The goal of this document is to get you started on SJSU's application portal in 2 minutes or less. Part 1 gets you up and going. Part 2 allows you to customize the portal according to personal preference and greater efficiency

Getting started:

How do I start? Sign in. Review your role. Find what you are looking for in the search bar.

You will get a list of tasks and task centers (which are a collection of tasks)
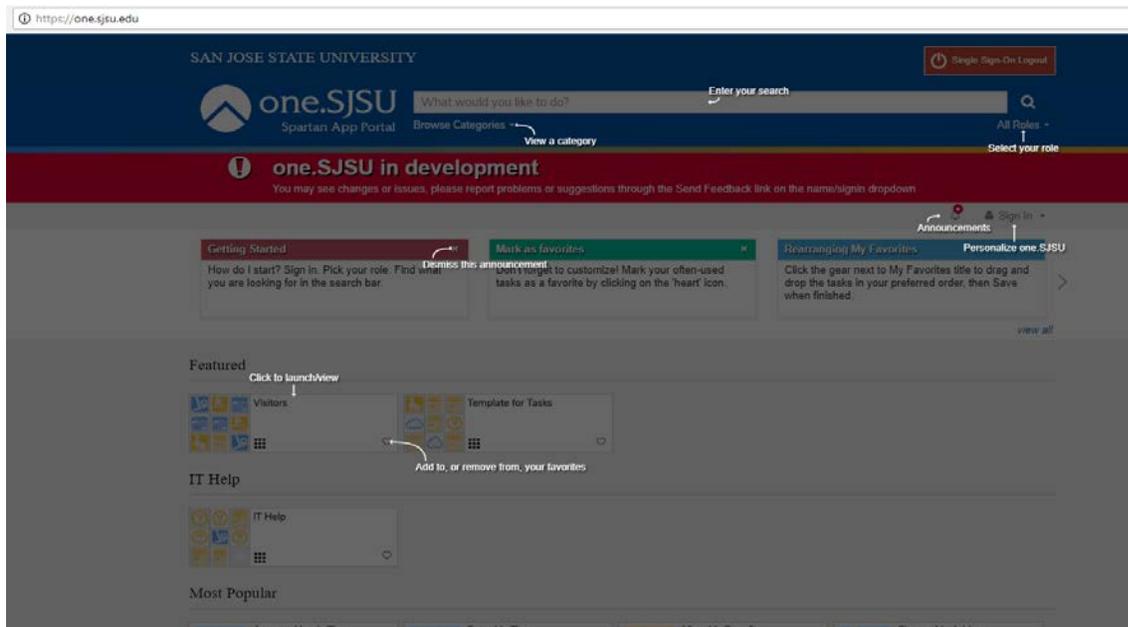
Help

Click on the 'sign in' bar. Hit 'Help'. This will bring up an overlay screen that should show all the main components of this portal. Any mouse click or key will dismiss the help signs.
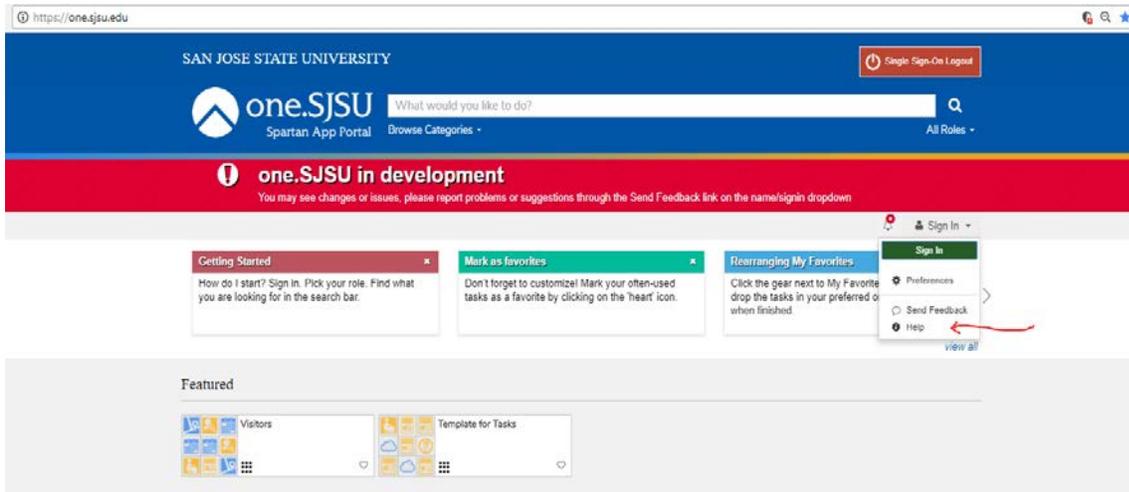
Enter your search

