About MyMarshall
MyMarshall is your personalized portal to information, events, and systems used by the Marshall School of Business, USC, and the outside world. Through it, you can access your Marshall network drives, view club calendars, reserve breakout rooms, change your Marshall password, use Outlook email (faculty, staff, and graduate students), and more.

Activating Your Marshall Account for the First Time
To activate your Marshall account, you will need to know your username and initial MyMarshall password. Note that your Marshall username matches your USC username but the passwords are not synchronized. If you are a Marshall graduate student you will receive both your username and initial Marshall password during your new student orientation. If you are a Marshall undergraduate student or a USC student taking a Marshall course, you will receive your initial Marshall password in an email to your USC email address. And if you are a faculty or staff member, you will receive this information when your office computer is setup.

If you did not receive this information, please contact the Marshall Helpdesk at (213) 740-3000, Hoffman Hall 300, or HelpDesk@marshall.usc.edu

Activating Your MyMarshall Account
MyMarshall is web based and can be accessed from a computer connected to the internet using the latest and last previous version of: Internet Explorer, Firefox, or Safari. Chrome is not officially supported but should work.

1. Go to: https://mymarshall.usc.edu
2. Check “MyMarshall” as the log in method for this first time login.
3. Click “Continue”.
4. Log in using your username and your initial Marshall password (See above).
5. Follow the on-screen instructions to change your initial password, specify your secret question and specify a phone number to contact you in case of an emergency.

Tip on Matching Passwords
If you would like your USC and Marshall passwords to match, follow these rules when selecting a password for both systems:
- Must have at least one upper case letter (i.e. A B C D E F...)
- Must have at least one lower case letter (i.e. a b c d e f ...)
- Make it exactly 8 characters in length.
- Include a number or special character (i.e. 0 1 2 3 4 5 6 7 8)
- Don't make it your name or a word found in the dictionary.
Log in Choices: MyMarshall vs. USC

When you log in to MyMarshall, you have a choice of how you would like to proceed:

**MyMarshall** – If you select this log in option, you will need to type your username and Marshall password. You will have access to MyMarshall systems only. If you wish to access systems such as Blackboard you will need to provide your USC log in information at that time. Marshall faculty and staff may find this method advantageous because if they are logged into a Marshall PC while accessing MyMarshall, it will not prompt the for their MyMarshall log in. It will use the same log in credentials they used to log into their Marshall PC.

**USC** - If you select this log in option, you will need to type your username and USC password. You will have access to MyMarshall systems as well as Blackboard and some other USC systems without having to log in again.

1. Access MyMarshall: [https://mymarshall.usc.edu](https://mymarshall.usc.edu)
2. Select one of the connection options below and click "Continue".
3. Type the correct user name and password for the connection choice you selected and click "Log In".

**Log In Issues?**

If you are having problems logging into MyMarshall, the options below may be of assistance.

**Forgot Marshall Password?** - If you forget your Marshall password, this will ask you the answer to your secret question and email you a new password to the primary email address contained within the My Account area of MyMarshall. (If you have forgotten your USC password, you must call (213) 740-5555.)

**Forgot Username?** - If you forget your Marshall or USC username (they match), this will ask you the answer to your secret question and email your username to the primary email address found within the My Account area of MyMarshall.

**Don't Know Your Initial MyMarshall Password?**

As mentioned above, to access MyMarshall for the first time you will use your USC username and an initial MyMarshall password. Both of these are sent to your USC email account. If you cannot find the email or access your USC email account, please contact the Marshall Help Desk about acquiring your log in information. They can be reached by calling (213) 740-3000 or by walking into Hoffman Hall 300.
Navigating MyMarshall

Once you are logged into MyMarshall, you will see a screen similar to the one below. MyMarshall is made up of content windows known as Widgets, the Marshall Explorer which is its navigation system/search engine, and the tabs in the upper right which allow customization and account administration.

**Add Widget**
Use to unhide existing widgets.

**Change Look**
Use to change themes and layout (# of columns).

**Logout**
Logs you out of MyMarshall.

**My Account**
Use to change your password, forward email, contact info, etc.

**Help**
Opens Help.

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Welcome, Wayne | My Account | Help | Logout

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**Marshall Explorer - Navigation & Search Engine**
Use one of the three options shown below to locate Marshall services, links, applications, etc.

