Helpful Tips

The myMICA portal now offers several ways to find and access the pages you need:

myMICA Header Navigation

When you login to myMICA, you’ll notice right under the color header “MYMICA,” a slash, and then one or more drop-down menus. If you have one role at MICA (staff, faculty, student, alumni, etc.), you’ll see one drop-down menu. If you have multiple roles at MICA (e.g. staff and alumni), you’ll see a drop-down for each of your roles. Pages you have access to in myMICA will appear in your drop-down(s).

Explore MICA Navigation

You can also see all the pages available to you through the Explore MICA navigation. When you’re logged into myMICA, click “EXPLORE MICA” in the main navigation. Then click “MYMICA”

Customized List of Tools

If you have pages and resources in myMICA that you access on a regular basis, you can build a custom menu of links to these pages. To do this, follow these instructions.

How to Create a Bookmark in myMICA:

1. Login to myMICA at www.mica.edu/mymica, using your MICA login and password
2. If you have any existing bookmarks, you’ll see them listed under “Jump to the tools you use most.”
3. Navigate to the page on the website that you wish to bookmark
4. Click the “BOOKMARK” button at the top right of the page
5. Navigate back to your myMICA landing page by clicking “MYMICA” in the navigation bar

You should now see a link to that page listed under “Jump to the tools you use most.” Please note: this feature will only work when you are logged in to myMICA.