

Student Quick-Start Guide

For more help visit myportal360.org/userguides

Welcome to MyPortal360, your personalized platform designed to enhance your well-being journey. MyPortal360 is your dedicated hub, offering a wide range of features to help you stay organized, connected, and supported in your efforts to maintain your overall well-being.

In this quick start guide, we'll walk you through the essential steps to get you up and running with MyPortal360. From logging in for the first time to exploring key features, this guide will provide you with everything you need to make the most of your new portal.

Here's what you'll find inside:

- **Getting Started**: How to access and navigate your MyPortal360 account.
- **Attendance Tracking**: Learn how to monitor your attendance and stay on top of your schedule.
- **Mood Journal**: Utilize mood journals to reflect on your day.
- **Calendar**: Leverage a calendar with all of your upcoming appointments and events to help stay on track.
- **Task Management**: Stay on top of every task and assessment with an easy, prioritized task list.
- **Messaging and Chat**: Keep in touch effortlessly and securely within the app and on the browser.
- **Information and Support Center**: Discover a wealth of resources tailored to support your mental health and personal growth.
- **Privacy Features**: Learn about the secure connection and the hide site button to ensure your privacy.
- **Support and Help**: Access comprehensive support to assist you with any questions or issues you might encounter.

Let's embark on this journey together and unlock the full potential of your well-being with MyPortal360. We're here to support you every step of the way!

Best regards,

The MyPortal360 Team

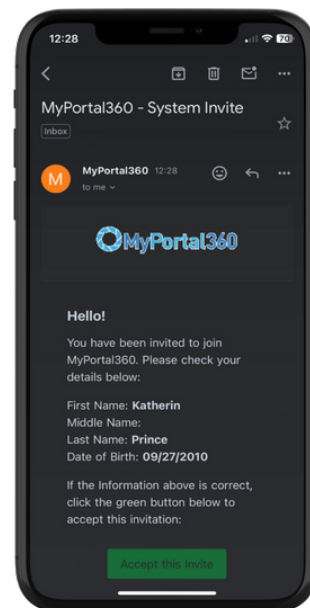


Getting Started with MyPortal360

Welcome to MyPortal360! Follow these simple steps to get started with both the browser version and the app.

Step 1: Accessing Your Invitation

1. **Check Your Email:** Look for an email invite from your counselor sent by the ECdesk.org. The email will contain a unique link to activate your MyPortal360 account.

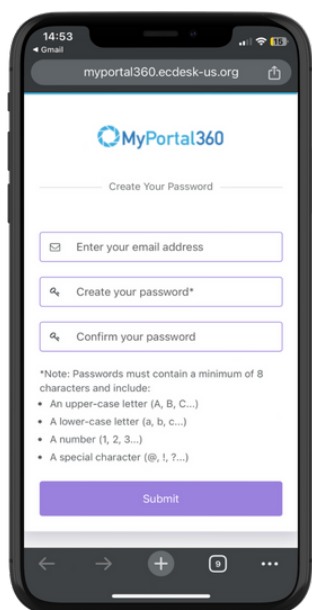


Step 2: Setting Up Your Account

For Browser Version:

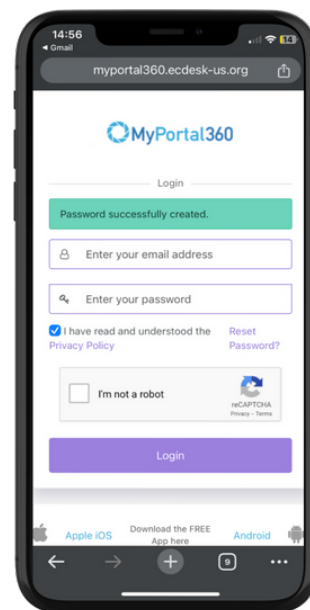
1. **Click the Link:** Open the email from your counselor and click on the provided link.
2. **Create Your Password:** You will be redirected to the MyPortal360 website. Follow the prompts to create a secure password.
3. **Log In:** Use your email address and newly created password to log into your MyPortal360 account on the browser.

email is case sensitive



For Mobile App:

1. **Download the App:**
 - **For iOS Users:** Go to the [Apple App Store](#) and search for "MyPortal360."
 - **For Android Users:** Go to the [Google Play Store](#) and search for "MyPortal360."
2. **Install the App:** Download and install the MyPortal360 app on your mobile device.
3. **Open the App:** Launch the MyPortal360 app on your device.
4. **Create Your Password:** Tap on the link in the email invite from your counselor, which will open a browser and prompt you to create a secure password.
5. **Log In:** Use your email address and newly created password to log into your MyPortal360 account on the app.



If you need any assistance during the setup process, refer to the comprehensive support section within [MyPortal360](#) or reach out to your counselor for help.

