

West Virginia University  
Office of the University Registrar

# USING TEST USERS THROUGH MASTERAPPS



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# REQUESTING ACCESS

- Submit a TD ticket here:  
<https://wvu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=8339>
  - Click Request Access
  - Subject: Access to DGWorks-Patch and Portal-Patch Apps
  - Description: Request access to the “DGWorks-Patch and Portal-Patch Apps”. Please be sure to include your username or ID.
- Email [Registrar@mail.wvu.edu](mailto:Registrar@mail.wvu.edu) to receive test usernames and passwords. Please include “Access to Test Users” in the subject of the email.



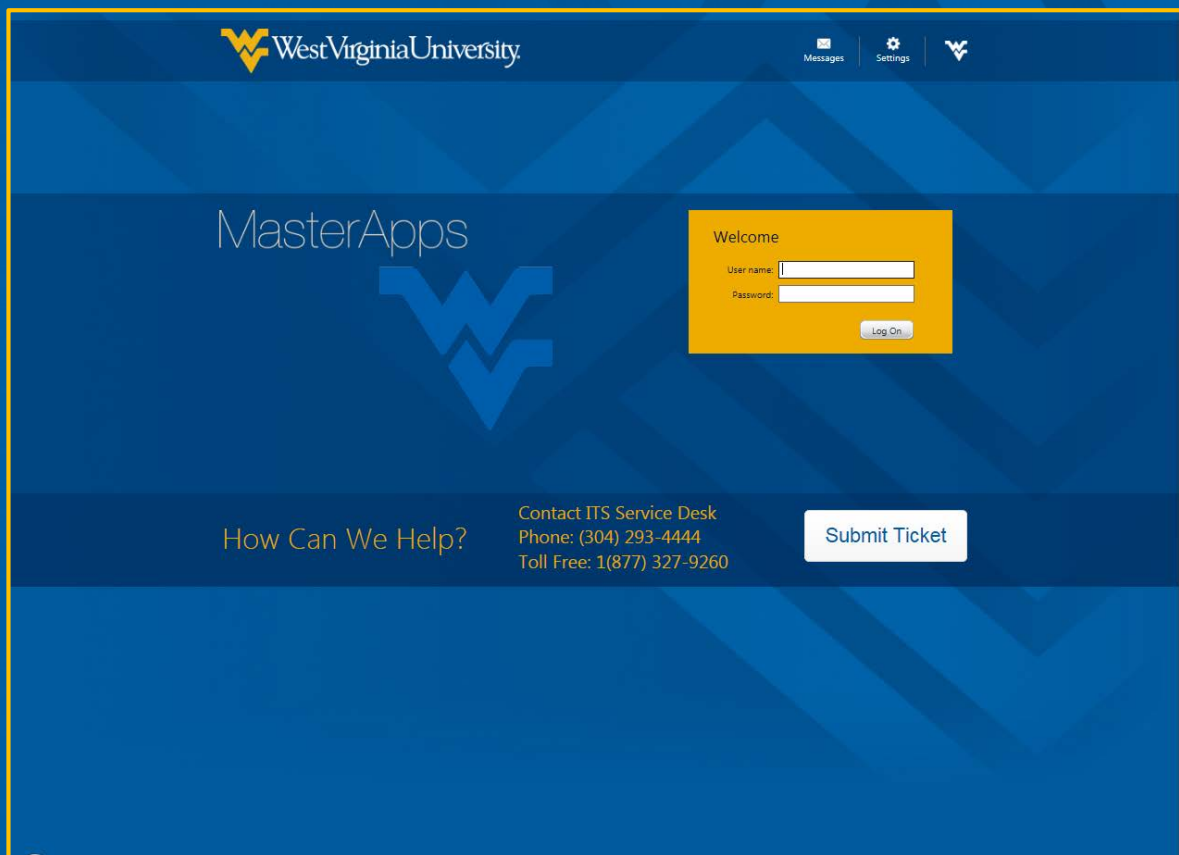
# USING MASTERAPPS

- Navigate to [masterapps.wvu.edu](https://masterapps.wvu.edu)
- If you have never used Masterapps, you will need to install the client on your PC. If you are using a shared PC, it likely already has the client installed.
- Additional information on accessing and installing Masterapps can be found here:
  - <https://wvu.teamdynamix.com/TDClient/KB/ArticleDet?ID=7705>
  - <https://wvu.teamdynamix.com/TDClient/KB/ArticleDet?ID=7710>



# USING MASTERAPPS

- Once you have installed Masterapps, log into the system.