**Search for Links**
If you are not sure which category a link you are looking for is within, you can begin typing the link’s name in the search box. Marshall Explorer will display any matching links and specify their category as well.

- a. Begin typing the name of the item you are looking for in the search box.
- b. Click one of the links found by search.
  
  Note that the X will clear the search box and its results.

**Marshall or Google Search – Web Page Content Search**
After typing search criteria, you have the option of also searching all Marshall pages by clicking the “Marshall” link or the entire web by clicking the “Google” link.

**Menu Browsing**
If you know which category a link is within or wish to browse to see what’s available, you can simply expand the category and click the link you are interested in.

- a. Click a menu name to expand or contract a menu choice.
- b. Click a link to access an item.
Manipulating Widgets

This section covers how to move, minimize, hide, and unhide widgets. Note that not all widgets have the icons shown below.

Move a Widget
To move a widget, place the mouse on the title bar until the directional arrows appear and then drag to the new location. Note that you cannot move, minimize or hide the Marshall Explorer widget.

Refresh
Updates the widget's content since the last load.

Minimize Content
Collapses the widget's contents but not the title bar.

Restore a Widget
Click its Restore button to unhide the content.

Hide Widget
Removes the widget from your page. You can unhide a widget through the “Add Widgets” tab.

Content Links
Most widgets contain clickable links that typically launch systems, applications, or pages.

Did You Know?

In this example, the Computing Documentation Library is shown. It features a wide variety of reference materials including Word, Excel, Outlook, PowerPoint, Blackboard and others. To view the complete list and to download them, click on the link below.

Restore Hidden Widgets
To place a hidden widget back on your desktop, follow these steps.

1. Click the “Add Widgets” tab to expand it.
2. Either type the widget’s name in the “Search” box or use the arrows to browse for it.
3. Click the widget to be restored to your desktop.
4. Click the “Add Widgets” tab again to collapse it.
Modifying Menu Links

Within the "Marshall Explorer", you can move links, add custom links, and remove custom links. Further, the "Recently Viewed Links" category lists you ten last visited Marshall Explorer links.

**My Custom Links**

This category allows you to add your own links to the Explorer.

- **Edit a Custom Link**
  Click the pencil icon to edit a custom link.

- **Delete a Custom Link**
  Click the red circle to delete a custom link.

- **Add a Custom Link**
  Click the green circle to add a custom link.

**Manipulating Other Categories**

Most of the other Explorer categories also allow you to add custom links and reorder links.

- **Recently Viewed Links**
  The last ten links you clicked in the Marshall Explorer are automatically saved in this area.

**MARSHALL EXPLORER**

- Search...
- Recently Viewed Links
- My Custom Links
- CNN News
- Excel Iterations
- Excel Model Formatting
- The News
- Add Custom Link

**MARSHALL EXPLORER**

- Search...
- Recently Viewed Links
- My Custom Links
- Academic
- Community
- Email
- Outlook
- USC Webmail
- Add Custom Link

**MARSHALL EXPLORER**

- Search...
- Recently Viewed Links
- Marshall Room Reservations
- Computing Documentation
- Microsoft Software - DreamSpark
Selecting a Layout and Theme

This section covers how to change the colors and top banner graphics used in MyMarshall by selecting a “Theme” and how to change the number of columns you are using and their width by selecting a “Layout”.

1. Click the “Change Look” tab located in the upper right.  

Themes
a. To select a theme, click the “Themes” link in the upper right.
b. Use the arrows to browse for a theme then click a theme to apply it.

Layouts
a. To select a layout, click the “Layouts” link in the upper right.
b. Click a layout to apply it.
MY ACCOUNT
Password Changes, Email Forwarding, Contact Information

This section covers how to change your Marshall password, secret question, emergency contact information, and forward your Marshall Outlook email if you are a Marshall faculty, staff, or graduate student.


2. Click the "My Account" link located in the upper right.

Use the column of links on the left to specify the account information you wish to access. The different options are covered on the next few pages.

