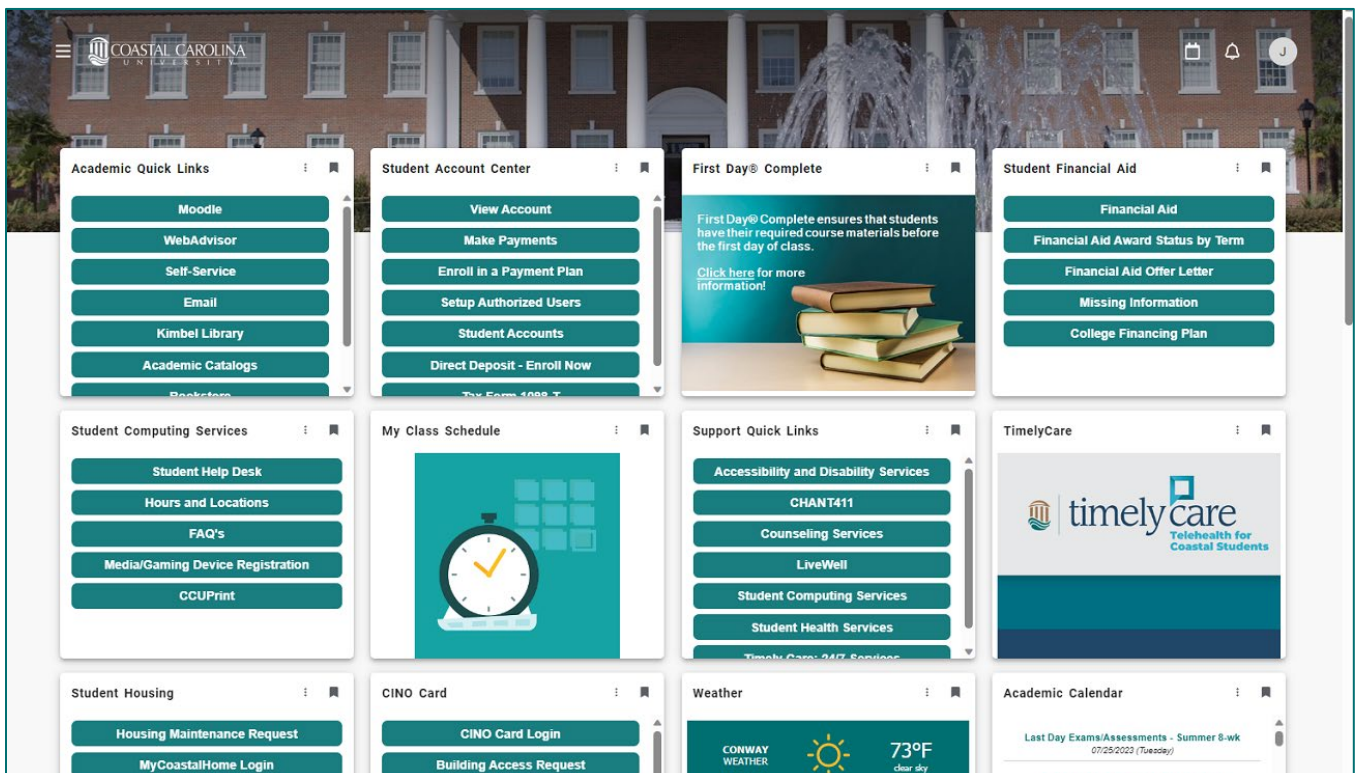# MyCCU

Your new personal dashboard

MyCCU is an online personal dashboard designed for current students, faculty, and staff. CCU users can quickly access, organize, and customize university resources and services from one location in MyCCU. Resources and services are organized in the form of **cards**. Through this centralized and secure area, you have a single-entry point to the critical information you need at CCU without switching screens or performing multiple sign-ons.

MyCCU screenshot. MyCCU replaces the former CCU mobile app.

QUICK ACCESS

Access **MyCCU** using any web browser on mobile or computer devices:

- Visit **https://myccu.coastal.edu** and log in with your CCU credentials on the Microsoft sign-in screen (please ensure that pop-ups are enabled for the sign-in prompt)
- Or choose **MyCCU** located in the upper right-hand corner of any CCU webpage
- Download and use the MyCCU mobile app!
- Visit the **MyCCU resource page** to access and view a 4-minute MyCCU video tutorial

MYCCU MOBILE APP

Search and download the MyCCU app in the Google and Apple app stores. To discover new cards inside the app, click on the search icon.

