

SharkLink Instructions Document

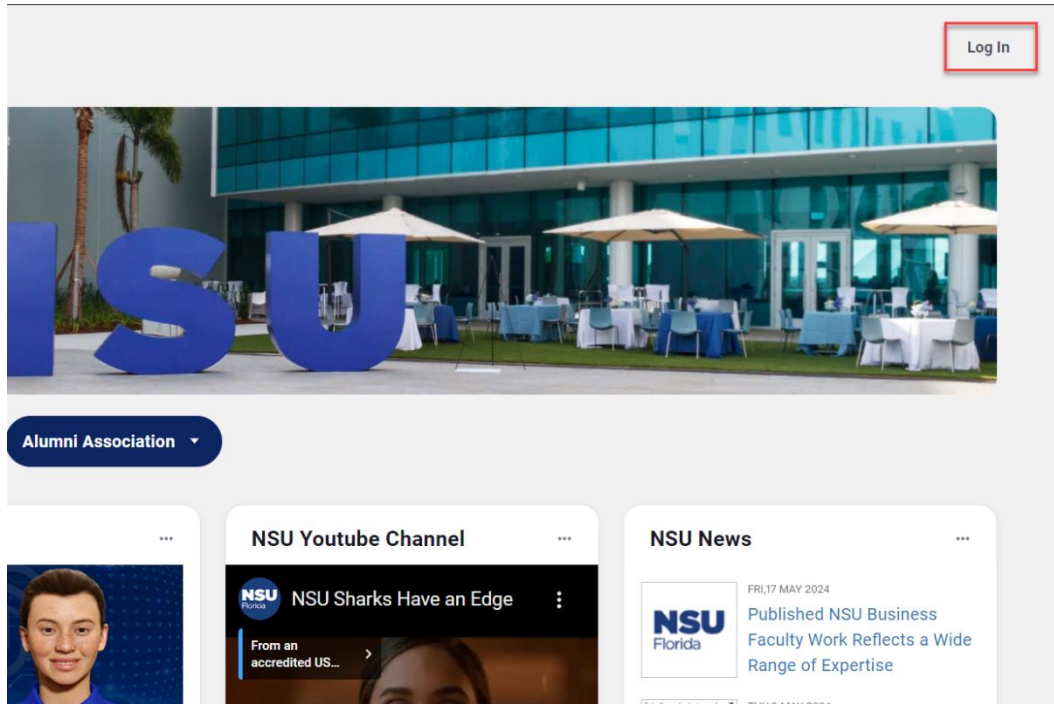
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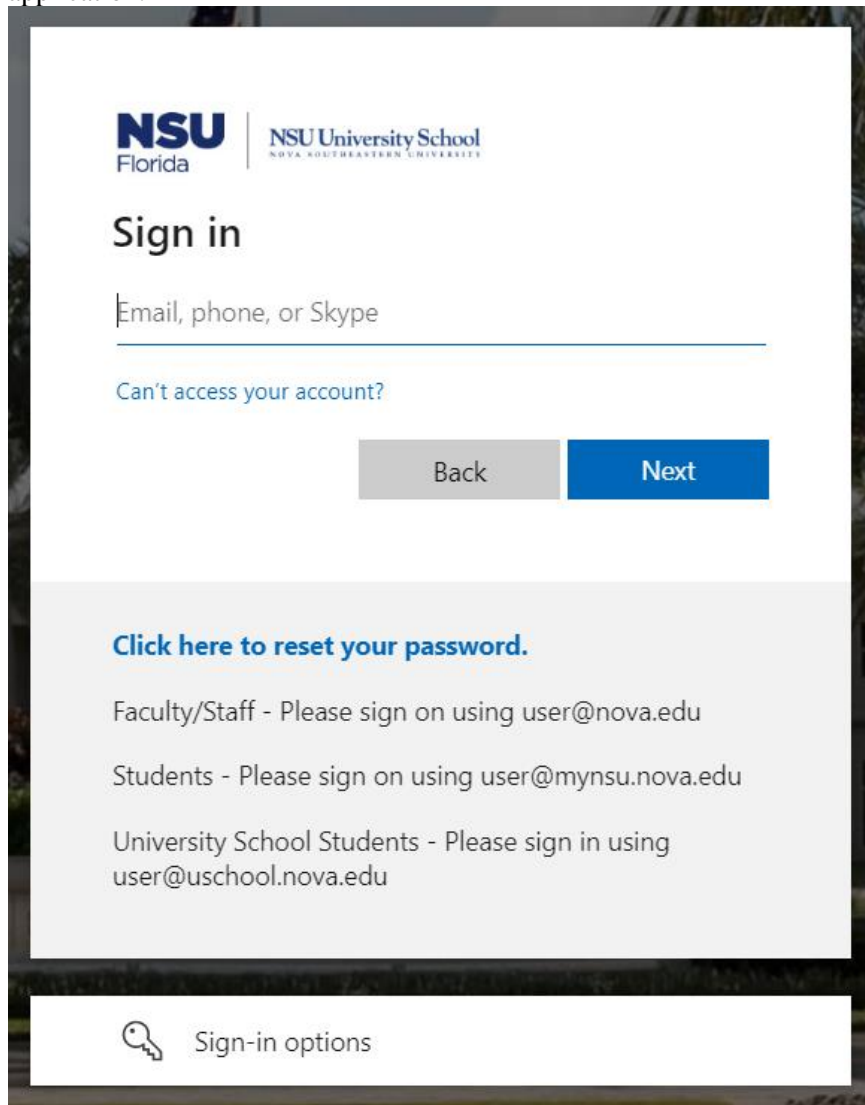
Access

The steps below will guide you through navigating the portal. To access the new SharkLink portal, follow the steps below:

1. Log in to [SharkLink](https://sharklinkportal.nova.edu/) at <https://sharklinkportal.nova.edu/>.
2. In the top right corner of the page, click “login.” You may be prompted to complete two-factor authentication.



- The system may automatically log you in if you have an active login session with another application.

