Getting started with myFYDashboard

Welcome Class of 2019!

The information in the next few paragraphs is critical to your success in using our online pre-orientation program. From this point forward, the online-pre-orientation program will be referred to as myFirstYear (myFY)Dashboard. This secure system is a way for you to provide Gettysburg good information about YOU so that we can be ready for you when you arrive. You will be asked to provide information about your academic interests, any credits you are bringing with you from previous study, housing preferences, your family, your health insurance, etc. In addition to providing information, you will be asked to complete a tutorial regarding the College’s Honor Code, as well as to take the appropriate language placement test(s). It is a prerequisite to registering for your first semester of courses, which you will do later in the summer beginning on June 22nd. Students MUST complete myFYDashboard to be eligible to register for courses.

Once you follow the detailed instructions provided, you will be able to access the myFYDashboard at anytime and anywhere in the world as long as you have an internet connection; please refer to the tips section for suitable browsers. You can begin the program and come back to it as many times as you would like until the deadline.

In order to successfully access your myFYDashboard, you will need the letter and packet you received from our office, the password provided in the email you received from Keira Kant, and access to the Orientation website (www.gettysburg.edu/orientation). Please follow the directions provided, as well as tips for a smooth experience with our system.

1. From the Gettysburg College website, click on Orientation.
2. You will be directed to the Orientation 2015 website. Click on the link for myFirstYearDashboard and you should see a login box.
3. Enter your USERID provided in the letter from the packet you received from our office.
4. You should be prompted to enter a password. Enter the password you received in the email from Keira Kant.
5. You should then be prompted to change your password. Please change the password using the password guidelines. Write down the new password you just created.
6. A new link should appear. This is a link to the Self Management of Passwords (SMOP).
7. Enter your USERID (the one from the letter in the packet) and your new password (the one you created and noted for future reference).
8. Next, click on Enroll on the left side of the screen and follow the prompts for the creation of security questions. When the security questions are completed, click the Enroll button and then click the Continue button. Then close the SMOP window.
9. Return to the orientation website and click on the link for myFirstYearDashboard. You will be prompted to enter your USERID (the one from the letter in the packet) and your password (the one you just created, NOT the one provided in the email from Keira Kant).

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10. Begin completing the various components of the myFYDashboard. For each item in the myFYDashboard that you complete, you should receive a green check mark. If a green check mark does not appear when you believe it should appear, try using the REFRESH button; the green check should appear. When all items are marked, you have completed the myFYDashboard and you will receive a congratulations message on your screen.

TIPS for successful completion of myFYDashboard

- A note about “myGettysburg” accounts:
  - As a part of the creation of your college accounts, access to the “myGettysburg” account that you used during the application process will be temporarily unavailable. Once you have set up your new username and password, you will be able to login to” myGettysburg” using those credentials, please DO NOT use your original USERID or password. Please do not sign up for a new account, as all your information will be transferred over to the new account.

- **SMOP = Self Management of Password**
- When creating your new password please make careful note of it! Once you enroll in SMOP, you will be able to self-manage passwords should you forget, but you need that new password the first time you begin the SMOP process.
- If you forget your password, return to the SMOP website to reset your password. Enter your USERID and click continue. You will then be prompted with the security questions you previously answered. Follow the instructions to create and manage a new password.
- PC users should use Firefox or Chrome
- Mac users should use Firefox
- Please DO NOT use mobile devices to complete the myFYDashboard. You should only use a laptop or a desktop.
- QUESTIONS? Call 717.337.6901 or email orientation@gettysburg.edu.