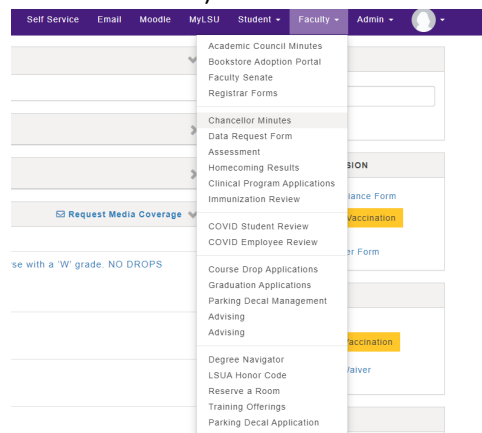


## Role Specific Tab

As a staff member, your tab allows you to view Chancellor Minutes, request a data report from IET, access Degree Navigator, reserve a room on campus for a function or see available training offerings (face-to-face and webinars).



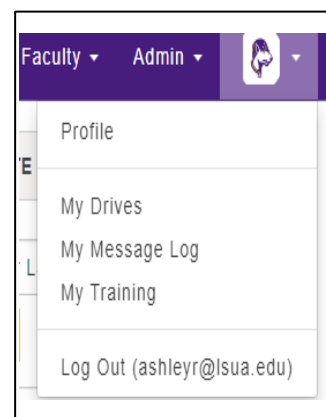
As a faculty member, your tab allows you to view Academic Council Meetings and your advisee list (if applicable). You have quick links which connects the Faculty Senate and the Advising page. Also, you can view Chancellor minutes and submit a request to IET for a report. Degree Navigator is available for assisting students, you can reserve a room on campus for a function or see available training offerings (face-to-face and webinars).



## Profile Options

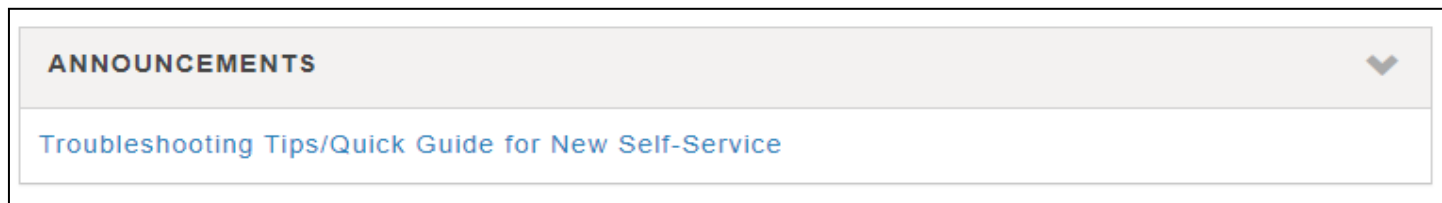
When selecting the avatar (your profile photo), you are provided another set of menu options.

- 1) **Profile** - you are able to edit your personal details. For example, providing your cell phone number for emergency text messages, a secondary email, office hours, and even professional credentials. You can also update your profile picture which can be used for my.LSUA and Oakard photos
- 2) **My Drives** – Access your Y: drive (employee share) and W: drive (department share) on the road or at home.
- 3) **My Message Log** – review messages sent to your students/advisees through my.LSUA
- 4) **My Training** – Review training sessions that you have registered for (or cancel reservation if needed)



## Announcements/Spotlights

MyLSUA has the ability to provide announcements and photo spotlights for events on campus. To open an announcement, simply click the title to expand further information.



Most spotlights will have a hyperlink (to a website or a document) – make sure you check these out regularly! If you have a request for a spotlight, please submit a HelpDesk ticket to IET Services.



### IET Services – HelpDesk & Support Center

You can check out the status of your HelpDesk tickets by visiting this link. You also have the ability submit a brand new ticket.

Need Help?

You can also visit the support center 24/7 by going to the following website:

[helpdesk.lsua.edu](https://helpdesk.lsua.edu)

## Using My Drives

When you are not on campus, you can access your files stored on your personal OneDrive, employee share, and department share through my.LSUA. After selecting My Drives through the profile menu, you are able to select which drive you wish to view. You can download a file simply by clicking the name of the file (or open folders to locate a file). You can add files to your drive by utilizing drag-n-drop or file browser. \*Note – it will place a copy of the file on your drive if you already have a file with the same file name. You may have to rename the file or delete the duplicate file. File overwriting is not available.



## Faculty Active Course List

Those that hold a faculty/adjunct role can review term course lists as well as contact students via email.

After selecting which term, you are given a complete list of your courses including information such as: Section number, dates offered, time, location, and student enrollment. You have the ability to email an entire group of sections. You can also email individual sections, or after selecting a course title, email individual students.

CLASSES FOR 2018 - FALL		Select a Term ▾
<b>CJUS 2094 - Deviance</b>		2018 - FALL
Section 271I: INT 6:00AM - Online		2018 - FALL2
✉ 2 Students		2018 - SUMMER
<b>CJUS 2131 - Police Process</b>		2018 - SUMMER2
Section 271I: INT 6:00AM - Online		2018 - SPRING
✉ 11 Students		2018 - SPRING3