How to Locate College Information Tips

NSCC WEBSITE: www.northshore.edu

MY NORTHSHORE (College Portal): https://my.northshore.edu

MY NORTHSHORE College Intranet Access from College Portal

Getting to Intranet – Click icons

Searching in My NORTHSHORE

By keyword:
Type in the keywords – search bar is in the top middle of the page, then click “Search”

By categories:
Select “Categories” then select from list

Searching in website
Click 🔍 on the up-right corner to expand the search box, then type in the keywords and click 🔍

Searching in intranet
Click 🔍 on the up-right corner to expand the search box, then type in the keywords and click 🔍
The #1 Concept to Understand

The environments that support core information and access to services are driven by three separate server environments which are hosted externally (the cloud). The three distinct and separate environments are:

1. **Public Web Site** [http://www.northshore.edu](http://www.northshore.edu)
   
   **Purpose:** Primarily a marketing tool used to attract and provide information to prospective students and applicants. When you search on the Public web site the results will only provide information about things contained within the Public Web Site environment. It will not provide any detailed results about data contained within the My Northshore portal or the College Intranet, which are protected (secure) environments. The majority of Information for current students and employees (internal policies, internal forms, internal procedures, advising information for faculty, etc.) is located within the College Intranet.

2. **My Northshore College Portal** – [https://my.northshore.edu](https://my.northshore.edu)
   
   **Purpose:** The My Northshore portal is tile-based, protected environment (requiring a login) that primarily serves as a conduit to other systems – for example – selecting any of these Tiles (Gmail, Blackboard, Rave, Google Docs, College Department pages) simply brings you to that resource/separate system. Searching within the My Northshore portal only provides information about the Tiles within this environment. The search results will not and cannot provide information about the contents of other connected systems. The College portal has no content management tools and is simply a conveyance mechanism that provides access to the other system that do hold data and information, such as the college intranet.

3. **College Intranet (College Department Pages, etc.)**
   
   **Purpose:** The College Intranet is a protected environment (requiring a login) supported by the same content management tools that are used for the public web site, which is why the two environments look so similar. Access to this system is only possible from the My Northshore college portal. The intranet’s purpose to provide college employees and students with the information necessary to successfully do their jobs and pass classes. The intranet content is maintained by Contents Editors from various areas of the school who leverage a set of built-in tools to update information and messaging. Content on this system can be accessed by navigating the menus or by searching via the magnifying glass icon (such as with the public web site.) This system provides access to content such as:
   
   - Policies
   - Procedures
   - Forms
   - Advising information for faculty and students

Searching the College Intranet provides results for content on this system only – It will **not** provide results for information that resides on the public web site or My Northshore portal.
Top Common Questions:

1. **How do I know which system I am on?** (refer to Diagram on first page and see info below)

   **Public Web site**
   - The URL begins with [http://www.northshore.edu](http://www.northshore.edu)
   - Logo in upper left corner is white and the standard North Shore logo
   - Search tool can be located by clicking the magnifying glass in the upper righthand corner

   **My Northshore Portal**
   - The URL is [https://my.northshore.edu](https://my.northshore.edu)
   - Requires a login with your college username and password
   - Search bar is located in the top middle of the screen
   - It is the only system that contains many tiles / icons leading to different services
   - Logo in upper left has the North Shore Seal and is titled My Northshore

   **College Intranet**
   - Access can only be obtained through the My NorthShore portal
   - Logo in upper left has the North Shore Seal and is titled My Northshore
   - Search tool can be located by clicking the magnifying glass in the upper righthand corner

2. **How Can I Find / Locate the Information I am Looking For?**

   - If you are a new or prospective student or are looking for publicly available information about the college then the public web site is the place to start. As stated above the public web site is primarily a marketing tools designed to provide information useful for prospective students. Various legal documentation and polices can also be found on the public web site.
   - If you are looking for Internal policies, procedures, forms, advising resources and information for faculty then the College intranet which can be accessed via the My Northshore portal is where you want to look.
   - If you are looking to access systems such as Gmail, Blackboard, Emergency Messaging, etc then the My Northshore portal is where you need to be.

3. **Why Can’t I Just Search For All Information from Within the My North Shore Portal?**

   The My North Shore portal is an independent system and can only provide search results for information specific to itself. One way to look at this is to use Gmail as an example. You cannot search the contents of your email from anywhere but inside your inbox. Systems like Blackboard or Banner, even
though they all belong to college and share username and passwords, have no ability to read the contents of your email because each of these systems is a distinct entity. The public web site, portal and intranet — though related — function in the same way.

4. **Within the My Northshore Portal What Options Exist to Search for and Locate the Appropriate Tile/System?**
   - You can use the search tool located in the upper right corner
   - Categories exist for related items — you can get to the categories with the search tool bar by selecting the Categories option. For example for faculty and staff there is a category **College Intranet Resources** — selecting this will list all tiles which lead to College Intranet Resources.

5. **Within the My North Shore Portal - Can I Obtain more Information About What Each Tile / Icon Does?**
   - Yes – the **button on each tile typically contains a more detailed description about what the service does or what information it contains.