My Info & Business Info
These items are used internally by Marshall to stay in contact with you. Note that changing your information here does not update it with the main University records office or anywhere else for that matter.
Phone
Marshall collects this information so it can contact you if there is an emergency or for other internal non-emergency matters. When specifying phone numbers, please mark at least one as the number we can reach you at in an emergency.

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Type</th>
<th>Emergency</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>(213) 740-3000</td>
<td>Mobile</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>(213) 740-5555</td>
<td>Business</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Another Phone
Save

Email Address
Your Primary email may be used to contact you concerning internal Marshall matters and is where your new password is sent if you click Forgot Password. Your Emergency address is used to contact you in case there is an emergency on campus.

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Primary</th>
<th>Emergency</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:wayne.wilmeth@marshall.usc.edu">wayne.wilmeth@marshall.usc.edu</a></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:WWilmeth@marshall.usc.edu">WWilmeth@marshall.usc.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:wilmeth@hotmail.com">wilmeth@hotmail.com</a></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save

Forwarding Marshall Outlook Email (Faculty, Staff, & Graduate Students)
If desired, use this option to forward your Marshall Outlook email to a non-USC account.

1. Click “My Account”.
2. Click “Email Forwarding”.
3. Click “Forward a copy of incoming mail to”.
4. Type an email address.
5. Specify whether or not to leave a copy of the email in your Marshall Outlook account. *
6. Click “Save”.

Forward Marshall Email
If you would like to forward your Marshall email to another email account please select the “Forward a copy...” option below and provide your email address. You have the option of storing email on the Marshall servers or having your email removed from the Marshall servers. If you do not wish to forward your Marshall email, select “Disable forwarding” and your email will be stored on the Marshall servers as normal.

- Forward a copy of incoming mail to:
  J.Doe@hotmail.com
- remove copy from the Marshall server ✓

* Note that unless you intend to go into your Marshall Outlook account periodically and delete emails, you should probably select “Remove copy from the Marshall server” to keep your email account from filling up. (It will stop forwarding if it fills up.)
Security Question
If you click *Forgot Password*, you will be asked to answer a question to confirm your identity and if accurate, a new password will be sent to your Primary email address. Use this screen to setup your security question.

Change Marshall Password
This allows you to change your Marshall password. It has no affect on your USC password. Note that to use it you must know your current Marshall password and your 10-digit University ID which is on your student body card. If you wish to create a Marshall password which can match your USC password, then follow these password guidelines:

- Make it exactly 8 characters long.
- Include at least 1 upper case letter.
- Include at least 1 lower case letter.
- Include at least 1 number or special character.
- Do not use your name or a word found in the dictionary.

**IMPORTANT:** If you change your Marshall password while logged in as yourself on a Marshall PC, be sure to restart the PC to prevent issues within MyMarshall.

Login Preference
If you use this option to specify whether to use your MyMarshall or USC password when logging into MyMarshall, you will no longer be prompted to select one upon log in.

1. Specify MyMarshall or USC.
2. Check “Remember my preference”.
3. Click “Save”.

Please choose how you would like to log in:

- **MyMarshall**
  - Get access to MyMarshall web applications only, such as MyMarshall, Marshall Communities and Groups, Room Reservations, etc.

- **USC**
  - Logging in via USC gives you access to MyMarshall plus all your valued USC resources, including Blackboard, My USC, iTunes U, etc.
  - You must have a valid USC system account to use this method.

**Note that if you selected Remember my preference, clearing your cookies and restarting your browser will clear this.**
MARSHALL NETWORK DRIVES: N: & Z:

The My Network Files widget is available once you login to MyMarshall and allows you to access your Marshall Personal Network Drive (N: / 2GB) and the Shared Network Drive (Z:) from home and other remote locations. The widget allows you to open, upload, download, rename, and delete files. Please note that while your Personal (N:) drive is private and the files on it will be available to you until you graduate; files placed on the Shared (Z:) drive are available to all of Marshall and will be erased at the end of each semester. Because your N: drive is backed up nightly, we recommend you store your files here. Note you can also access these drives directly while logged into a Marshall PC.

