

# MyYSU Channels Policy Guidelines

## Terms

**Tab** – organization of channels. Five tabs represent the current maximum limit that one can have.

**Content Channel** – channel with content targeting either entire campus or specific roles (i.e., finance, student, faculty, employee, etc.). Departments, offices, plus established campus organizations may request a content channel.

**Default Channel** – channel that appear on the Home, Student, Faculty/Staff, and initially on the MyTab tab. These channels were determined by the MyYSU Implementation Team and are intended for long-term usage at YSU.

**Content Owner** – determines channel content.

**Content Administrator** – creates channel.

**Content Provider** – adds content to channel.

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## Criteria for Requesting a Channel

### Content Channel

- Departments, offices, and established campus organizations may request a channel by sending an email to [webmaster@ysu.edu](mailto:webmaster@ysu.edu).
- The channel should serve either a campus-wide audience or one of the current MyYSU roles (i.e., student, employee, etc.). It is encouraged that similar content be combined into one channel (i.e., Athletics and Campus Recreation & Intramural Sports, Student Employment and Career Services, etc.).
- The department, office, or organization must identify a content owner, administrator, and provider for the channel. These roles can overlap as well as be shared among multiple individuals.
- To serve as a channel administrator and/or provider, one must attend a training session on setting up and maintaining channels or review online materials available in the “Tips & Tricks – MyYSU Portal” channel.
- The channel must meet above criteria in order to be approved.
- The channel can then be added to MyTab or MyTab2 tab by users.

### Default Channel

- Must meet above criteria.
- In addition, requests must be approved by the MyYSU Advisory Committee.
- If approved, the channel will be added by the MyYSU system administrator to the appropriate tab (i.e., Home, Student, Faculty/Staff, or MyTab).

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## Channel Modifications

- Content corrections should be directed to [webmaster@ysu.edu](mailto:webmaster@ysu.edu).

## **Channel Maintenance**

- If there is a change in channel maintenance (i.e., owner, administrator, or provider), or a need to have channel removed email [webmaster@ysu.edu](mailto:webmaster@ysu.edu).

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