MyLeeward for Students
## Contents

To log in to MyLeeward ................................................................. 1

How to Change Your Profile .......................................................... 4

How to Setup the Text Messaging ..................................................... 5

What is this Toolbar ........................................................................ 6

How to Get Information about a Support Service ................................. 7

How Schedule an Appointment in Success Network ............................... 7

Courses I'm Taking ........................................................................... 9

How to Schedule an Appointment with your Instructor .......................... 10

What is My Success Network ............................................................ 11

  What is the difference between My Success Network and Success Network? ... 11

What is My Success Path .................................................................. 12

How Do I See All My Appointments ................................................... 13

How Do I Cancel My Appointment .................................................... 13

How to make Change to my Appointment .......................................... 14
Leeward CC is adding a new software tool called **MyLeeward**. MyLeeward is a communication and tracking tool that will help you keep in touch with your instructors, peer mentors, tutors and counselors. MyLeeward will not replace the traditional methods of communications such as telephone, email, or in-person. MyLeeward will enhance your ability to keep in touch with the Leeward CC faculty and staff and also find help when you need it.

We know that you are mobile and cannot always schedule appointments during normal business hours. MyLeeward can be accessed from a web browser and is available to you where you are. You do not need to call a front desk to schedule appointments. You can schedule an appointment at midnight for the next day and setup a reminder 15 minutes before the appointment.

MyLeeward is made by Starfish Retention Solutions, Inc.

MyLeeward is connected to your MYUH web site. You just log into [http://myuh.hawaii.edu](http://myuh.hawaii.edu) and click on the MyLeeward tab. That is it! You are in MyLeeward!

### To log in to MyLeeward

1. Use a web browser and go to myuh.hawaii.edu
2. Log in with your UH Username and password
3. In the center of the screen where all the tabs are, look for the MyLeeward tab and click on it.

4. You are in the MyLeeward dashboard. See the picture on page 3
1. Profile – You can post a picture, change contact information, and setup the appointment reminders and texting options.

2. Toolbar – The Home option will bring you back to the MyLeeward Dashboard if you are in another page. The Success Network option will take you to a list of all the support services that are available at Leeward CC.

3. Courses I’m Taking – The courses that you are taking for this semester are displayed here. You can also connect with your instructor(s) and support services.

4. My Success Network – This area is different from the Success Network in the toolbar. The My Success Network is a customized list of support services and instructors for the current semester. You will see your counselor and some other support services here.

5. My Success Path – This area is where the action items or things-to-do are listed. This is to help you remember what you talked about with your counselor or what you worked on with a support service.

6. Appointments – This is where your appointments are located.
How to Change Your Profile

1. In your MyLeeward Dashboard, click on your name in the upper right corner. If you have a profile picture then your name is next to it.
2. Click on Upload Photo to change or add a profile picture to your MyLeeward profile.
3. Click on the Phone box to change your phone number.
4. Click on Alternate email to add your personal email address or to add text messaging to your MyLeeward. You can also setup your MyLeeward to send notifications to your Facebook messages. Facebook messages are the private communication side of Facebook.
5. Click on Cell Phone and add your cell phone number. Note: This will not activate the text messaging feature in MyLeeward. This will just display an alternate contact phone number.
6. If you have a Video Phone, click on the Video Phone box and enter the number.
7. Click on the appropriate choice for the use of email addresses that you just entered in the Send my correspondence to: option. If you want to use the text messaging, you will need to click on Alternate email or the both emails for it to work.
8. If you want to stop the text messaging, delete your cell phone information in the alternate email information or choose institutional email in the Send my correspondence to: option.

9. Weekly Updates is where you can get notifications from your My Success Network.

10. If you want to receive reminders about appointments, then change the setting. If you do not turn this feature on, the text messaging will not work because it uses the alternate email. If you set the option to email you 15 minutes before your appointment, then you will receive a text message on your cell phone and an email to your @hawaii.edu email address (if you have both emails set).

How to Setup the Text Messaging

1. If you want to add text messaging, you will need to know who your cell phone carrier is and the format for entering your cell phone number. Click on the Facebook and Mobile Users question mark.

2. Find your cell phone carrier from the list.
3. Select the part after the “@” sign. Do a Ctrl-C to copy.
4. Select the Close button
5. Select the alternate email box, Ctrl-v to paste.
6. In front of the “@” sign, type in your cell phone number with the area code.
7. Select the Submit button
What is this Toolbar

There are only two options – **Home** and **Success Network**.