Let's get started on your journey with MyPortal360!

Attendance Tracking

In MyPortal360, attendance tracking is seamlessly integrated into the Events page, ensuring that you can effortlessly monitor your attendance and stay organized with your schedule.

Step 1: Accessing the Events Page

1. Navigate to the Events page within MyPortal360.
2. Locate the "Invited" section to find events you've been invited to attend.

Step 2: Accepting the Event

1. Upon finding the event you wish to attend, click on it to view details.
2. Accept the event to confirm your attendance.

Step 3: Viewing Upcoming Events

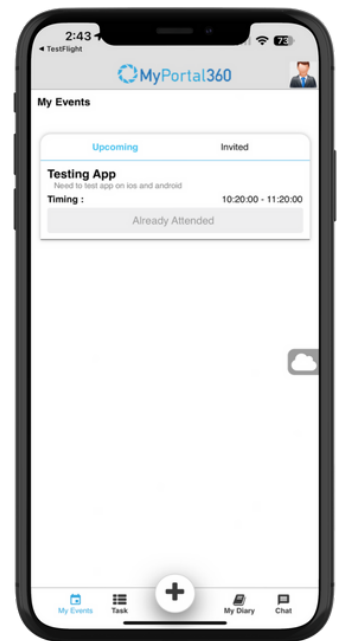
1. Accepted events will appear in the "Upcoming" tab on the day of the event, helping you stay informed about your schedule.

Step 4: Marking Attendance

1. On the day of the event, click on the event link to access attendance options.
2. Allow MyPortal360 to access your camera.
3. Use your phone's camera to scan the QR Code provided by your school.
4. Once scanned, mark yourself as present.

Step 5: Leaving the Event

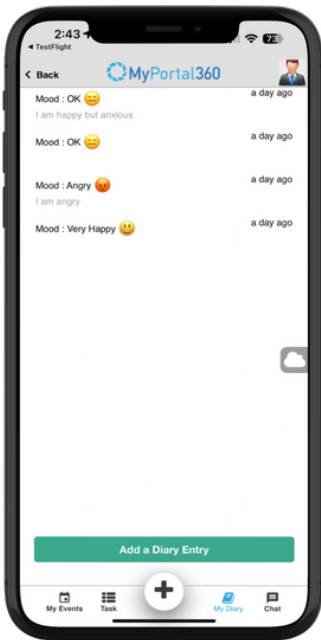
1. When you leave the event, return to the event link.
2. Mark yourself as gone to accurately reflect your attendance status.



Following these simple steps, you can efficiently track your attendance and ensure that your records are up-to-date within MyPortal360.

Mood Journaling

MyPortal360's mood journal feature allows you to quickly and easily track your emotions and share how you're feeling with a simple emoji and a brief description.



Step 1: Emotion Tracking with Emojis

1. Open the Mood Journal feature within MyPortal360.
2. Select the “Add a Diary Entry”
3. Select an emoji that best represents your current mood from the available options.

Step 2: Quick Description Box

1. Use the provided text box to share a brief description of why you're feeling this way or any additional thoughts you'd like to note.

By utilizing emojis to depict emotions and the quick description box to share additional insights, MyPortal360 makes it easy for you to track your mood and express how you're feeling.

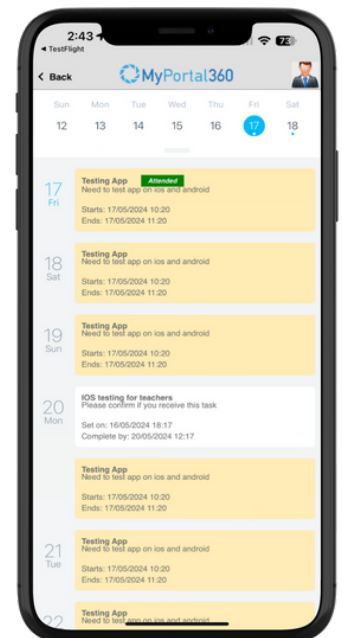
Calendar

MyPortal360's Calendar feature helps you stay organized by keeping track of your assigned tasks and upcoming events in one convenient location.

Step 1: Accessing the Calendars

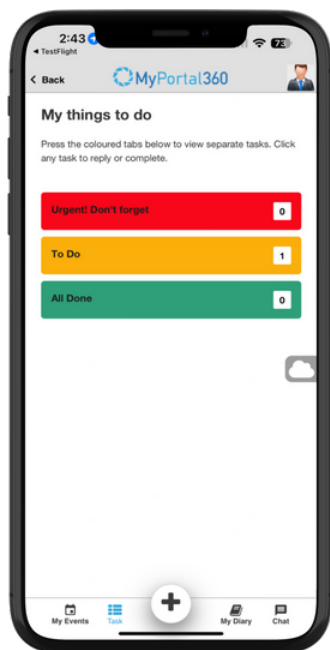
1. Navigate to the Calendar tab within MyPortal360.
2. Select and view the desired day.