In the search bar, type in a word to search. A list of tasks will show up. You can further refine your search using roles and categories.
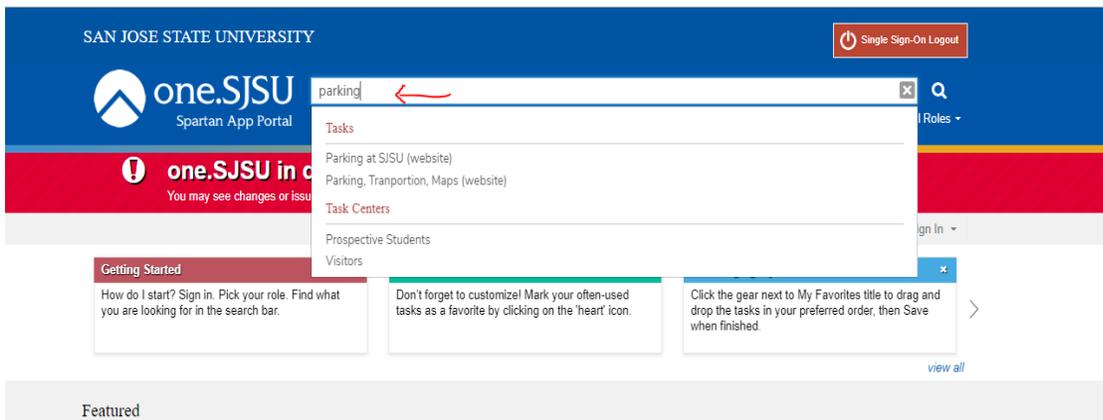
Select your role

There are several roles designated for convenience. Someone who isn't part of the university could click on the 'guest' role and see all tasks for visitors for their convenience.
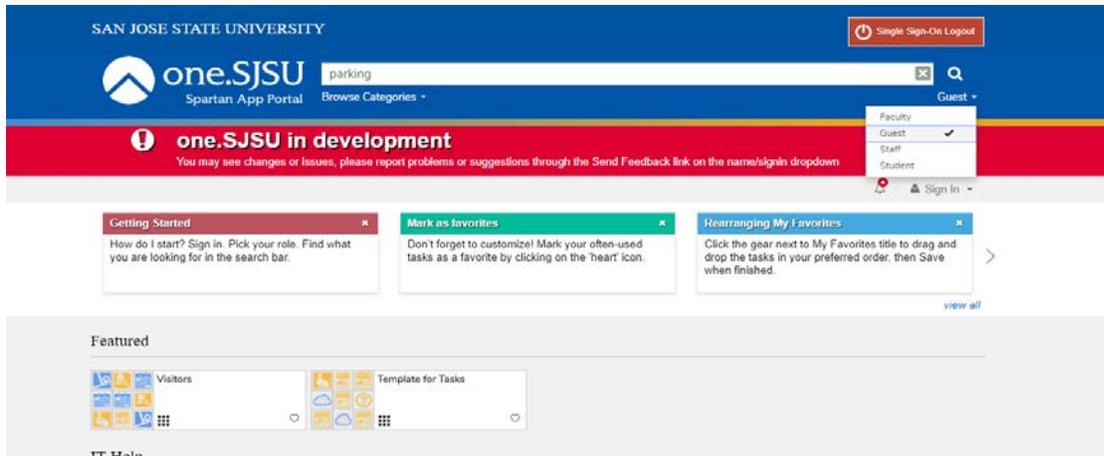
View a category

