

## INTRANET (MYCU) INSTRUCTIONS:

Go the MyCU's homepage: <http://mycu.cheyney.edu> or

Go to the main Cheyney homepage <http://www.cheyney.edu> . In the middle of the page Under **Portal Links**, click on the MyCU link. A login screen will appear.

Students enter: stunet\username and your normal Cheyney password

Faculty & Staff enter: cunet\username and your normal Cheyney password

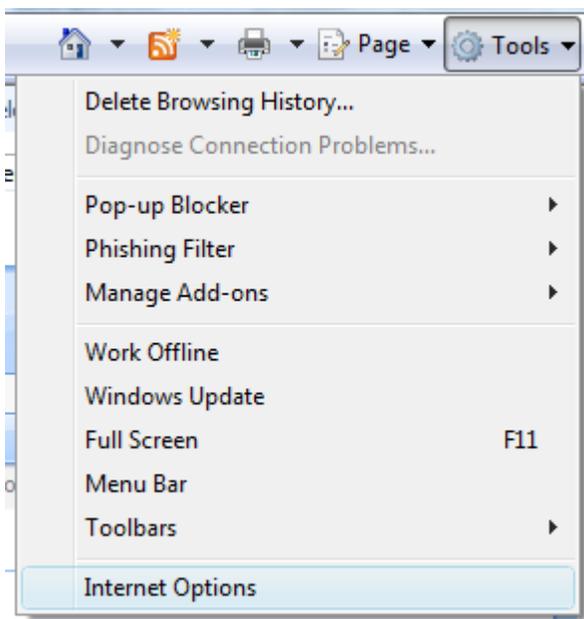
### Preparing your browser to access the site:

Before you access the site for the first time you must add it to the proper security zone in Internet Explorer. Doing so allows SharePoint to automatically detect who you are logged onto your workstation as and sign you into the web site with no prompts.

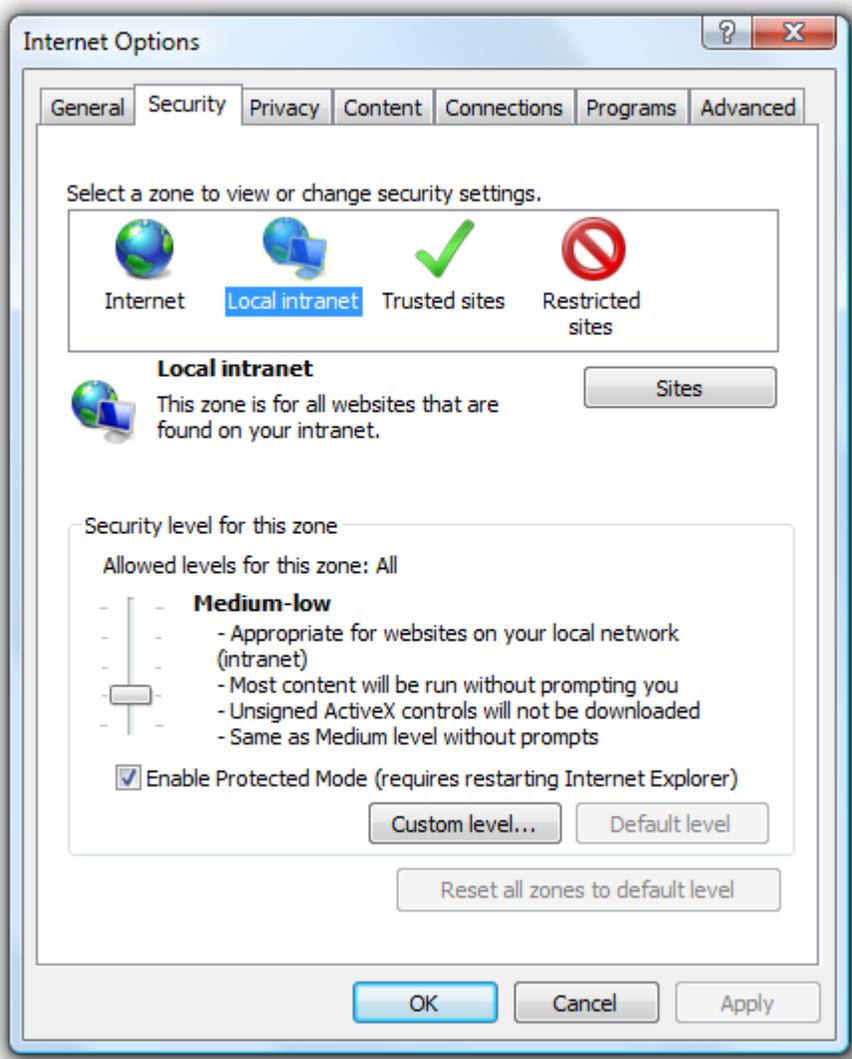
*Please note: if you access the site from a home PC you will get a prompt to login. You will need to type in CUNET\your username and your password if you faculty or staff and STUNET\your username if you are a student.*

To add the site address to the proper security zone please follow the below steps. Contact a Cheyney University IT support person if you run into any trouble.