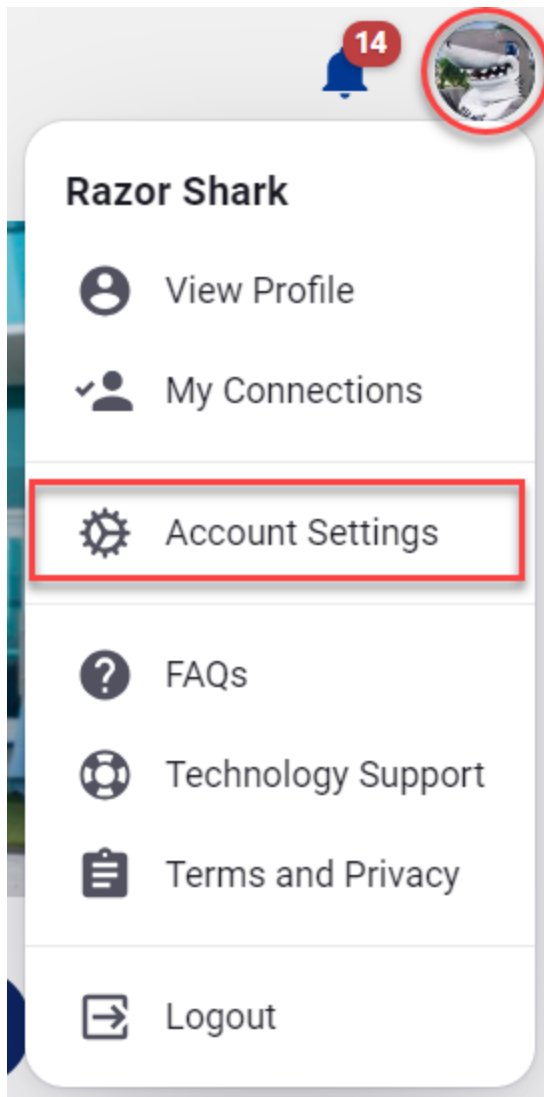
The image shows a screenshot of the NSU Florida sign-in page. At the top left, there is the NSU Florida logo and the text "NSU University School NOVA SOUTHEASTERN UNIVERSITY". Below this, the heading "Sign in" is displayed. A text input field is labeled "Email, phone, or Skype". Below the input field, there is a link that says "Can't access your account?". At the bottom of the sign-in section, there are two buttons: "Back" and "Next". Below the sign-in section, there is a link that says "Click here to reset your password.". Further down, there are three lines of text providing instructions for different user groups: "Faculty/Staff - Please sign on using user@nova.edu", "Students - Please sign on using user@mynsu.nova.edu", and "University School Students - Please sign in using user@uschool.nova.edu". At the bottom of the page, there is a section titled "Sign-in options" with a key icon.

3. Once you successfully complete the authentication process, you will see your portal dashboard by default.

Account Settings

The account settings allow you to set up your privacy settings.

1. Click on the User Option in the top right corner.
2. Select Account Settings.
3. Select the General, Privacy tab, or Notifications to adjust your settings.
4. Your settings will be automatically saved.



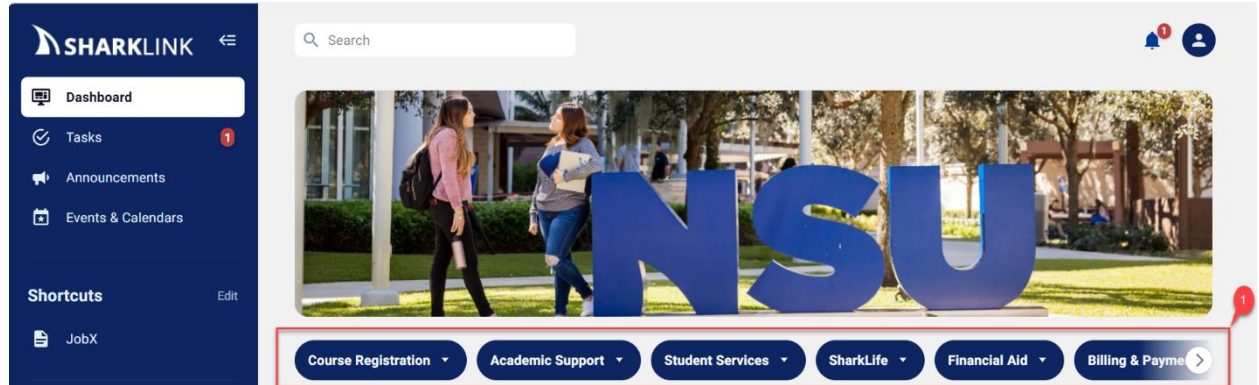
Dashboard

Your most important content is accessible in your portal dashboard. The dashboard is composed of capsules and widgets.

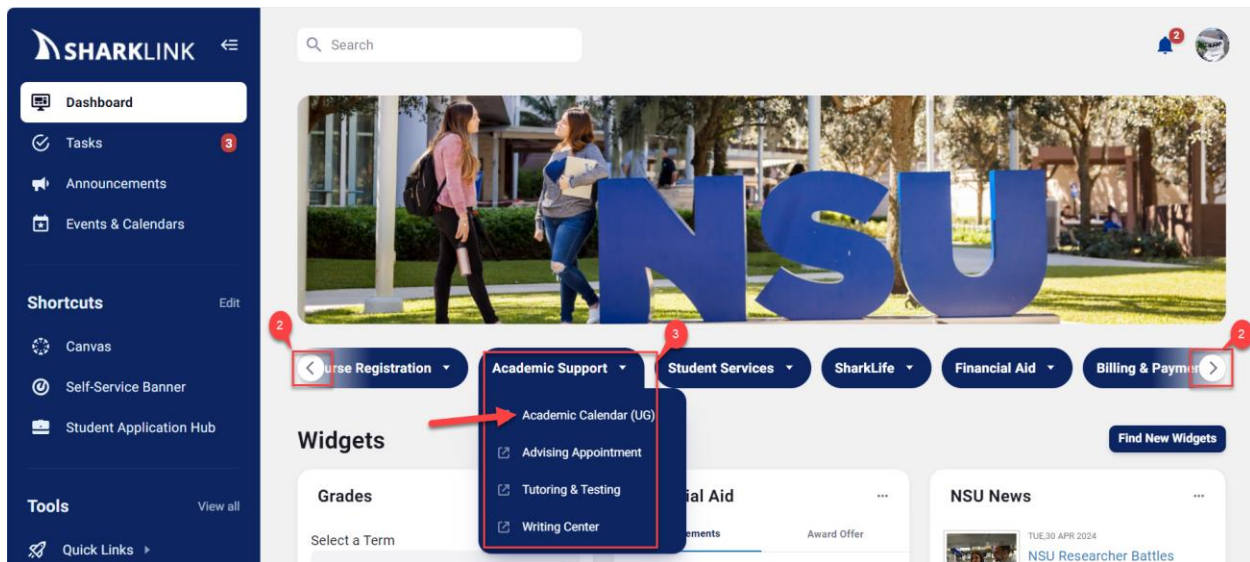
A. Capsule

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1. The capsules contain relevant links in an easily accessible location at the top of your dashboard.