If you prefer to visually scroll through tasks, you can inspect them by filtering them through categories. Depending a task's functionality it may appear in more than one category.
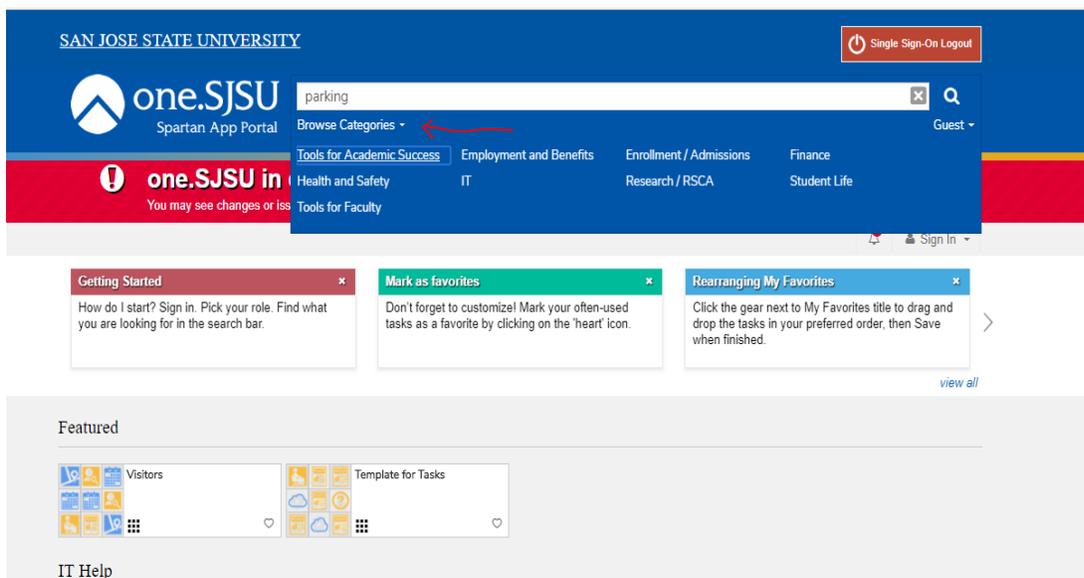
Announcements

Currently the announcement section contains a collection of tips. In the future, this section will feature important messages that need to be propagated to the greater campus community.

You can hide announcements by hitting the 'bell' icon.

You can view all announcements by hitting 'view all' .

Click on the 'x' to dismiss this announcement.
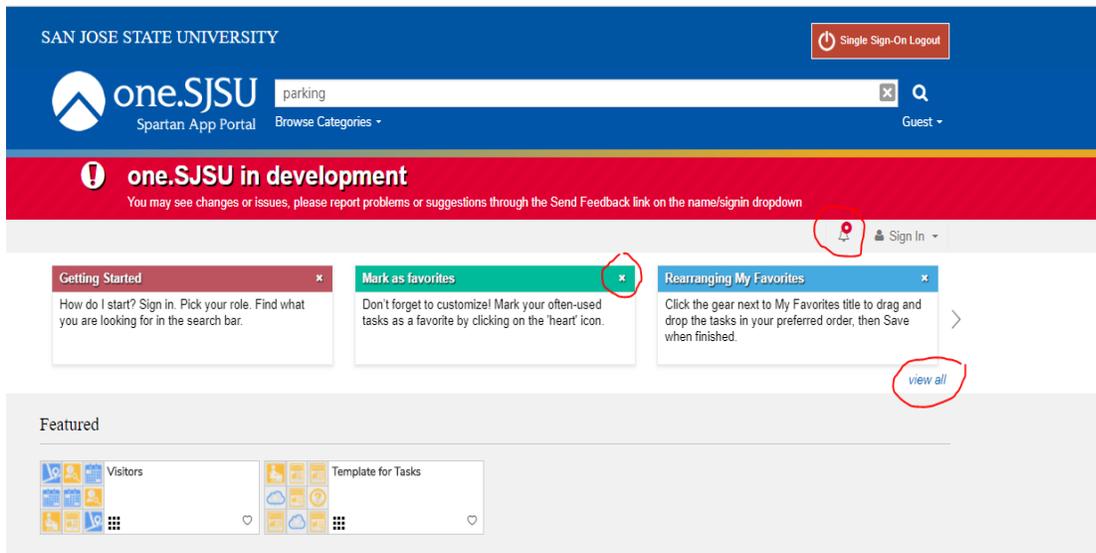
Personalize one.sjsu.edu