1. Open Internet Explorer
2. Go to Tools, Internet Options on your menu bar. [it might look different depending on your version. I am showing IE 7.0]



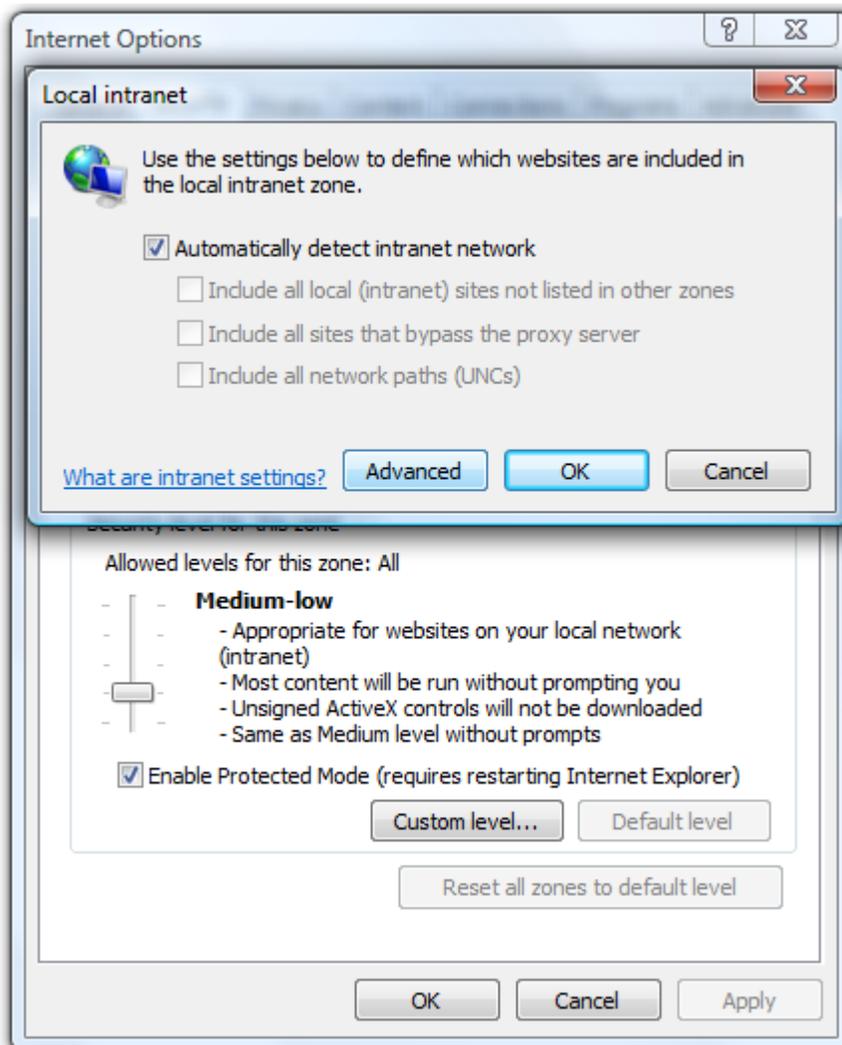
3. When the Internet Options screen opens up you will see the following [depending on version]:



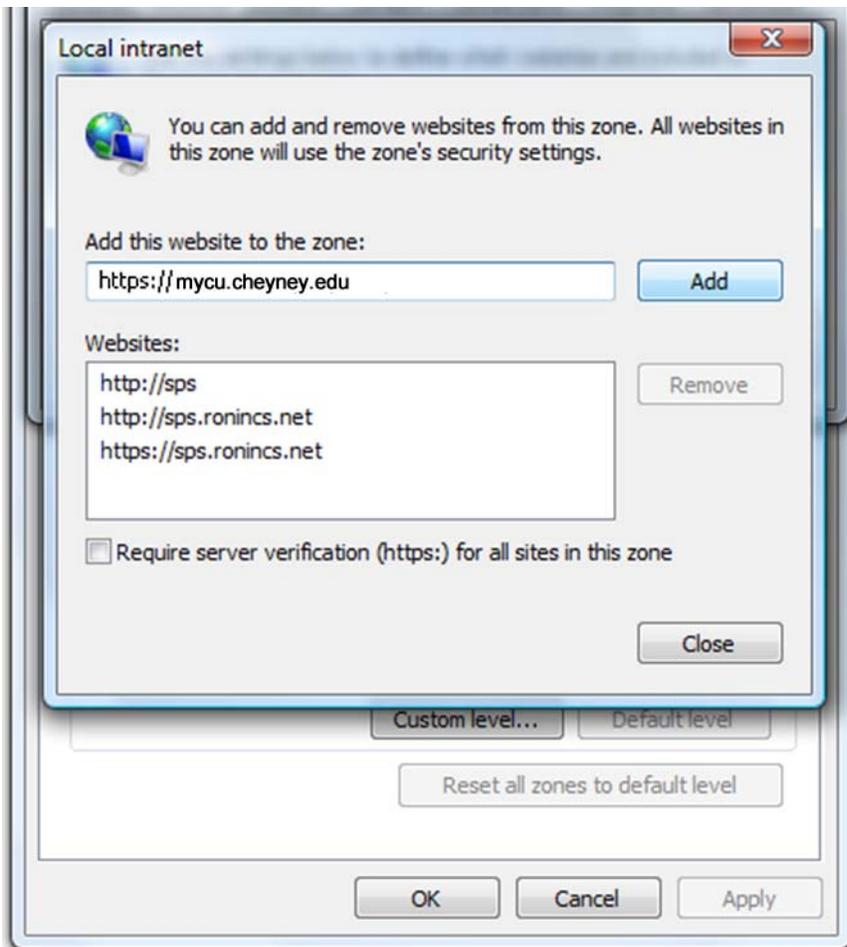
4. Press the Security tab.

5. Click on the Local Intranet icon.

6. Press the sites button below it and to the right. A new screen will open.



7. Press the Advanced button on this screen. Another screen will open up.



8. On this final screen type in `https://mycu.cheyney.edu` and press the add button.
9. After you have added the site press the close button.
10. On the next screen press OK.
11. On the next screen press OK.
12. You are done.