MyHub Help
Welcome MyHub Users! If you’re new to MyHub, or if you need a reminder about how things work, this document will provide the help and assistance you need and much more.

Overview

MyHub is the Emory Rollins School of Public intranet site designed for Faculty, Staff and Students. MyHub will serve as an internal platform for sharing resources, news, and messaging among and between members of the community. The goal of MyHub is to reduce emails, streamline content, and improve communication on a school-wide level.

This document covers:

- Login
- Home
  - Site Search
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  - Logout
  - Navigation
  - Page Presentation
  - People & Quick Links
  - RSPH Events
  - Service Departments Calendar
  - Page Search
  - Portlet Options
Login

Open MyHub by navigating to https://myhub.sph.emory.edu in your preferred browser. You will see the Login screen. To log in, use your Emory NetID and Emory Password, click Login.

Home

After logging in, you will be on the Welcome to the RSPH MyHub tab. Some of the key features on the MyHub are called out in the following illustration and described below.
Homepage view of MyHub.

Some key features on the homepage of MyHub as noted above, are:

1. **Site Search**

Search for any criteria in the entire site. Click in the textbox, type in the search criteria and press the return/enter key on your keyboard or click the search icon. *(Available on every page.)*

Get Help

Click the **Get Help** icon to access the Help Documentation.
2. Navigation
The tabs above on MyHub for example, *Welcome to the RSPH MyHub* is represented as the navigation. These tabs will allow you to navigate and access other pages of MyHub.

Click the tab and the page for that section will display.

Example: *Clicking Welcome to the RSPH MyHub tab will take you to the homepage.*

3. Page Presentation
Each page will have a **Headline** and **Content** view tab.

**Headline**
Click Headline to view the Headline view of the page. This will show you all the visual portlets displayed on this page.

**Content**
Click Content to view the Content view of the page. This will show you a listing of all the pages that are represented as a sub navigation for that page.

4. People & Quick Links
This section provides easy access to Emory Resources.
5. **RSPH Events**

This section provides event details for Rollins School of Public Health.

![RSPH Events Calendar](image)

6. **Service Departments (Depts.) Calendar**

This section provides event details for all RSPH Service Departments. To view the calendar for a service department, click on the service department.

![Service Departments Calendar](image)

7. **Page Search**

Click the **Page Search** icon to search for any criteria within that page only.

8. **Portlet Options**

On the headline view of each page there are different sections also known as **portlet**s. Within these portlets you have options to send notifications, send messages, review information and details about the section, review history, share, like and print.
To view and access the options for a particular portlet. Click the drop-down arrow in the portlet.

Available Options for Portlets:
*These options are portlet specific only

- **Notify** – Allows you to send notification emails to users and groups
- **Information** – Allows you to view all information such as comments, attachments, tags, keywords
- **History** – Allows you to view all activity history *(Admin Users Only)*
- **Share** – Gives you the ability to copy the URL
- **Like** – Allows you to like or dislike the portlet *(Admin Users Only)*
- **Print** – Allows you to print that particular portlet