The **Home** option will bring you back to the main MyLeeward page if you are in another page such as the profile page.

The **Success Network** is a list of all the support services that are available at Leeward CC. You will see a description of what the support services does, the hours that they are open, and their web site.
MyLeeward for Students

How to Get Information about a Support Service

While in the Success Network, you may click on the name of the support service to get more information. For example, I clicked on the Counseling & Advisement Office. We see the list of the counselors in alphabetical order and their profile information. We also see how a student can contact a counselor and schedule an appointment.

How Schedule an Appointment in Success Network

1. Click on the Schedule Online link to display the appointment calendar and to book an appointment.
2. Click on a day in the calendar.
3. Click on the available time slot where there is “Sign Up”.

![Appointment Calendar Image]
4. Select a reason for your appointment and a description.

5. Click on Next to see the summary information and who your appointment is with.

6. Click on Schedule to complete the process. This appointment will appear in your MyLeeward Dashboard.
Your current semester courses should appear here in your MyLeeward Dashboard. You can see your instructor’s profile, instructor’s office hours, schedule appointments with the instructor, and/or find assistance from a Leeward CC support service.

Some courses have a partnership with a Leeward support service such as the Learning Resource Center is partnered with all courses except for Math courses or all Math courses are partnered with the Leeward Math Lab. You just need to click on the Leeward support service link to see more information about the support service and schedule appointments with the staff to get assistance.
How to Schedule an Appointment with your Instructor

1. Click on “See available appointments” link that is below the instructor’s name.
2. Click on the day that you want in the calendar. You will notice that the bolded days are the days where the instructor has office hours or appointment available.
3. Click on “Sign Up”
4. Select a Reason from the drop box.

5. If you have multiple courses with the same instructor, please choose the course that you are scheduling the appointment for.

6. Choose the length of time. The length will be limited to the time available. If you need more time, include that in the Detailed Description box.
7. Type in more information about why you need to see the instructor and include that you need more time for the appointment if you could not choose it in the Duration box.
8. Click on Submit.
9. Click on Home in the Toolbar.
10. The appointment will appear in the Appointments box.

What is My Success Network
Leeward CC instructors and staff want you to succeed in college. The My Success Network is a customized list of Leeward CC support services that you might need for the current semester. Every semester the list of instructors will change but your counselor should not change unless you change your major. A My Success Network will have a counselor and their instructors in their My Success Network.

What is the difference between My Success Network and Success Network?
My Success Network and Success Network is basically the same thing. They are both lists of support service that are available to all students. The difference is that the My Success Network is a customize list of support services for the current semester. The Success Network is a not a custom list of support services. It is a list of all support services on campus. It should be the same list as the campus resource list that we give out at NSO.
What is My Success Path

My Success Path is where you can retrieve your academic plans or your things to do before I graduate check list. Each plan has items and these items will remind you what tasks you need to do. You might get an academic plan from your counselor at your NSO appointment. If you do, your academic plan will be displayed in the list. Some items have due dates associated with them.

The other things that you would see in the My Success Path window are flags of concern, referrals, and kudos. The flags of concern are raised by your instructor and it is a heads up for you from your instructor. The flags of concern range from missing assignments to you scored poorly on exams. The instructor should talk with you about the flags of concern before they submit it to the MyLeeward system.

Your instructor could send you kudos for a great job on assignments or exams.

To see the other items, you will need to change the My Success Path setting from Plan View to Time View.
How Do I See All My Appointments

On your MyLeeward Dashboard, there is a window with all your appointments. The appointments listed and it shows you who your appointment is with, date and time, location for the appointment, phone number of the person you are meeting, and the reason for the visit.

How Do I Cancel My Appointment

1. Click on the appointment time in your list of appointments
2. Look for your appointment in the calendar. You should see the time and your name in the appointment time slot. This is also true for group sessions. Your name should appear in the appointment time slot.
MyLeeward for Students

3. Click on the arrows next to your name.
4. Click on Cancel Appointment
5. Type in a message to the person on why you are canceling the appointment.

![Cancel Appointment dialog box](image)

6. Click on Submit. The system will cancel your appointment and update the MyLeeward Dashboard.

How to make Change to my Appointment

1. Click on your appointment time in the Appointment box.
2. Look for your appointment and click on the arrows next to your name.
3. Click on Edit Appointment
MyLeeward for Students

4. Type in the changes that you want or change the reason for the appointment.
5. Click on Submit.

Never mind will cancel the thing that you are trying to do such as edit or schedule an appointment.