Click on the 'sign in' bar and gears to personalize one.sjsu.edu. Check on the second video for more information.
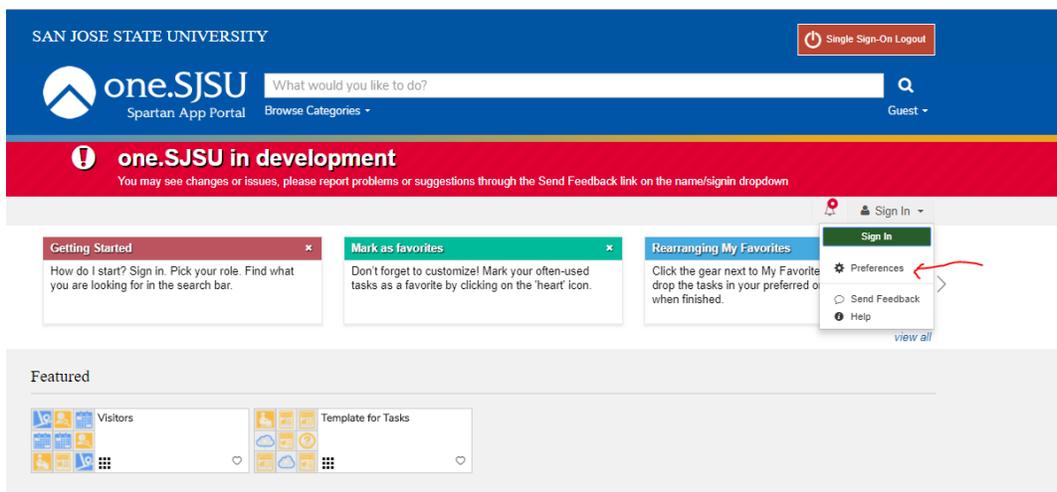
Click to launch view

Click on the task either by tapping on it with your finger (for mobile devices) or by using your mouse or keyboard.
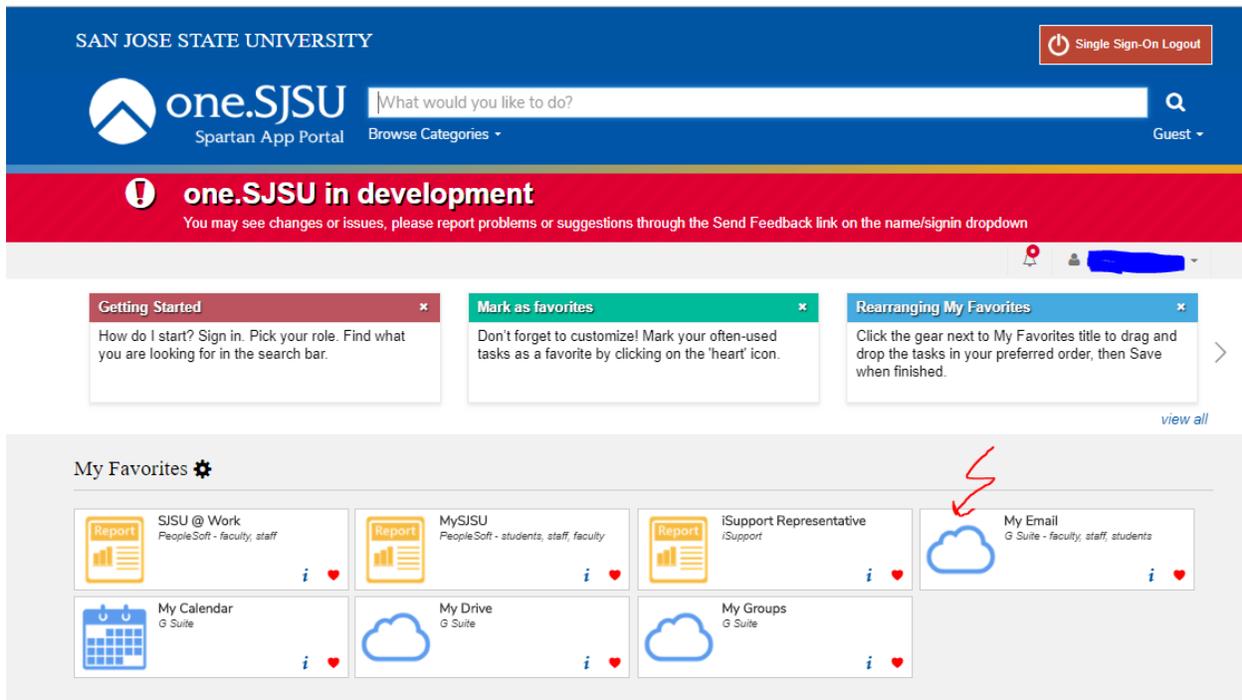
Signing out

