Sam Houston
STATE UNIVERSITY
A Member of The Texas State University System

My Sam

Quick Reference Guide

My Sam delivers personalized content, University information, and secure access to computer systems – all on one web site.

Accessing My Sam

1. To access your account open your web browser and go to:
   https://mysam.shsu.edu
2. Type in your username and password.
   - If you don't know your password, select **Having problems logging in? Click here** at the bottom of the My Sam login window.
   - My Sam username and password help, contact the Help Desk: Helpdesk@shsu.edu or call (936) 294 -1950
3. Select **Login**

Getting Help

Once you are logged in, Select the **Help** icon 🔅 in the upper-right of the screen.
For assistance using any feature or service in My Sam, contact the Help Desk: Helpdesk@shsu.edu or call (936) 294-1950.

Navigation and Content

My Sam content is organized into pages/tabs that contain columns and information channels. Select a tab and review all the helpful My Sam information and services available to you.

Expand a Channel

To expand a channel to fill the window, select 🔍 in the upper-right corner.

Minimize a Channel

You can minimize a channel to present less information: select ➖ in the upper-right corner of the channel.

Maximize a Channel

To maximize channel content again, select ➕ in the upper-right corner of the channel.

Remove a Channel

Some channels can be removed from you layout: select ❌ in the upper-right corner of the channel, if visible.

Personalize Your My Sam Content and Layout

Most changes to the content and layout of My Sam pages/tabs require that you enter the Content Layout area, make changes, and then return to the active tab.

Enter Content/Layout Area

Select Content Layout (in the upper-left corner of the My Sam window).

Exit Content/Layout Area

To return to the information-channel view, select back to My Sam Tab (in upper-left of window), or back to Employee Tab, etc.

Add a Channel

1. In Content/Layout, select the New Channel button where you want it to be placed.
2. Select a category from the dropdown menu, and then select the go button.
3. Select a subcategory, or select a channel from the list, and select **Add Channel**

Move a Channel

In Content/Layout, select the arrow pointing in the direction you want the channel to move.

Edit a Channel

1. In the Content/Layout area, select on the channel name.
2. Select from the options for modifying this channel at the top of the screen.
   - Or, select Cancel and return.

Remove a Channel

1. On the My Sam tab where the channel is located, select the ❌ in the upper-right corner of the channel.
2. To confirm the removal of the channel, select OK

Note: Some channels cannot be removed.

At any time, you can revert to the default/initial layout for content on the My Sam tabs, *but if you choose to revert to default, you will lose all customizations you have done to channels and tabs.*

Add a Tab

1. Under Manage Content/Layout, select Add Tab.
2. Type in a name for the new tab.
3. Select the tab type and position for the tab.
   - **Traditional tabs** let you add channels
   - **Framed tabs** allow you to add any website URL on a My Sam tab.
4. To save your choices, select **Submit**
   - If you change your mind or can't finish now, select Cancel and return.

Move a Tab

From the Content Layout area select the arrow pointing in the direction you want the tab to move.

Edit or Remove a Tab

1. In Content/Layout, select on the tab's name.
2. Type in a new name for the tab and select Rename.
3. If you wish, change the tab type (see Add a tab above) and select Change.
4. If it can be deleted, select Delete this tab.

Add a Column

1. Select the Add Column
2. Set Column widths (as % of total screen or number of pixels)
3. To save your choices, select **Submit**
   - Or, select Cancel and return

Move a Column

In the Content Layout area select the arrow pointing in the direction you want the column to move.
Note: Some Tabs will not allow you to Add or Move columns.

Edit, Resize, Remove a Column

1. Using the Select Column button.
2. Set Column widths (as % of total screen or by number of pixels) and select **Save Widths**.
3. If it can be deleted, select Delete this column.

My Sam Announcements

These announcements display in the upper-left channel on the My Sam Home tab. These channels cannot be moved or deleted.

Campus Announcements appear for all roles (Faculty, Staff, and Students).

Personal Announcements only appear for your particular role (Faculty, Staff, or Student).

All announcements are posted approved and posted by appointed managers of each university division with the approval of the vice presidents.

To view all announcements on a channel, use the scroll bar on the right side of the channel. Some announcements have hot links you can select for more information.

If you want to post an announcement, contact the Help Desk: Helpdesk@shsu.edu or call (936) 294-1950.

Account Manager

To access this menu, select **MyAccount** (in the upper-left corner). From here, you can change your password. You can also select a Challenge Question for easy password resets.