With the Calendar feature, you can effectively manage your tasks and events, ensuring that you stay on top of your responsibilities and make the most out of your time.



Task Management

MyPortal360's Task Management feature helps you stay on top of every task and assessment by providing an easy-to-use, prioritized task list.



Step 1: Accessing Task Management

1. Navigate to the Task Management section within MyPortal360.

Step 2: Viewing Your Tasks

1. Upon accessing Task Management, you'll see a list of all tasks and assessments assigned to you.
2. Tasks are organized based on priority, allowing you to focus on what's most important.

Step 3: Marking Task Completion

1. Once you've completed a task, simply check it off to mark it as done.
2. Completed tasks are automatically moved to a separate section, keeping your task list organized and clutter-free.

With the Task Management feature in MyPortal360, you'll streamline the organization, prioritization, and management of your tasks and assessments, empowering you throughout your journey."

Messaging and Chat

MyPortal360's Messaging and Chat feature provides secure communication channels for you to connect with your support team and stay informed about important discussions.

Step 1: Accessing Messages

1. Navigate to the Messages section within MyPortal360.
2. Here, you'll find an overview of all your message threads with your support team, ensuring easy access to ongoing conversations.

Messaging Overview

1. Each message thread represents a separate conversation, allowing you to keep track of multiple discussions simultaneously.
2. View and Reply to a message by selecting it in the overview.
3. Attach files or documents to messages to share relevant information or materials with your support team.



Step 2: Using Chat

1. The Chat feature offers a separate communication channel designed for real-time conversations.
2. Engage in long text conversations with all interactions in one continuous thread, ensuring seamless communication.
3. Attach files directly to the chat to share documents, images, or other materials as needed.

All messages and chats within MyPortal360 are secure and encrypted, prioritizing your privacy and confidentiality.

Information and Support Center

MyPortal360's Information and Support Center is your go-to destination for accessing a wealth of resources curated by your support team to aid you in your academic and personal journey.

Step 1: Accessing Resources

1. Navigate to the Information and Support Center page within MyPortal360.
2. Here, you'll find multiple tabs containing various resources uploaded by your support team, covering a wide range of topics and needs.
3. Simply click on the star icon next to the resource to add it to your bookmarks, making it easy to find the next time you need it.
4. Show your appreciation for helpful resources by selecting the Heart icon, this lets your school know which resources you found particularly helpful.



By leveraging the Information and Support Center in MyPortal360, you gain access to a wealth of resources curated to support your academic success and overall well-being. Bookmark your favorites, express appreciation for helpful content, and make the most out of the resources available to you.

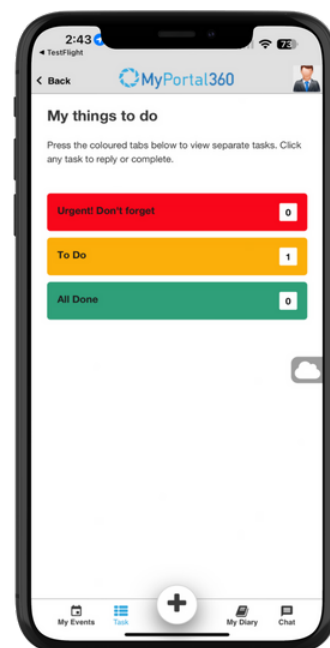
Privacy Features

MyPortal360 prioritizes your privacy and security with robust privacy features, including a secure connection and the Hide Site button, ensuring that your interactions within the app remain confidential and protected.

Step 1: Hide Site Button

1. The Hide Site button provides an additional layer of privacy by allowing you to quickly navigate away from the MyPortal360 app.
2. Simply click on the small cloud icon to access external applications, such as a weather app or google in a web browser.
3. To undo the hiding action on the app, hold down the weather image for 5 seconds to restore MyPortal360.

With the secure connection and Hide Site button features in MyPortal360, you can trust that your privacy is protected and your interactions within the app remain confidential and secure.



Support and Help

MyPortal360 is committed to providing comprehensive support to assist you with any questions or issues you might encounter along your academic journey.

Getting Help:

1. For immediate assistance, explore the Frequently Asked Questions (FAQs) section available at <https://myportal360.org/faqs>.
2. Here, you'll find answers to common queries and solutions to common issues, helping you troubleshoot effectively.

Contacting Support:

- 1.If you require further assistance or have specific questions that are not addressed in the FAQs, don't hesitate to reach out to one of your dedicated student support team members.
 - 2.Your support team members are here to help you navigate MyPortal360, address any concerns you may have, and provide guidance tailored to your needs.
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