When finished work for the day, sign out using the 'sign in' bar then click the red 'Single Sign-On Logout' button.

The red 'Single Sign-On Logout' will sign you out of SJSU's SSO (Single Sign On utility). This will affect all apps on your device.

The 'sign out' menu item under your name signs you out of one.sjsu.edu ONLY.
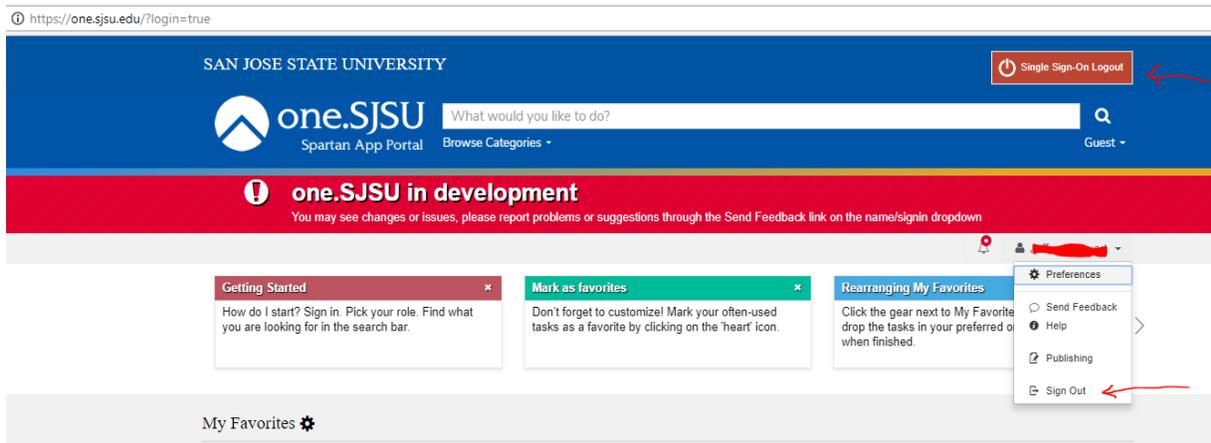
This is the second part of a 2 part series on getting started using one.sjsu.edu.

Customization of one.sjsu.edu

Choosing to open tasks in a new tab or window:

If you prefer to have one.sjsu.edu open tasks in a new tab or window, this is how you do it: choose the sign in bar on the uppper right hand corner that shows **your name**-> **'preferences'** -> **'always open tasks in a new tab/window'**.
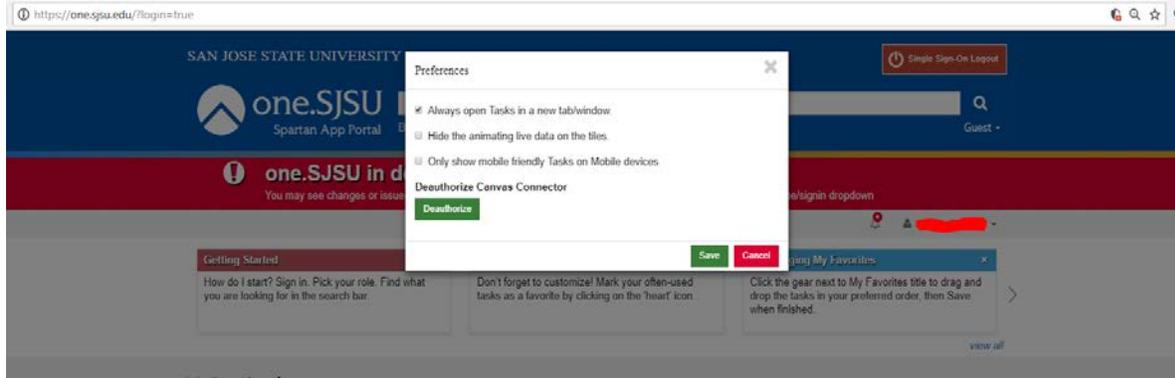
Mark as favorites

Don't forget to customize! Mark your often-used tasks as a favorite by clicking on the 'heart' icon.
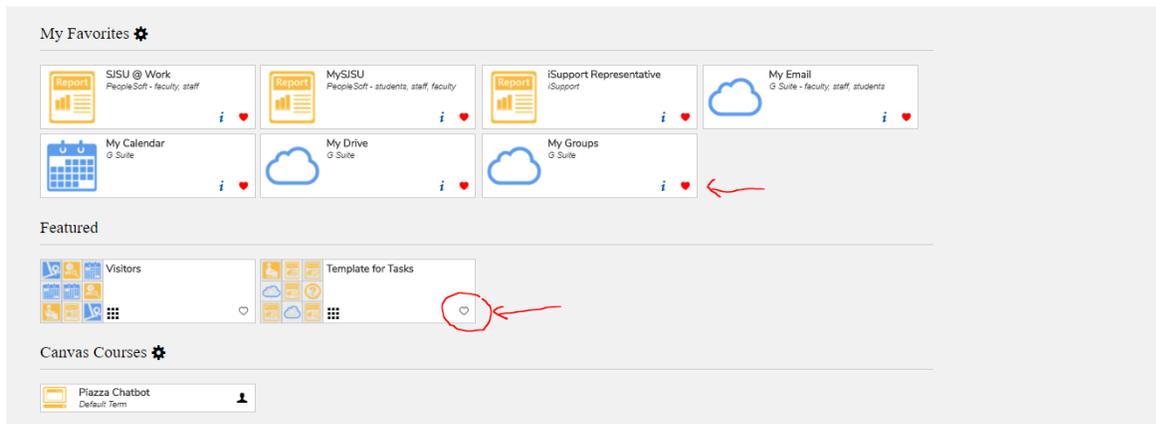
Rearranging My Favorites

