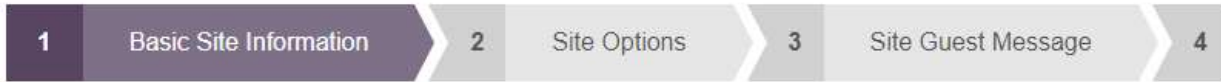


## Create myGateway Site

Users can request a Site with the new myGateway for groups of users. Sites is the equivalent of Groups in the previous myGateway. To request a Site, follow these steps:

1. In the myGateway navigation menu on the home page, click on the **Sites** link.
2. Under the **Create MyGateway Site**, type in the site name in the space provided

### Create MyGateway Site



#### Basic Site Information

Site Name \*

Site Category

Uncategorized

Academic

Athletic

Cultural

Intramural

Political

Service

Social

Uncategorized

3. In the **Site Category** drop-down menu, choose the category that most closely matches the theme of the new site. Click the **Next** button to continue.

#### Site Options

Type

- Public
- Restricted
- Hidden
- Sort Membership Lists By Last Name

Prev

Next

4. Select an option for new members:
  - Public – Users are automatically granted access to the group upon request
  - Restricted – Admin approval is required for any user requesting access
  - Hidden – Users cannot see or request access. Only Admins can add users.
5. Check the Sort Membership Lists by Last Name box, if desired. Click the **Next** button to continue.

The next step is to create a welcome message for unregistered members of the Site. This message will display in the Site entry in the index of myGateway sites (see example below).

#### Luminis Sites to Join

Search..

**Academic** ▼

Degree Works

**Athletic** ▶

**Cultural** ▶

**Intramural** ▶

**Political** ▶



#### Joining Degree Works Site

Welcome to the Degree Works site.

**Degree Works** is an application that allows students to explore educational paths and determine the preparation and timeline needed to accomplish their educational goals

#### SITE MEMBERSHIP POLICY

Site members should accord themselves in a professional and respectful manner when publishing content on the Site web site. Members agree not to publish content that is illegal or offensive to other site members and agree to share their user names and e-mail addresses with other members of this Site. Members may not use Site web sites for the publication or distribution of copyrighted materials or licensed software.

I have read and understood the school's policy on Site Membership.

Tell us why you want to be a member of this restricted site \*

6. Type in the title of the guest message in the **Guest Message Name** field.

#### Create MyGateway Site

1 2 **3 Site Guest Message** 4 Site Member Message 5 Submit Request

#### Site Guest Message

**Guest Message Name \***

Test Message

**Guest Message Content \***

**B I U S**   Alt+0

This is the NOCCCD Test Site. Members will be able to access resources, media, and communicate with others.

body

Prev

Next

7. Add the body of the welcome message in the **Guest Message Content** box. A rich text editing toolbar is provided for formatting, custom HTML code, and adding media to the message.
8. Click the **Next** button to continue

The next step is to set a welcome message to all current members of the Site upon entering.


9. Type in the title of the message in the **Member Message Name** field.
10. Add the body of the welcome message in the **Member Message Content** box. A rich text editing toolbar is provided for formatting, custom HTML code, and adding media to the message.

## Site Member Message

Member Message Name \*

Member Message

Member Message Content \*



Welcome to the NOCCCD Test Site. This site will house all of the available resources, media, and an area to communicate with other members on important topics. Be sure to look at the Events section for opportunities to participate in the fun.

body

Prev

Next

11. Click the **Next** button to continue.
12. The final step is to submit the site request for approval. Provide any comments to be taken into consideration for approval, read the Site Policy, and check the confirmation box. Click the **Next** button to continue.

## Submit Request

Request Comment \*

This is the official test site accessible to all interested student, staff, and faculty upon request.

Site Policy

### SITES POLICY

Public Sites that are of general interest to students and faculty will be approved. These Sites must not promote activities that are illegal or that violate the rights of others. Restricted Sites may be created only if they are associated with a sanctioned site or if the Site leader has obtained permission from the Director of the Office of Student Affairs.

### SITE MEMBERSHIP POLICY

Site members should accord themselves in a professional and respectful manner when publishing content on the Site web site. Members agree not to publish content that is illegal or offensive to other site members and agree to share their user names and e-mail addresses with other members of this Site. Members may not use Site web sites for the publication or distribution of copyrighted materials or licensed software.

I have read and understood the Site Policy. \*

Prev

Next

13. The next screen will display all Site settings as entered. If there are corrections to be made, click the **Prev** button. Otherwise click the **Next** button to submit the site request.

## Create MyGateway Site

Progress bar showing steps: 1. Message, 2. Site Member Message, 3. Submit Request, 4. Summary. The current step is 4, Summary. A [Sign Out](#) button is visible on the right.

### Summary

Site Name	Test Site
Site Category	Cultural
Type	Public
Sort Membership Lists By Last Name	No
Guest Message Name	Test Message
Guest Message Content	This is the NOCCCD Test Site. Members will be able to access resources, media, and communicate with others.
Member Message Name	Member Message
Member Message Content	Welcome to the NOCCCD Test Site! This site will house all of the available resources, media, and an area to communicate with other members on important topics. Be sure to look at the Events section for opportunities to participate in the fun!
Request Comment	This is the official test site accessible to all interested student, staff, and faculty upon request.

[Prev](#)

[Finish](#)

If successful, a confirmation message will appear stating the site request has been sent for approval. Once approval is received, the new site will be added to your MyGateway account and accessible.