On your first log in, there is a brief introduction. Then, you will arrive on the MyCCU dashboard – also known as your **Home** screen. Each user has a set of default cards on the **Home** screen as a starting point until they customize their MyCCU dashboard.

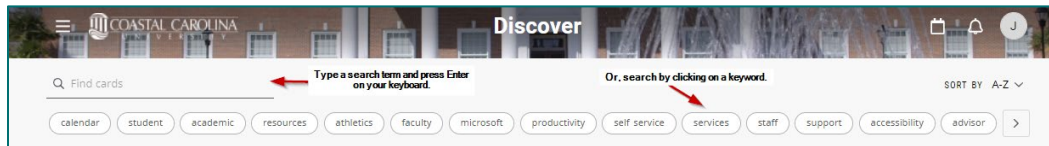## HOW DO I USE AND CUSTOMIZE MY **HOME** SCREEN?

MyCCU provides you with cards that contain useful information, services, and resources to use while attending or working at CCU.

1. To move a card, click and hold the title area and drag the card to another preferred location.
2. To remove a card, click on the bookmark icon in the upper-right corner of the card.
3. Click on the hamburger menu (the three horizontal-lined button) at the top left to view and access key CCU resource links (such as, campus dining) and social media pages.
4. As you navigate campus life and your needs change, you can remove, discover, and add new cards to use.
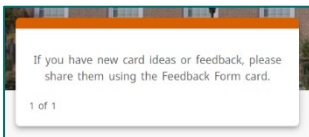
HOW DO I **DISCOVER** MORE CARDS?

1. **If you download and use the MyCCU app:** Click on the search icon in your app to **Discover** cards. **If you are using MyCCU in a web browser:** On your **Home** screen, click on the hamburger menu at the top left, and click on **Discover**. Or click on the **+ Discover More** button at the bottom of the **Home** screen..
2. Type into the search field at the top left and choose the *enter* key on your keyboard or click on one of the keywords/tags to find cards related to the keyword. (The bookmark icon is shaded completely for cards that are already on the **Home** screen.)
3. To bookmark/save a card, click on the bookmark icon in the upper right-hand corner of the card.
4. When you are finished adding cards, click on the hamburger menu, and choose **Home.** Or click the back button in your browser's toolbar to return **Home**.
5. To move a card to another location on your dashboard, click and hold the title area and drag the card.

ANNOUNCEMENTS AND NOTIFICATIONS

← Campus **announcements** appear at the top of the **Home** screen.

→ **Notifications** will appear on the **Bell** icon in the upper-right corner of the **Home** screen.

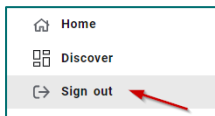## I AM A NEW STUDENT. WHAT MYCCU CARDS SHOULD I **SAVE** AND **USE**?

- Access and log into MyCCU at **https://myccu.coastal.edu** from any browser.
- Choose **+ Discover More** at the bottom, or select **Discover** in the hamburger menu, to explore and save cards to your MyCCU personal dashboard.
- New students should consider discovering and saving the cards with the following titles, if they are not already saved yet:

- Academic Calendar
- Academic Quick Links (contains quick links to **Moodle** for class, **Self-Service** for financial aid and registration, **Email**, and more)
- CCU Services (contains quick links to various student services across campus, such as CCU Shuttle Tracker, Coastal Connections, Mail, and more)
- Campus Map
- First Day Complete
- CINO Card
- Microsoft Services
- Student Academic Links (contains additional academic links specific to course planning and registering, GPA calculator, and more)
- Student Account Center (contains links specific to making payments or granting guardian access to your payment portal for paying university expenses)
- Student Advising Resources
- Student Financial Aid
- Student Housing
- Support Quick Links (contains support resources across campus, such as Accessibility and Disability Services, CHANT411, Counseling, LiveWell, Student Health, and more)

HOW DO I PROVIDE **FEEDBACK**?

Access the **Feedback** card located inside **MyCCU** to share your thoughts and new card ideas!

HOW DO I **SIGN OUT** OF MYCCU?

To sign out, especially when logged in on a public computer, click on the hamburger menu and then click on **Sign out**. Please note that signing out of **MyCCU** could affect any other CCU logins within the same browser.

I HAVE **ADDITIONAL QUESTIONS.** WHO DO I REACH OUT TO?

- Faculty or staff may submit an **online services request** or contact the ITS Service Center at 843-349-5000.
- Students may submit an **online service request** or contact SCS by text at 843-733-7234 or phone 843-349-2220.