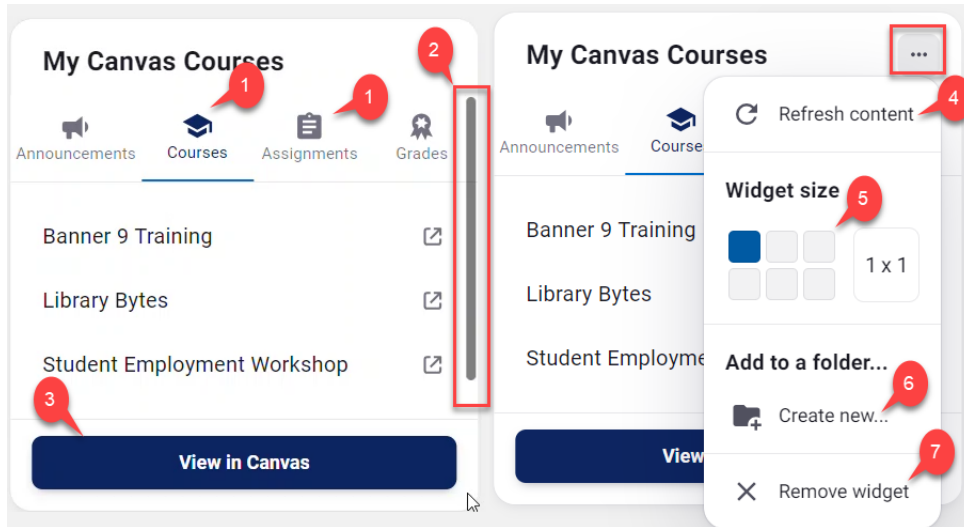
2. Hover your mouse near one of the capsules to see the scrolling bar. Scroll left and right to find more capsules.
3. Select a capsule to view the links contained within.



B. Widgets

A widget displays personalized content, such as your academic profile, financial aid, human resources, and more. Embedded functionality allows you to:

1. Toggle between tabs
2. Scroll up and down to find more content
3. Access external systems with the buttons on the bottom
4. Refresh your content
5. Change the widget size
6. Create a folder
7. Remove a widget. Some widgets are required and may not be removed.

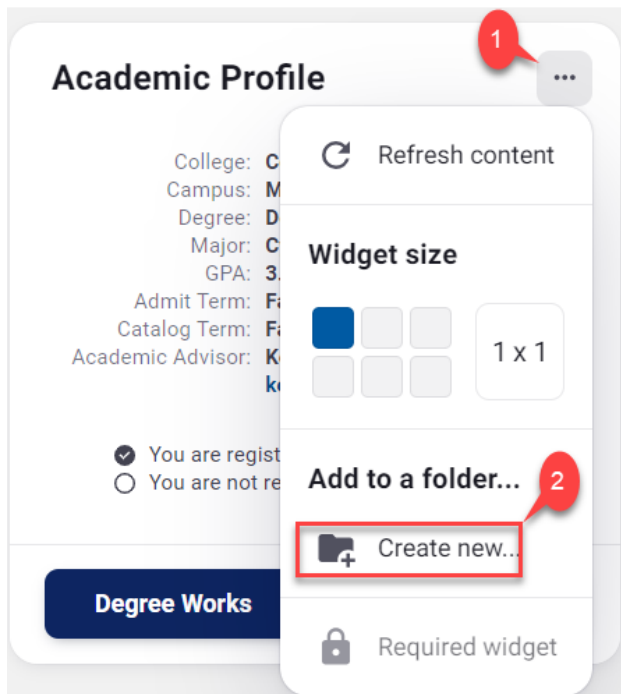


You can personalize your portal dashboard based on your preferences for easy access to your most important content.

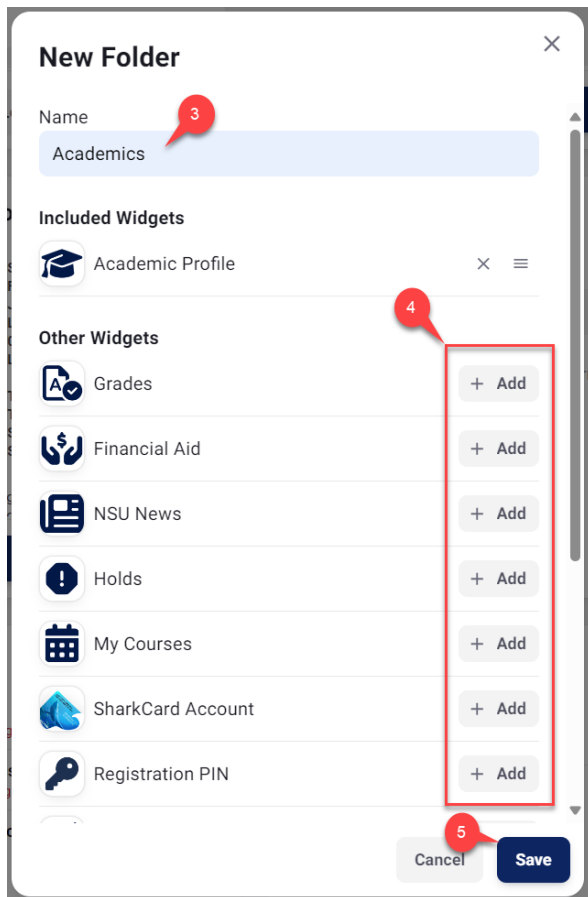
Steps to organize your widgets

If you want all your academic widgets in one place, you can place them in the same folder! You can organize your widgets in folders to best suit your preferences and keep your dashboard organized. Here's how:

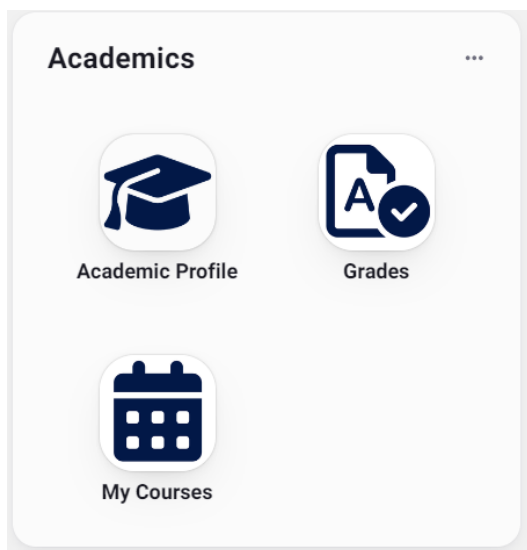
1. Select a widget and click the eclipse option.
2. Click on "create a new folder."



