# Customize your
# **mySaskPolytech**
# experience!

**SASKATCHEWAN POLYTECHNIC**

mySaskPolytech provides you with a simple, personalized experience and centralized access to important resources, links and alerts. With a mobile-friendly design, it's easy to find all the resources and information you need across your devices.

When you log in you'll be shown your personalized homepage and cards.

### 1. What are cards?

Cards are blocks of content and links that help you find the resources you need including:

- your courses and grades
- your T2202 for your income tax return
- confirmation of enrolment and transcripts
- use or forward your Sask Polytech email account
- viewing your ID number

### 2. Can I customize my homepage?

Yes! You can remove, add and move around most cards.

- To move a card click or tap on the title, hold it down and drag it to where you want it to go. You can also click on the three dots (⋮) in the upper right corner and use the move forward/backward links.
- To remove a card click on the Bookmark button (🔖) in the upper right corner.
- If you remove a card and want to get it back, you can find it again on the All Cards page.
- Some cards cannot be moved or removed. These cards have important links and information about Sask Polytech services.

### 3. Are there more cards?

You can find more cards on the All Cards page, accessible by the All Cards link on the hamburger menu (≡) at the top left of the screen or the View All Cards link on the Category menu. You can search by keyword or browse all the available cards. Use the Bookmark button on each card to add it to your homepage.

### 4. How do I get access?

If you are new to Saskatchewan Polytechnic your username and password will be sent to you shortly after you have applied to a program or registered for a course. Your default password is your date of birth (ddmmyy). Once you receive your username and password you can visit **mysaskpolytech.ca.** If you're on a campus computer you'll automatically be logged in.

### 5. How do I change my password?

Enrol in the Password Manager by logging on to mySaskPolytech, opening the hamburger menu and clicking the link Change my password under Resources.

### 6. What if I forget my password?

If you forget your username or password to login, submit a **sign-in troubleshooting ticket** to the IT Service Desk.

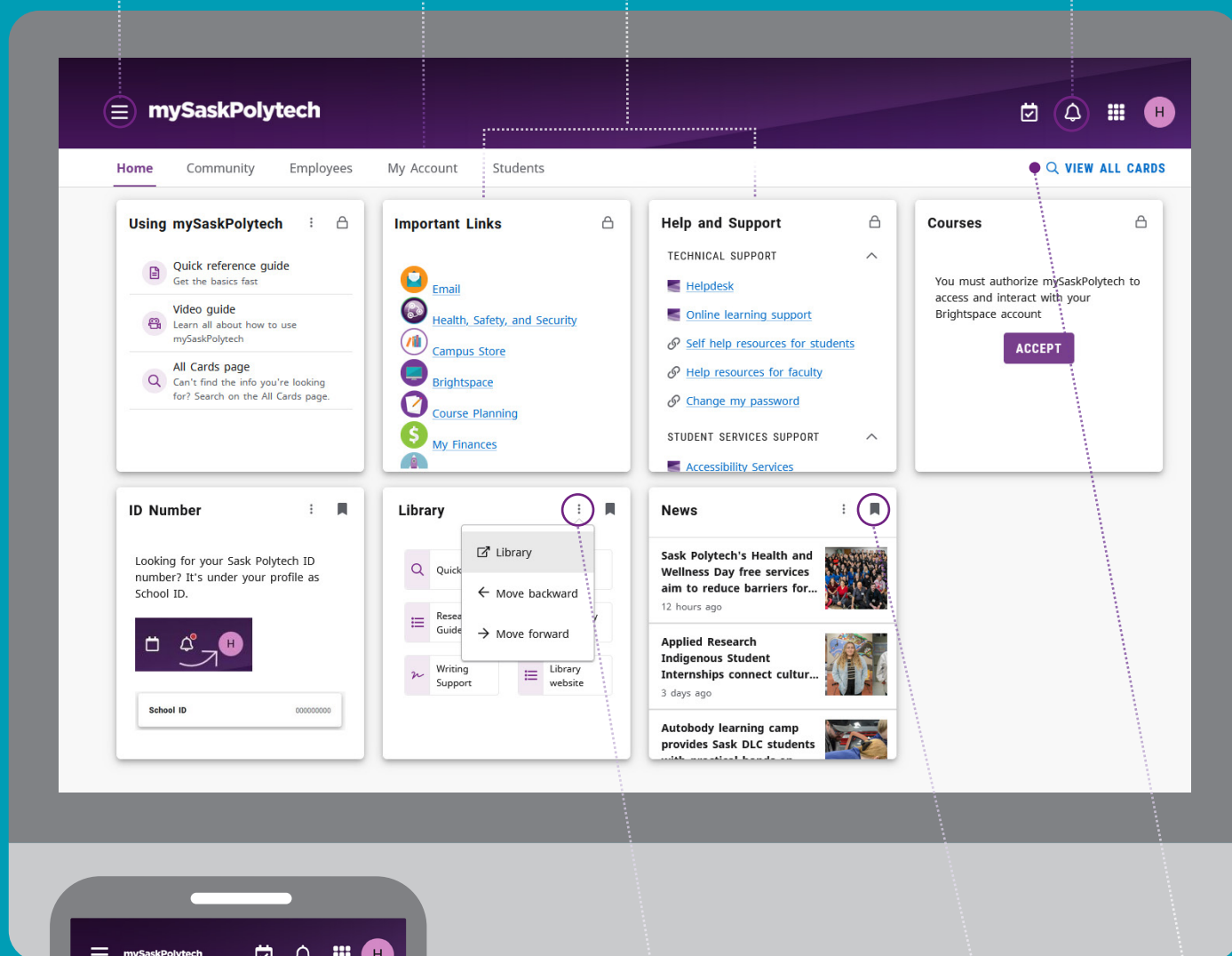### 7. What if I experience technical difficulties logging in?

If you need assistance logging in or resetting your password, submit a **sign-in troubleshooting ticket** to the IT Service Desk.

Main hamburger menu
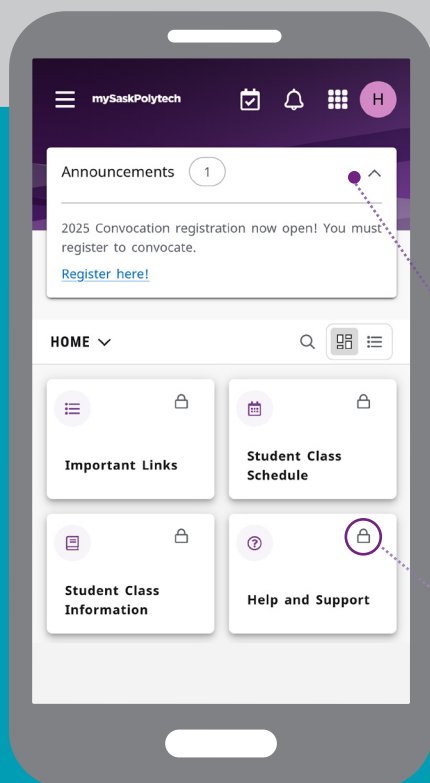
Category menu

Cards

Notifications

POR-25-010

Search for cards

Rearrange cards

Bookmark button

Announcements

Card cannot be moved

Mobile friendly