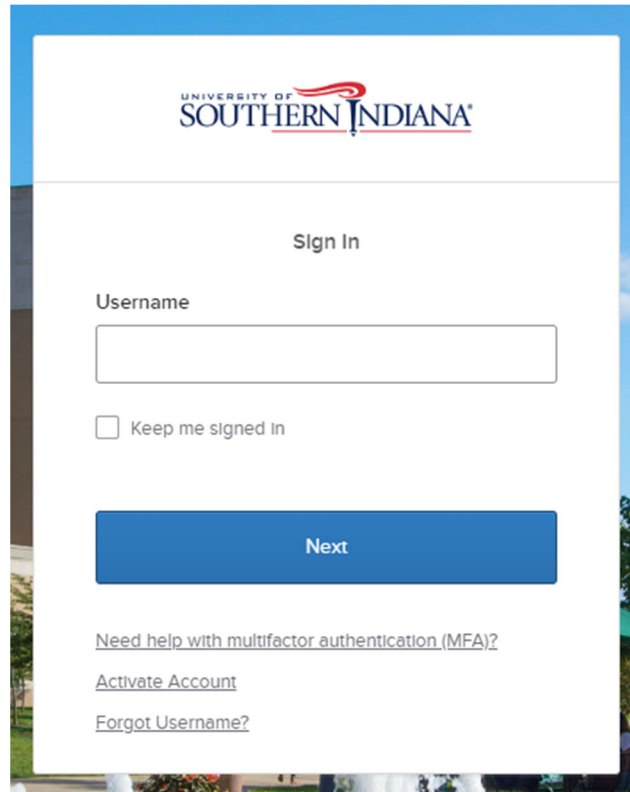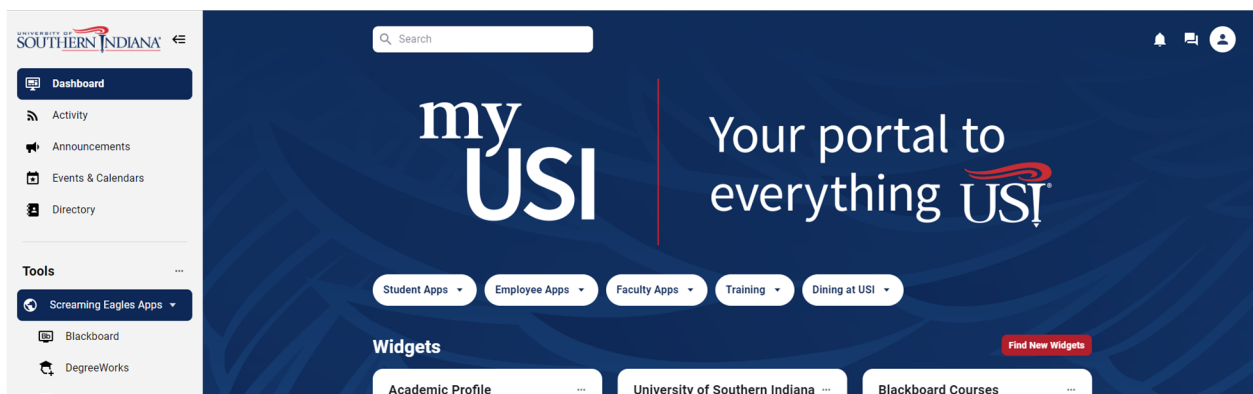**How to Navigate the New myUSI Portal**

The old myUSI is going away on August 2, 2024 and is being replaced by a new myUSI (portal.usi.edu)! This new myUSI is much more customizable, and you don't have to worry about finding a small icon to check your roster! Here's how to access the new myUSI portal and customize it to fit your CAP instructor needs.

Step 1: Go to https://portal.usi.edu/. Sign in with your USI username and password like you normally would.