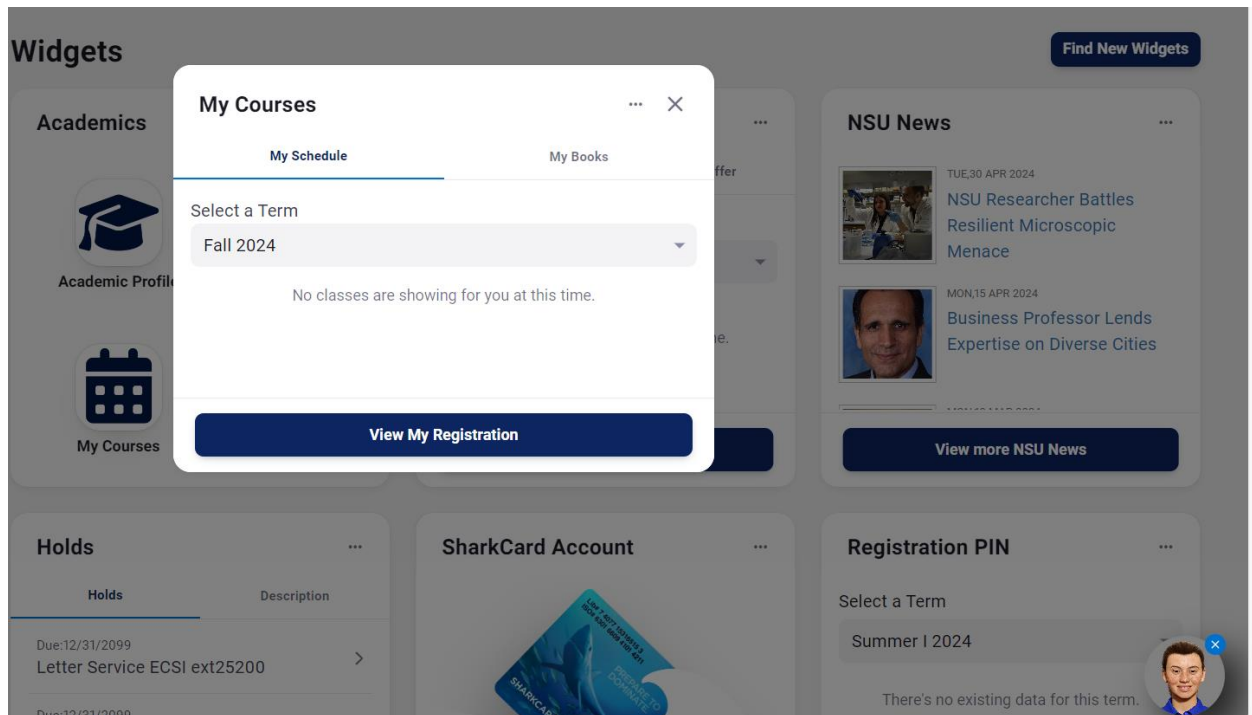
3. Provide a name for your folder.
4. Click “Add” next to the widget to add additional widgets to your folder.
5. Select “Save” to create your folder.