Selecting Your Personal or the Shared Drive
Click the drop down to switch between viewing your personal network drive (N:) or the Shared Network Drive (Z:).

Backing Out of a Folder
The path to your current location is listed at the top of the window. To back out of a folder, click a directory earlier on the path.

Opening a Folder
To open a folder, click it with your left mouse button.

Open a File / Save a File Locally
To open or save a file to your local computer:
1. Click the file.
2. Select Open or Save.

Rename a File / Folder
1. Right click the file or folder.
2. Left click “Rename”.
3. Type the new name and press ENTER.
Important:
Be sure to keep the existing extension when renaming a file.

Delete a File / Folder
Caution!
- You cannot undo or restore deleted files or folders.
- If you delete a folder, all files and folders within that folder are also deleted.
1. Right click the file or folder to be affected.
2. Left click “Delete”.
3. Click “OK” to confirm.

Upload a File to your Network Drive
Follow the steps below to copy a file from your local computer to the widget.
1. Click the folder you are copying to.
2. Click “Upload File”.
3. Click the “Browse” button, locate the file you wish to upload, and click “Open”.
4. Click “Upload”.

Create a New Folder
Follow these steps to create a new folder on your network drive.
1. Click the folder which is to be the new folder’s parent.
2. Click “Create Folder”.
3. Type a name for the folder.
4. Click “Create”.

* Note that if you are using Firefox, you can drag files to upload them!
MARSHALL COMMUNITY GROUPS

Marshall Community groups consist of clubs, organizations, programs, departments, etc. that provide information and events which are pertinent to Marshall graduate students. You can access Marshall Community Groups as follows:

1. Login to MyMarshall at: https://mymarshall.usc.edu
2. Click the “Community” category in the MyMarshall Explorer.
3. Select “Marshall Community Groups”.
4. If prompted, login again, follow the online instructions.

What you are viewing are actually individual SharePoint sites. Note the site appearing on your screen will differ from the image below. As you join groups, their sites will become available to you.

5. Click any site you would like to access.

The site for the Association of Graduate Business Students is shown below. Note that because the sites are customizable you will see different navigational options depending upon the site you visit.
The Community Group’s “Announcements” Widget

The Announcements Widget in MyMarshall displays announcements to any of the Community Groups you belong to in one convenient location.

The image to the left shows the Announcements widget. Click “More” expand the synopsis to the full article within the window. Click a group’s name to go to their community site.

The Community Group’s “Calendar Reader” Widget

The Calendar Reader Widget in MyMarshall allows you to view calendar events from all of the Marshall Community groups you belong to from a single calendar. It is located on the desktop.

The image to the left shows the Calendar Reader widget. A date with a dot indicates that there are events on that day. If you click a day, its events will be listed below. If you click an event, its details will appear below the calendar. If you click the name of a site, you will be taken to its community site.
MyMarshall News Reader

The News Reader allows you to read USC, Marshall, and any RSS feeds you have added from a single widget.

Adding the Widget

If the widget isn’t on your dashboard, you can add it as follows:

1. Click “Add Widgets”.
2. Either type news in the Search box or use the left / right arrows to browse for it.
3. Click the “News Reader” widget to add it to your dashboard.

Selecting the Feed

The widget defaults to Marshall News Headlines but you can display any of Marshall’s or your own RSS feeds by clicking the drop down arrow and selecting the feed you wish to view.

Reading Articles

The widget will display the article’s headline and some short descriptive text. To read the article, simply click its headline and the full article with open in either a new window or tab.

Adding Custom RSS Feeds

To add more RSS feeds:

a. Click the “Add a Custom Feed” link.
b. Type a descriptive name for the feed.
c. Type (or paste) the feed’s URL.
d. Click “Save”.

Remove Feeds

Use this option to remove feeds you have added.
Library Widget

The Library widget in MyMarshall provides direct access to many of the key business databases as well as links to the full text of the Wall Street Journal. To access a database, select it from the dropdown menu and click the “Go” button.

Links to additional databases can be found on the Electronic Resources page of the Crocker Library web site at: http://www.marshall.usc.edu/library/electronicrecsources/electronic-resources-main.htm