# USING MASTERAPPS

- If you would like to use the test user in Degree Works only, click on the icon labeled DGWorks-Patch.
- If you would like to use the Portal including access to STAR and Schedule Builder, click the Portal-Patch icon.



# USING MASTERAPPS

The screenshot displays a web application interface. At the top, there is a dark blue header bar containing a search input field with the text "Search", a user profile icon, and the text "Logged on as: jmimes". To the right of the header are navigation links for "Messages", "Settings", "Log Off", and a West Virginia University logo. Below the header is a large white content area. In the center of this area is a window titled "Main" with a "Select view:" dropdown and a refresh icon. The window contains two items, each with a globe icon: "DGWorks-Patch" on the left and "Portal-Patch" on the right. At the bottom of the window, a hint message reads: "Hint: Unable to find the resource you need? Use Search to locate it for you." with a close button.



# UTILIZING TEST USERS

- After clicking on the icon, a download will start. Accept the download and run the program.
- This will open a Firefox window.
- You should see a login page like you would when logging into the portal normally.
- Use the username and password provided by the Registrar's office to log into the system.





# UTILIZING TEST USERS

- Once you have logged in, you can access the system as a test student. There have been both undergraduate and graduate students created.
- All FERPA information has been removed so you can use the test users for student presentations.



# UTILIZING TEST USERS

The screenshot displays the 'Student Home' portal for Jane Doe. The browser address bar shows the URL: <https://portal-patch.wvu-patch.wvu.edu/students/Pages/default.aspx>. The page features a navigation menu with 'Home' selected. Below the menu are several utility buttons: DegreeWorks, Financial Aid Information, STAR, and Schedule Builder. The main content area is divided into several sections:

- PRT Status:** A green notification box stating "The PRT is running on a normal schedule."
- eCampus Courses:** A section with a red error message: "Could not retrieve classes from ILPCConnection. There were no classes found." It includes a "BROWSER CHECK" link.
- STAR Schedule:** A section with tabs for "STAR Schedule" and "STAR Grades". Under "COURSES I AM TAKING", it lists: "Principles of Accounting Fall 2016 - 1617 - 1 ACCT 201/ Lecture/ 001 ( Normal Grading Mode ) August 17, 2016 - December 06, 2016 Mon,Wed,Fri 12:30 PM - 01:20 PM Business & Economics Building 459".
- My To Do:** A section with tabs for "My To Do" and "My Week". It shows a red error message: "Could not retrieve tasks from ILPCConnection." and a "TODAY" summary for "Tuesday, January 23rd, 2018" with "0" tasks. Below it, it states "There were no items found."
- Student Account:** A section with a dropdown menu. It shows a warning: "You have not made a payment in 30 days." and a "Current Outstanding Balance" of "\$1,234.00" with a "View Details" button.
- WVU Academic Calendar:** A section with a "View All Events" button.
- WVU Athletics Calendar:** A section listing events: "WVU Boxing Practice (1/23/2018)", "WVU Women's Basketball vs Texas Tech (1/24/2018)", "Women's Track and Field at Penn State National Open (1/26/2018)", and "Bob Huggins Fish Fry Fundraiser (1/26/2018)". It also includes "Gymnastics at UC Davis with Illinois-Chicago (1/26/2018)" and a "View All Events" button.
- WVU Resources:** A section with a link to "ALEKS Math Assessment".
- MIX Email:** A section with a dropdown menu showing "You Have 3 Unread Messages" and a "Google" notification with a "3" badge.



# ISSUES/QUESTIONS?

If you are having issues logging in, please do not reset the passwords or try to reclaim the account. Please contact the OUR and we can assist you.

Office of the University Registrar

304.293.5355

[Registrar@mail.wvu.edu](mailto:Registrar@mail.wvu.edu)