6. You have successfully created a widget folder.

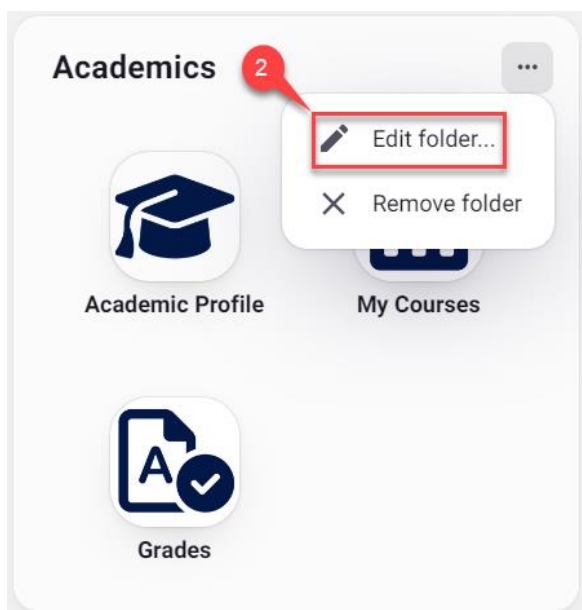


7. To view the content in your folder, click the widget icon. The widget box will pop up.

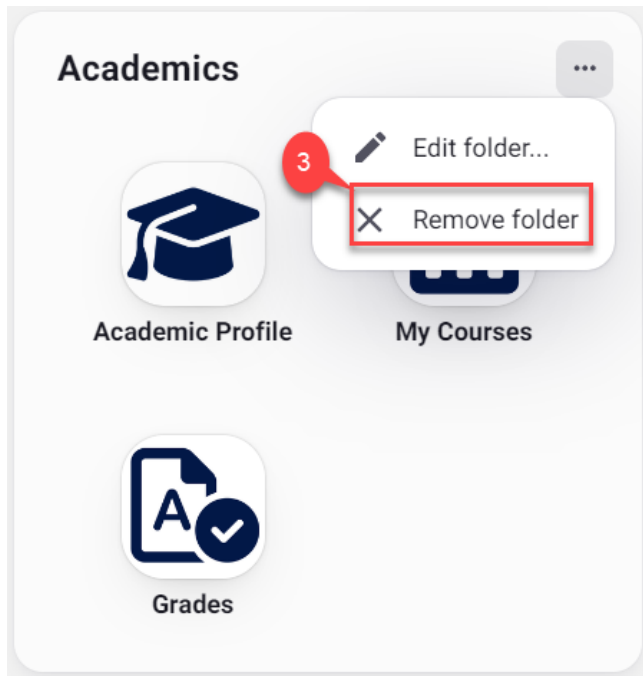


Steps to manage your folders

1. Select the eclipse on the top right of the folder.
2. Click on “Edit folder” and update your preferences.

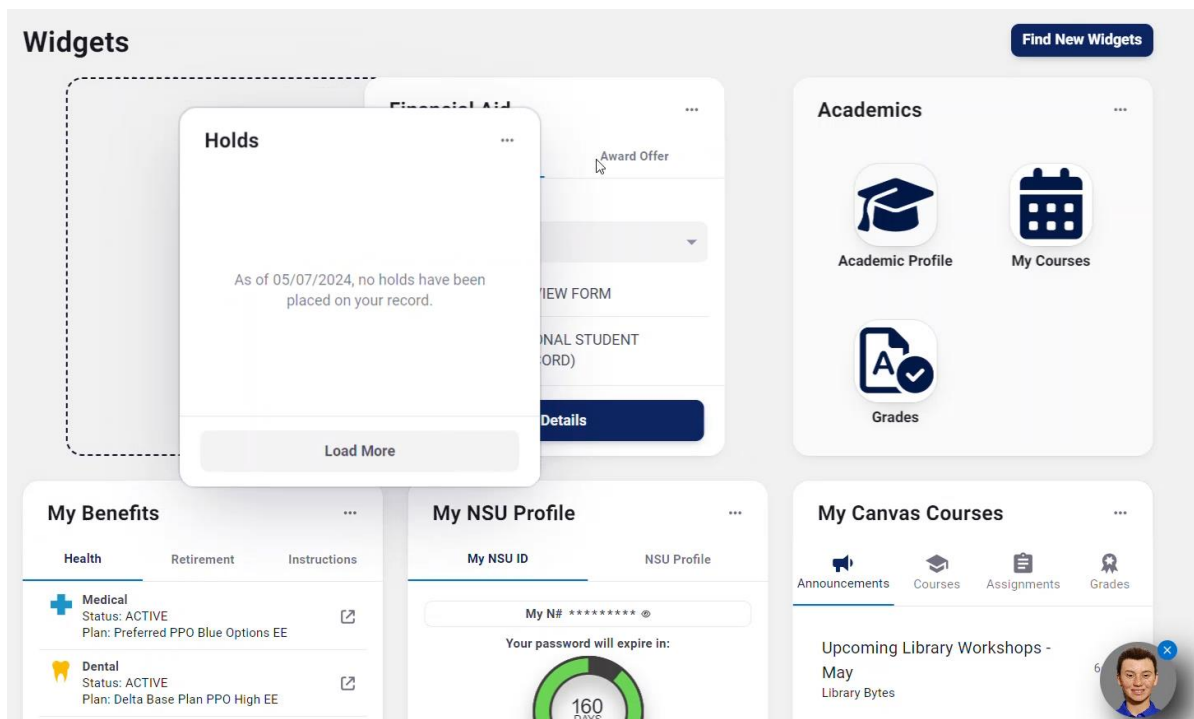


3. Click on “remove folder” to delete your folder.

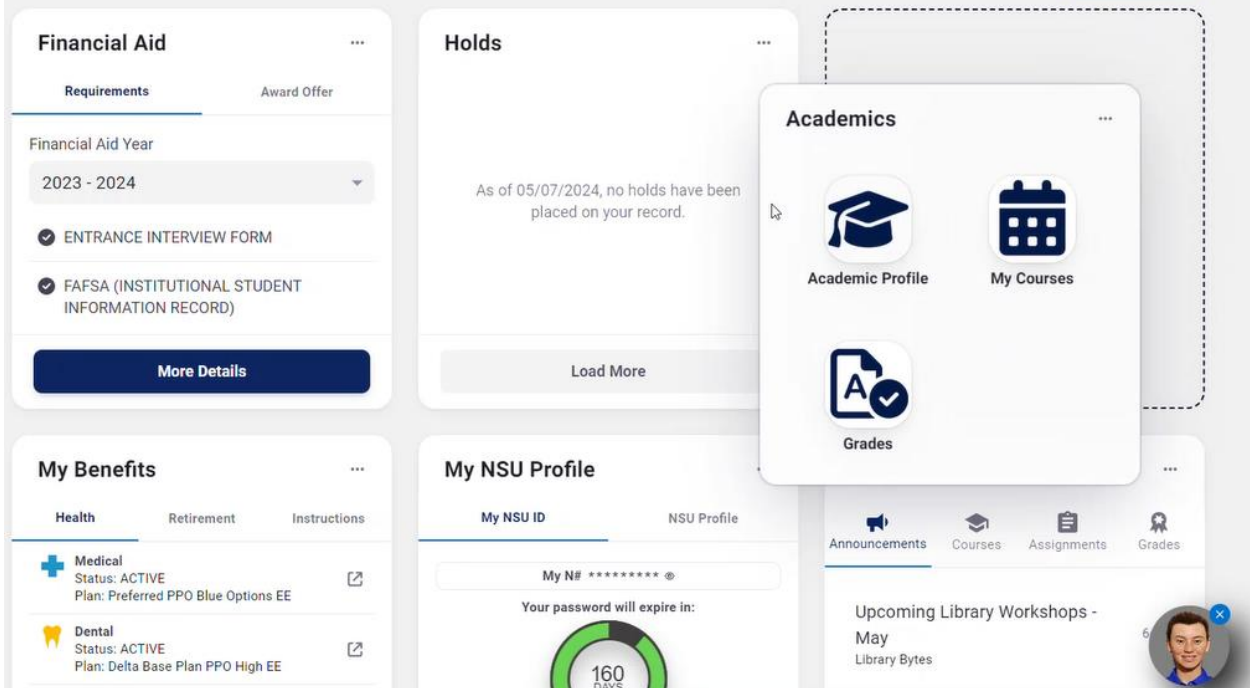


Steps to personalize your dashboard

1. Click on the widget you want to move and hold.
2. Drag right to left or top to bottom to place the widget into your preferred location on the dashboard.

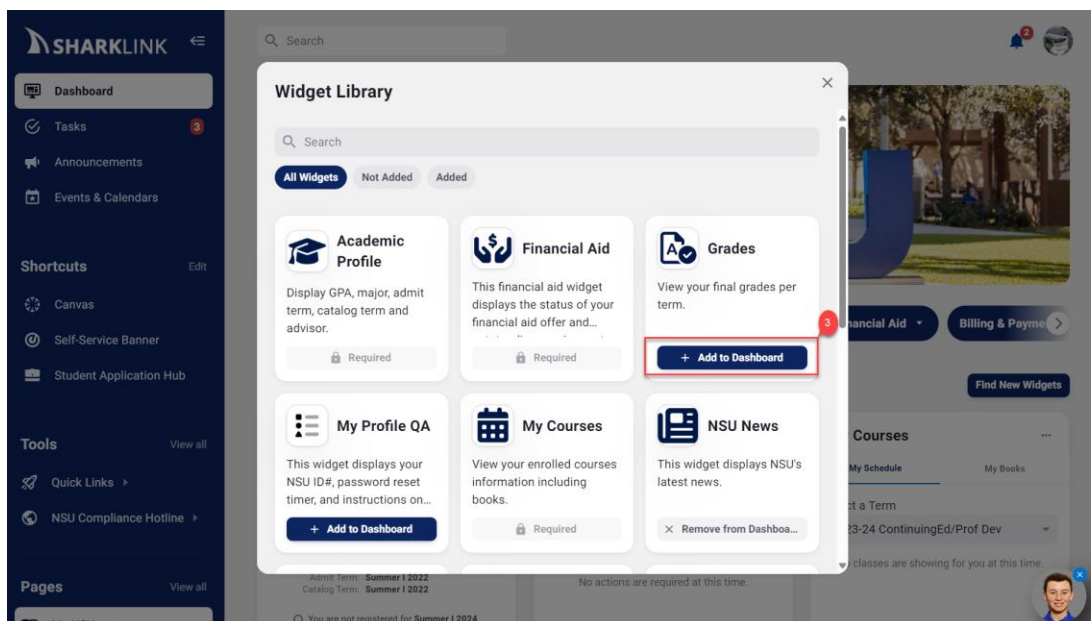


Widgets



Steps to add new widgets

1. Click on “find new widgets” at the top right.
2. Search and filter your selection by “all widgets” or “not added” to view if there’s a widget you can add to your dashboard.
3. Simply click “Add to Dashboard” to add the widget to your dashboard.