Step 2: This is the new myUSI dashboard. When you get more comfortable with the new look, you can customize the widgets to see more or less, depending on what you like and what's available.
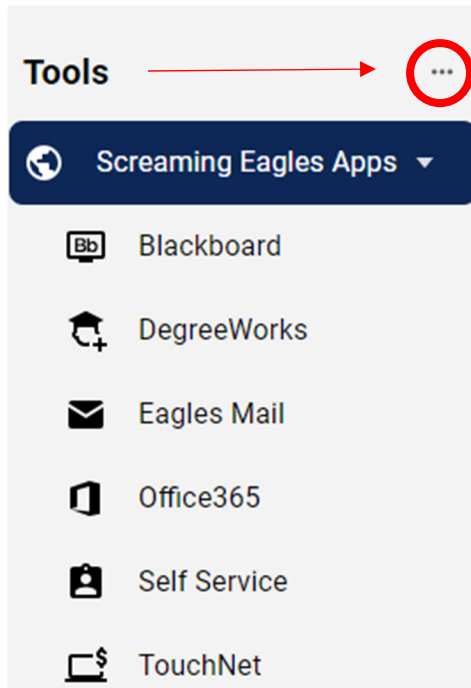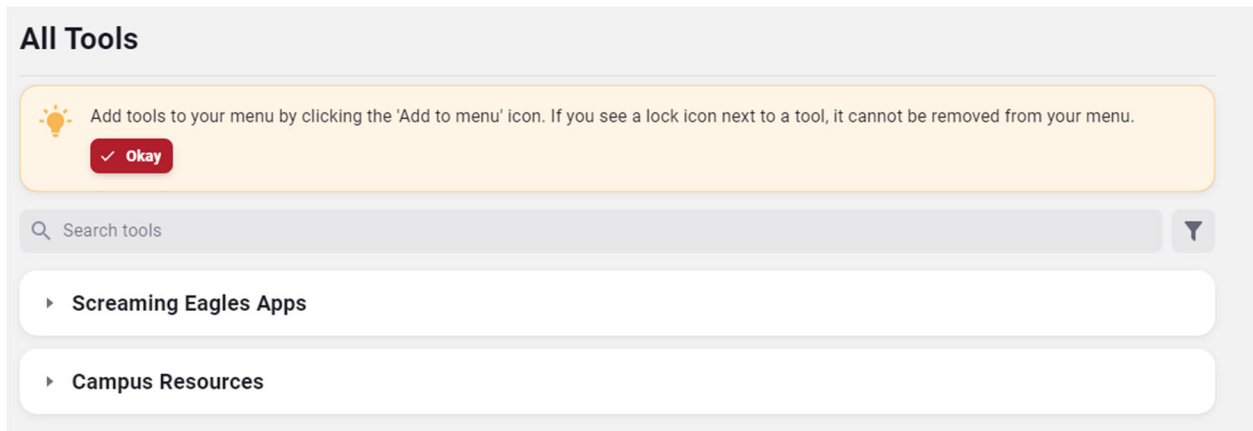
Step 3: In order to have easy access to the apps you use the most as a CAP instructor, look at the side bar on the left side of your screen.
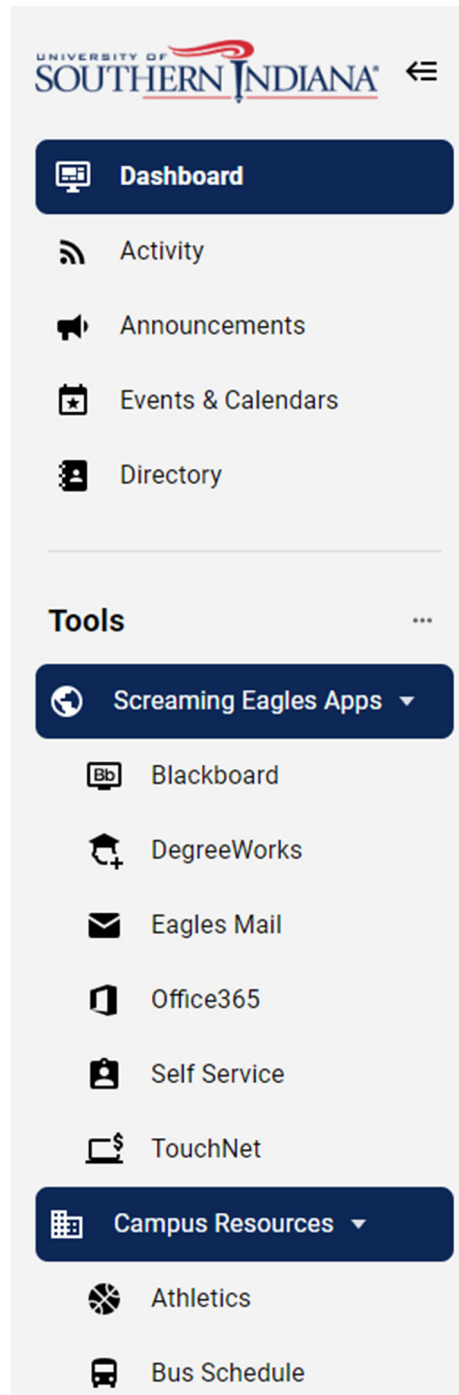
Step 4: Click the three dots next to Tools. Then click View All.

Step 5: Click on the Screaming Eagles Apps section to expand it and see all of the apps offered on new the myUSI portal.