Click the gear next to My Favorites title to drag and drop the tasks in your preferred order, then Save when finished.
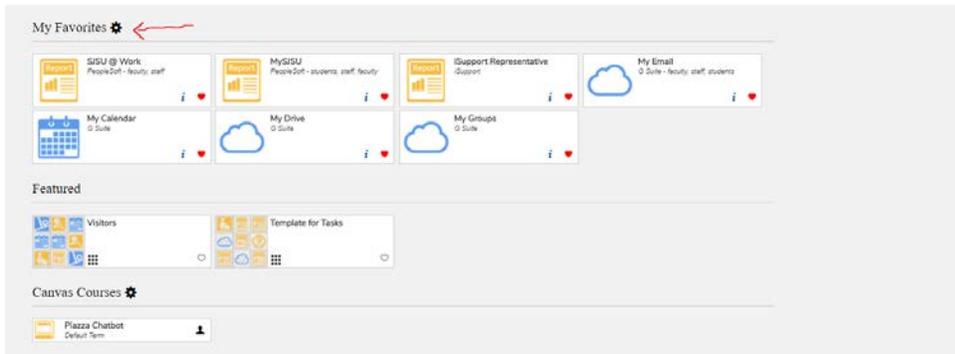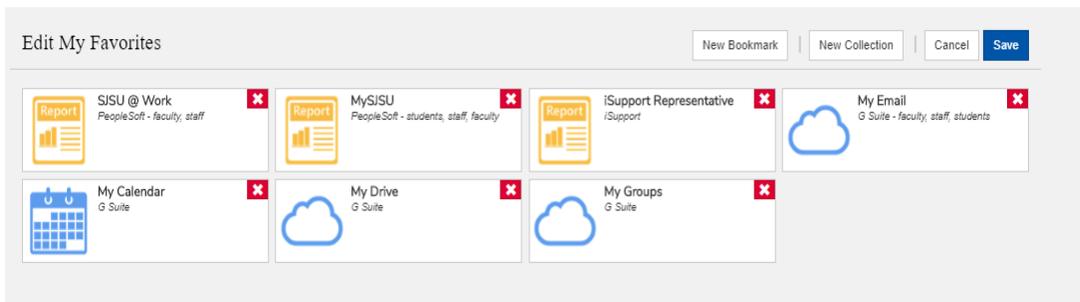
You can create favorite bookmarks and put them into your own private collection of bookmarks or tasks if you wish.
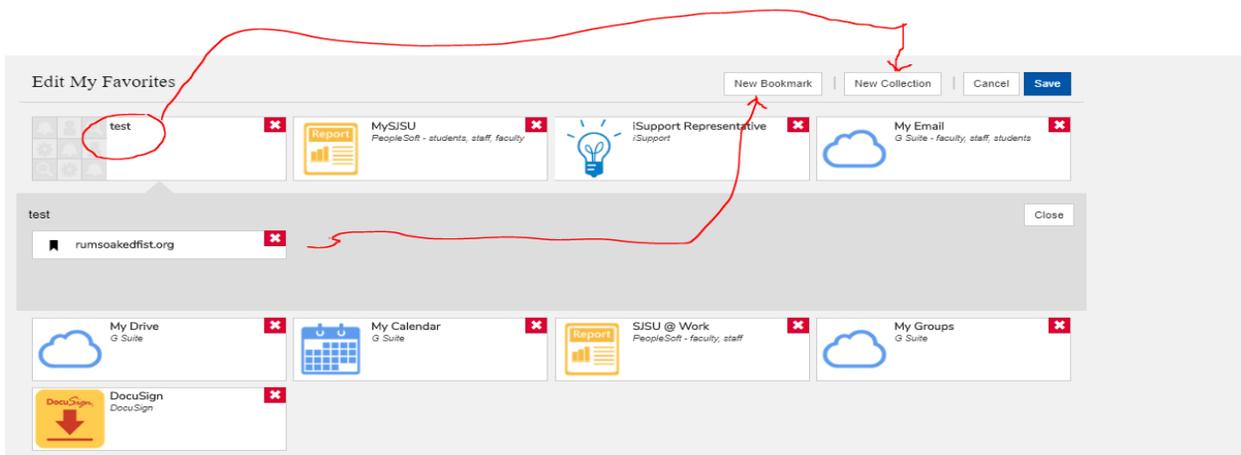
My Recently Used:

Scroll down to 'My Recently Used' to find tasks that aren't favorites but are used every so often.

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My Recently Used ⚙

Template Syllabus *website* ℹ ♡	eFaculty *faculty* ℹ ♡	Parking, Tranportion, Maps *website* ℹ ♡	SJSU Directory *website* ℹ ♡
Update My Emergency Contacts *PeopleSoft* ℹ ♡	Enter My Absences *PeopleSoft* ℹ ♡	Enroll in Training Classes (Employees) *PeopleSoft* ℹ ♡	View My Paycheck *PeopleSoft* ℹ ♡
Approve Hourly Time *PeopleSoft* ℹ ♡	Enter My Time *PeopleSoft* ℹ ♡	Faculty Department Scheduler Abstract *PeopleSoft* ℹ ♡	Browse Catalog *PeopleSoft* ℹ ♡
View My Benefits *PeopleSoft* ℹ ♡	Financial Aid "To Do list" *PeopleSoft* ℹ ♡	View My Leave Balances *PeopleSoft* ℹ ♡	Career Center *website* ℹ ♡