Tools

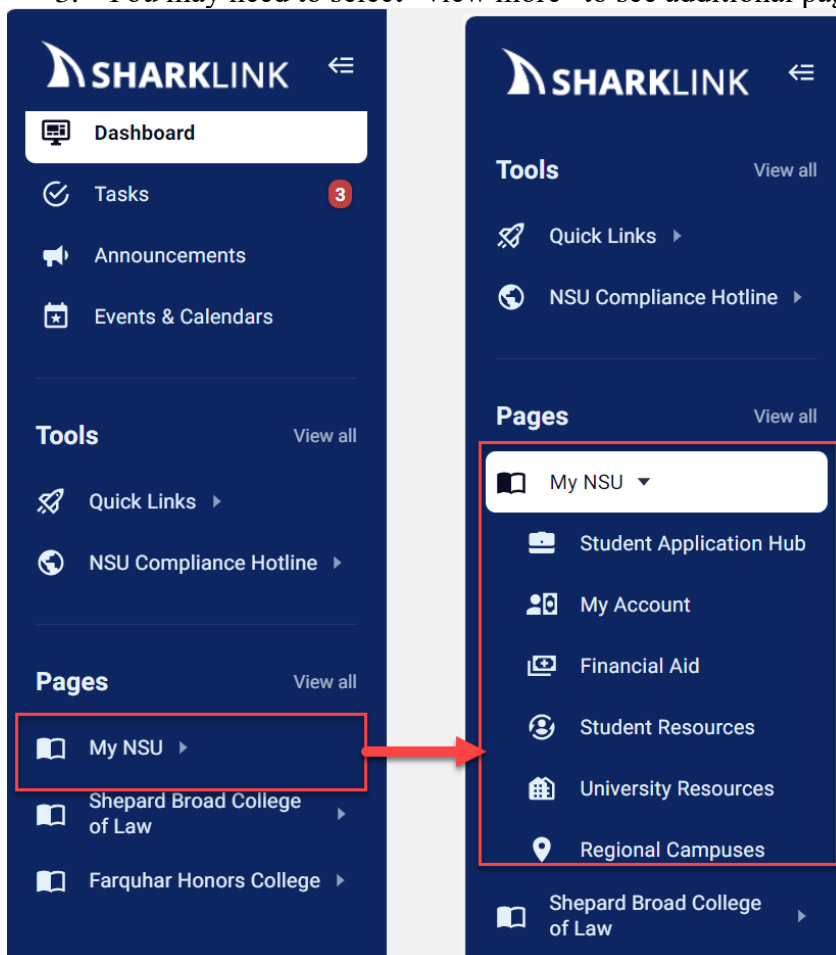
Below are the steps to find tools in SharkLink.

1. Navigate to the “Tools” section on the left-hand menu.
2. Select the tools category dropdown to find the tools you’re interested in. You can also select the “view all” button to view all your tools.
3. You may need to select “view more” to see additional pages that are assigned to you.

Pages

Departmental pages, such as Financial Aid, Human Resources, Student Account (Bursar), and more, are organized under the “My NSU” page category. College pages are organized by their respective names. Below are the steps to find pages in SharkLink.

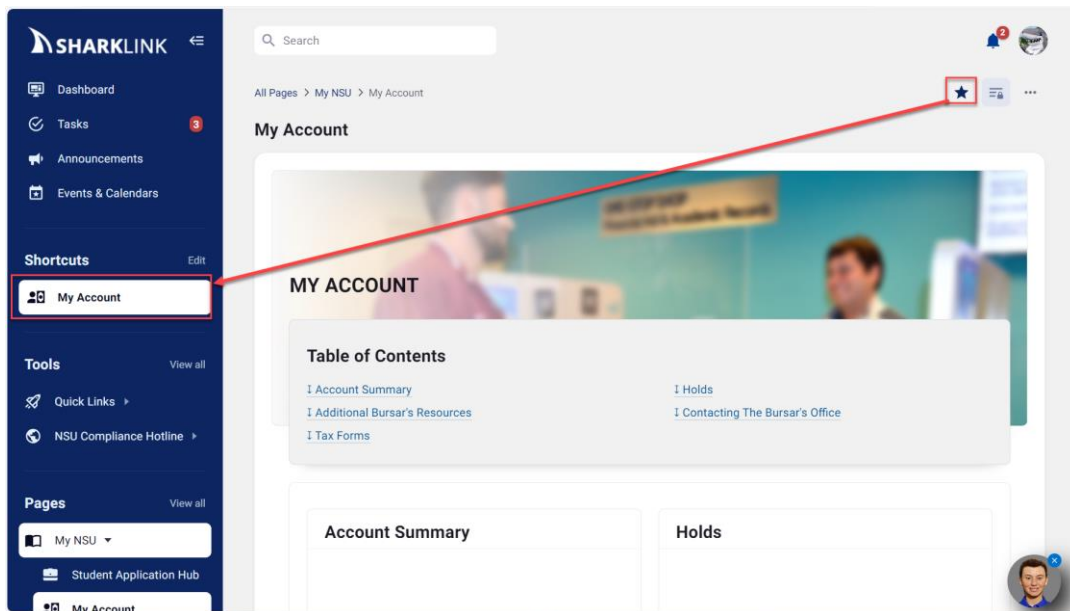
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2. Select the page category dropdown to find the page you’re interested in. You can also select the “view all” button to view all your pages.
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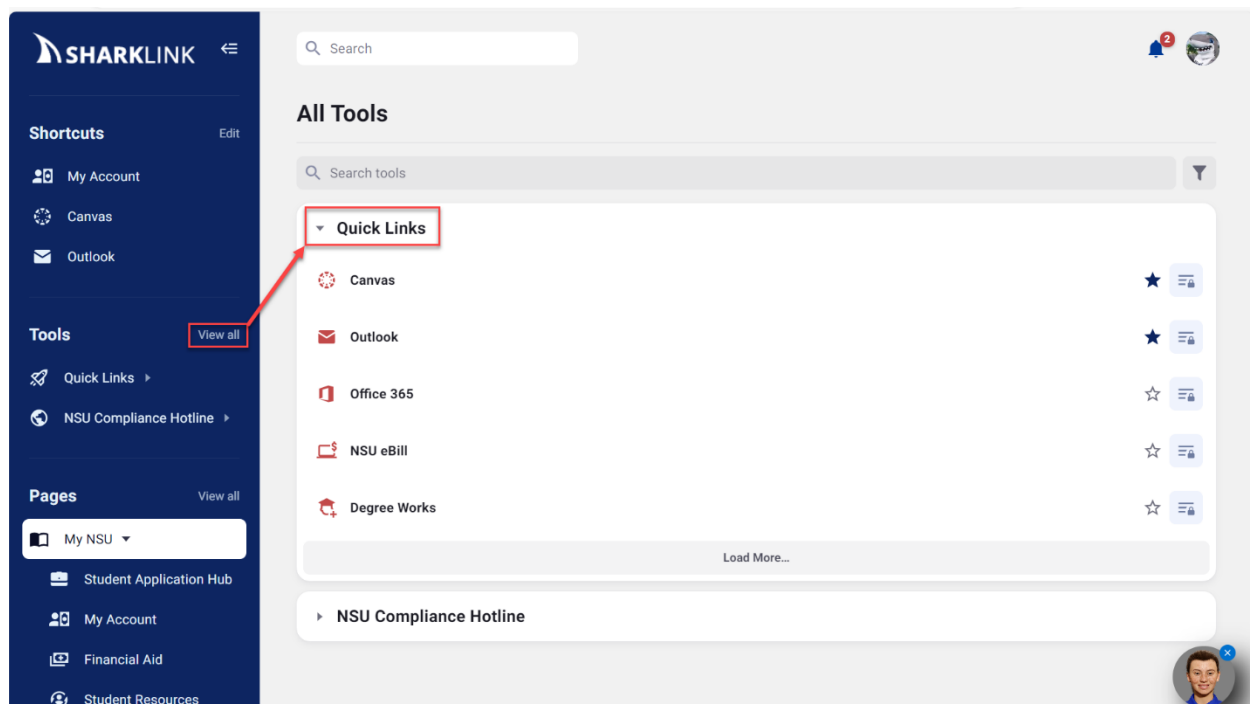
Shortcuts

