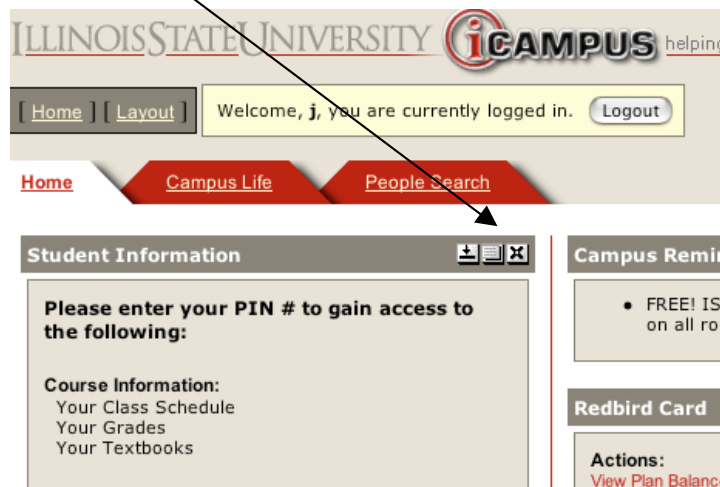




## Adding a Channel in the iCampus Portal

The iCampus Web portal is a network of personal information and applications for Illinois State University students, faculty, and staff. Before a faculty member can access their class information, a channel needs to be added to their information.

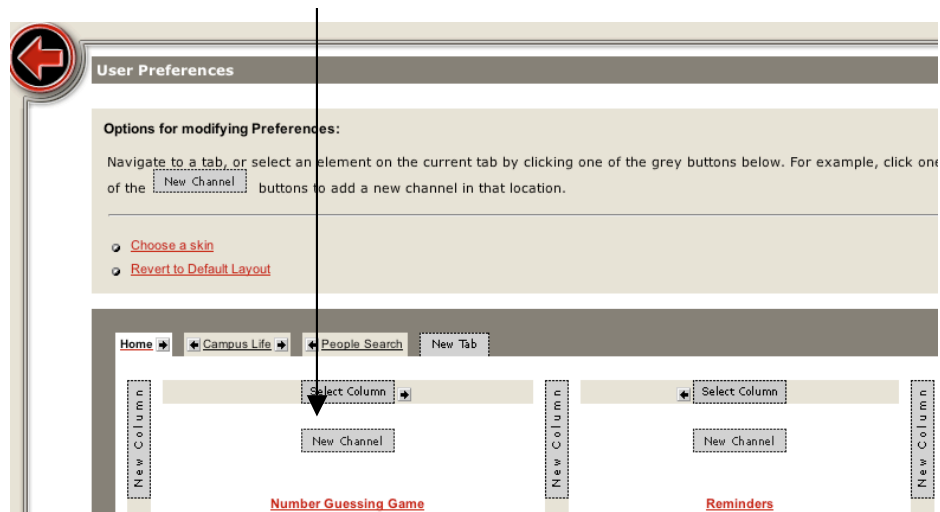
1. The iCampus Portal can be accessed either from the ISU homepage or by entering <http://www.icampus.ilstu.edu>.
2. Login with your ULID and your Password .
3. After login you will come to your Home page. It is here that you will begin to create a channel to your Faculty Information. Delete Student Information by clicking on the “X”. A dialog box will appear. To remove this channel, click “OK”.



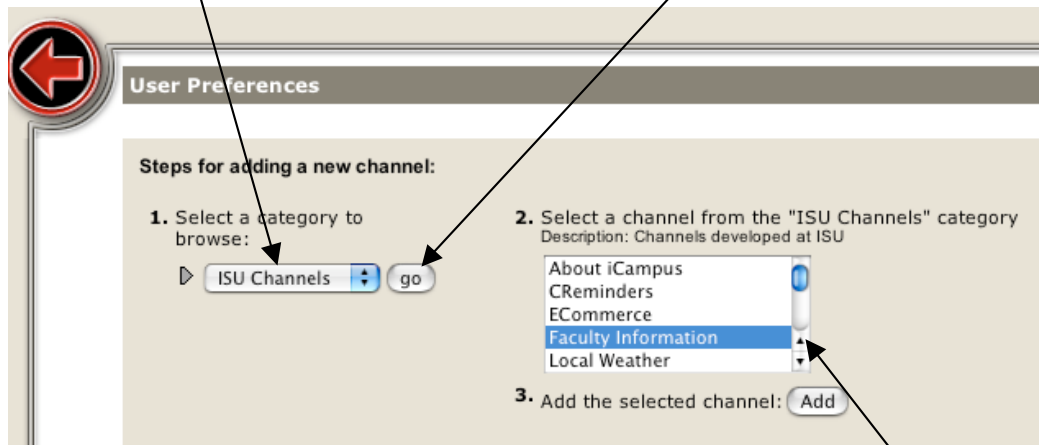
4. Note: Student Information channel has been removed. Now click on “Layout” to add a new channel.



5. Click on the indicated “New Channel” in the page layout.



6. The first step is select a category to browse. From the pull-down menu, select “ISU Channels” from the pull down menu and click “go”.



7. A second section will appear and ask you to select a channel from the ISU Channels' category. Select “Faculty Information” and click “Add”.
8. You will return to the Layout page. Click the red arrow to return you to your Home page. Notice that under the “Home” is a new channel “Faculty Information”. Your information you can be accessed by submitting your 4-digit PIN #. If you do not yet have a PIN#, use the mmdd of your birthday.
9. Now would be a good time to change your PIN #. Under “Updates”, click on “Change Your PIN #”. Enter your new 4-digit PIN# and confirm by re-entering your new PIN#. Click “Submit” or hit “Enter”.