Step 6: To add apps you will be using a lot as a shortcut on the side bar, click the star icon next to the app's name to make it a shortcut. You will need to click Load More to see all of the apps, and they are listed in alphabetical order.
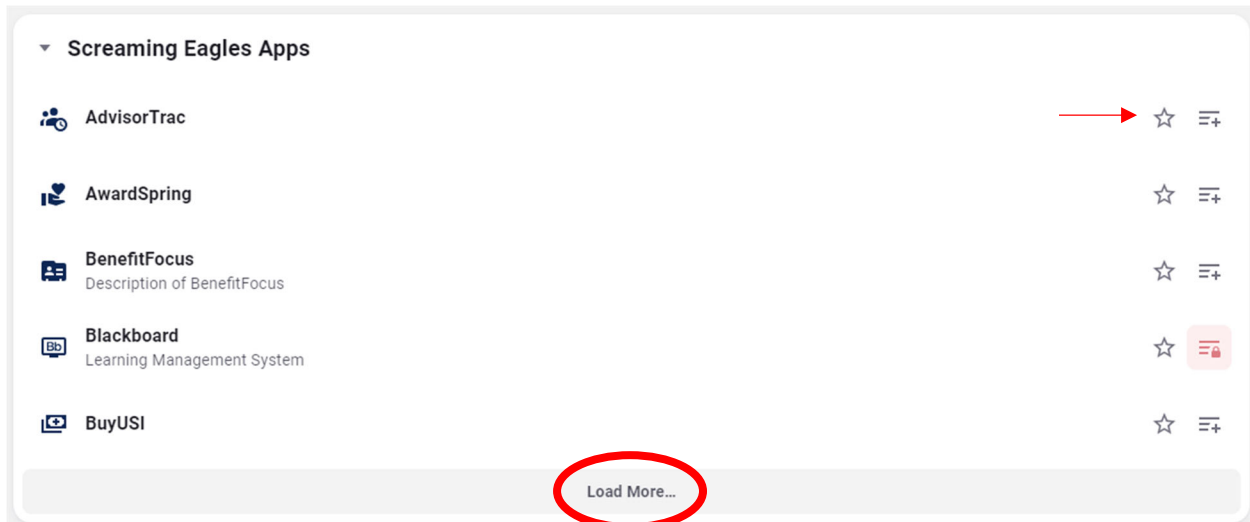

Step 7: Add these apps as shortcuts, because these are the apps that will be most important to you as a CAP instructor.

1. ChromeRiver
2. Employee Training
3. KnowBe4 Training
4. Outlook Email
5. Qualtrics
6. Self Service
7. Tk20

You will notice that there is now a Shortcuts section on your side bar, and it has all the apps you starred listed in the order you starred them.
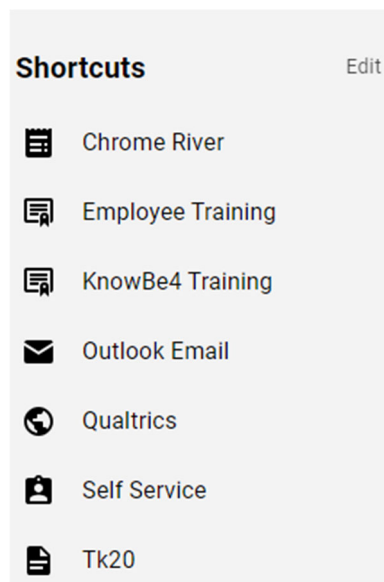
Step 8: If you want to change the order your shortcuts are listed in, click the Edit button next to Shortcuts and you can drag the app to where you want it in your list. You can also delete any shortcuts you don't want to see anymore by clicking the trashcan.
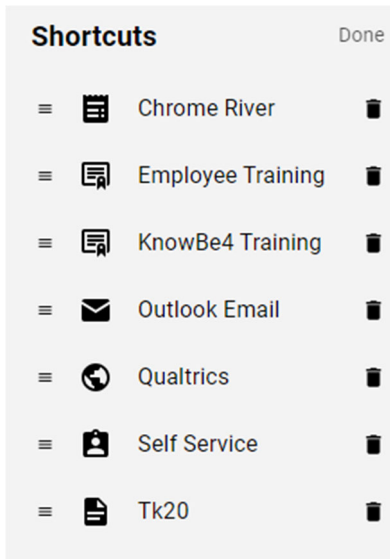
Your new myUSI portal has been updated, and you have easy access to the apps you'll be using most. The apps themselves still look the same when you click on them like in the old myUSI, so don't worry! The face of myUSI changed, that's all! Practice with the new myUSI portal before the old one disappears on August 2