Pages and tools can be added as shortcuts.

1. For pages, locate and open the page.
2. Click on the “add to shortcuts” star icon on the top right corner.



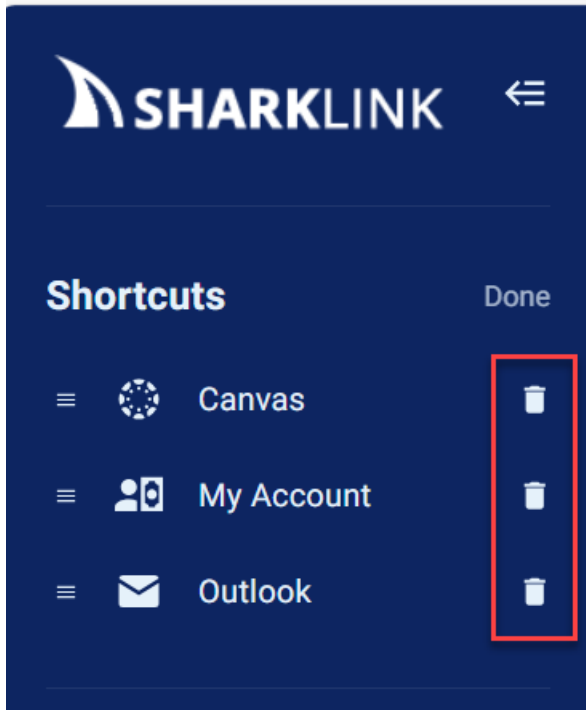
3. For tools, select the “view all” button, then Quick Links.



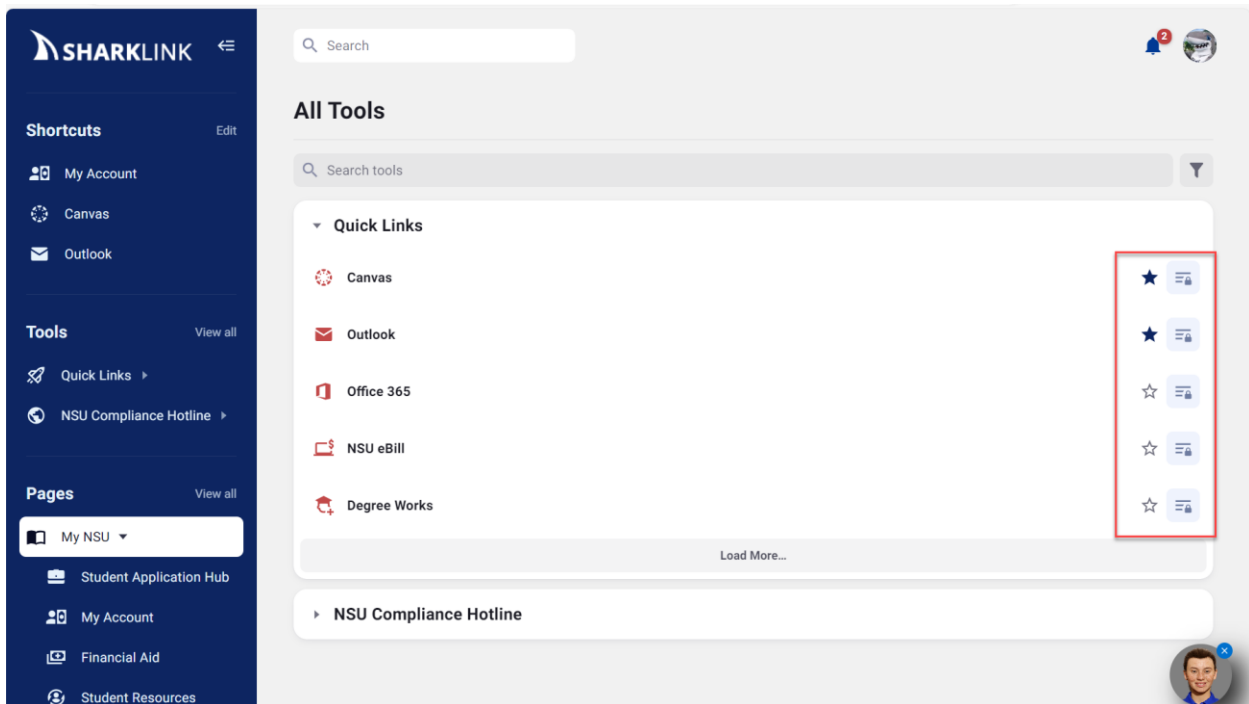
4. Click on the “star” icon on the tools page to add the tool as a shortcut.

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- To order your shortcuts, select the “edit” icon on the left menu and the “remove” icon to delete the shortcuts.

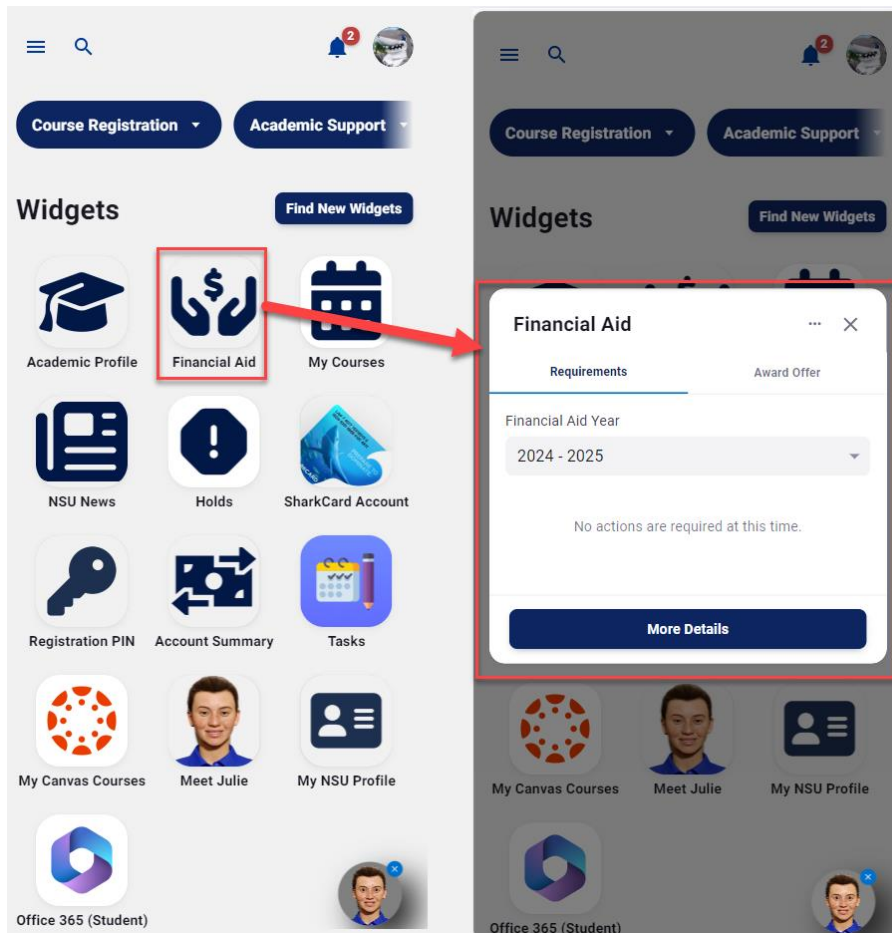


- To change the order of your shortcuts, select the “edit” icon on the left menu, and drag top and bottom to order the shortcuts.



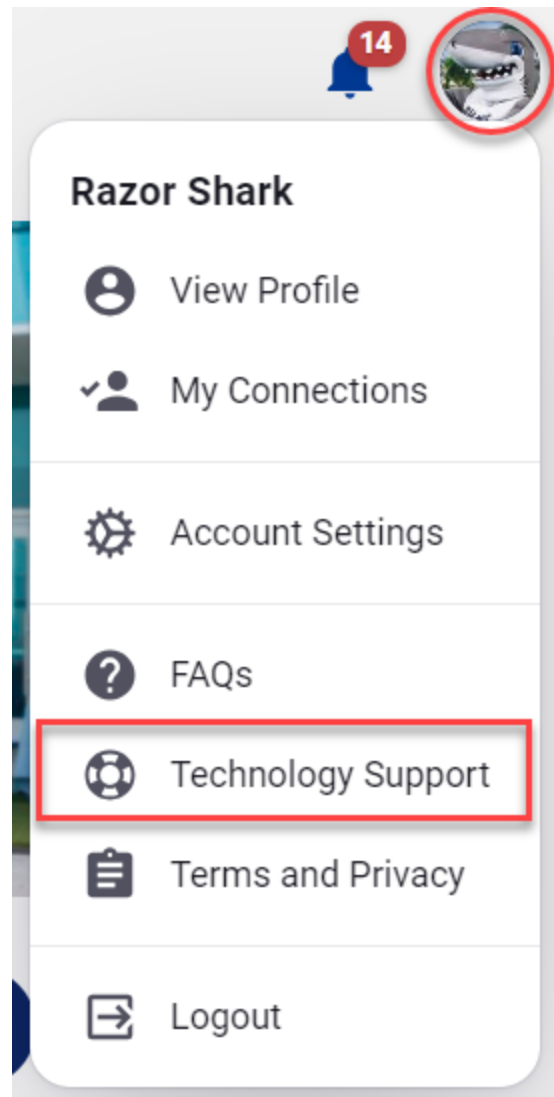
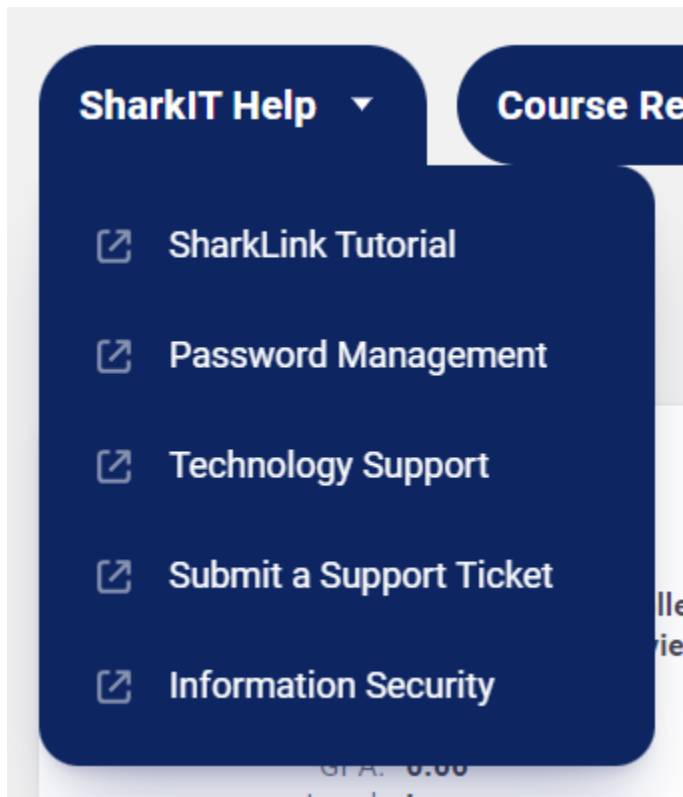
Mobile

The redesigned SharkLink portal is mobile responsive. On mobile, your widgets are organized as icons offering a less clustered view. Simply select the widget icon to view the content.



How to get help!

If you are experiencing any technical issues with the SharkLink portal, please contact our SharkIT Support Desk. Here is their contact information.



Hours of Operation

Monday-Friday **7 a.m. – 7 p.m.**

Saturday **8:30 a.m. – 5 p.m.**

Sunday **Closed**

Phone Students: 954-262-4357

Phone Staff: 954-262-0070

Toll Free: 800-541-6682 ext. 24357

Email: SharkITServices@nova.edu