# Navigating the MyU Portal

Heidi H. Shoemake
Student Information Systems
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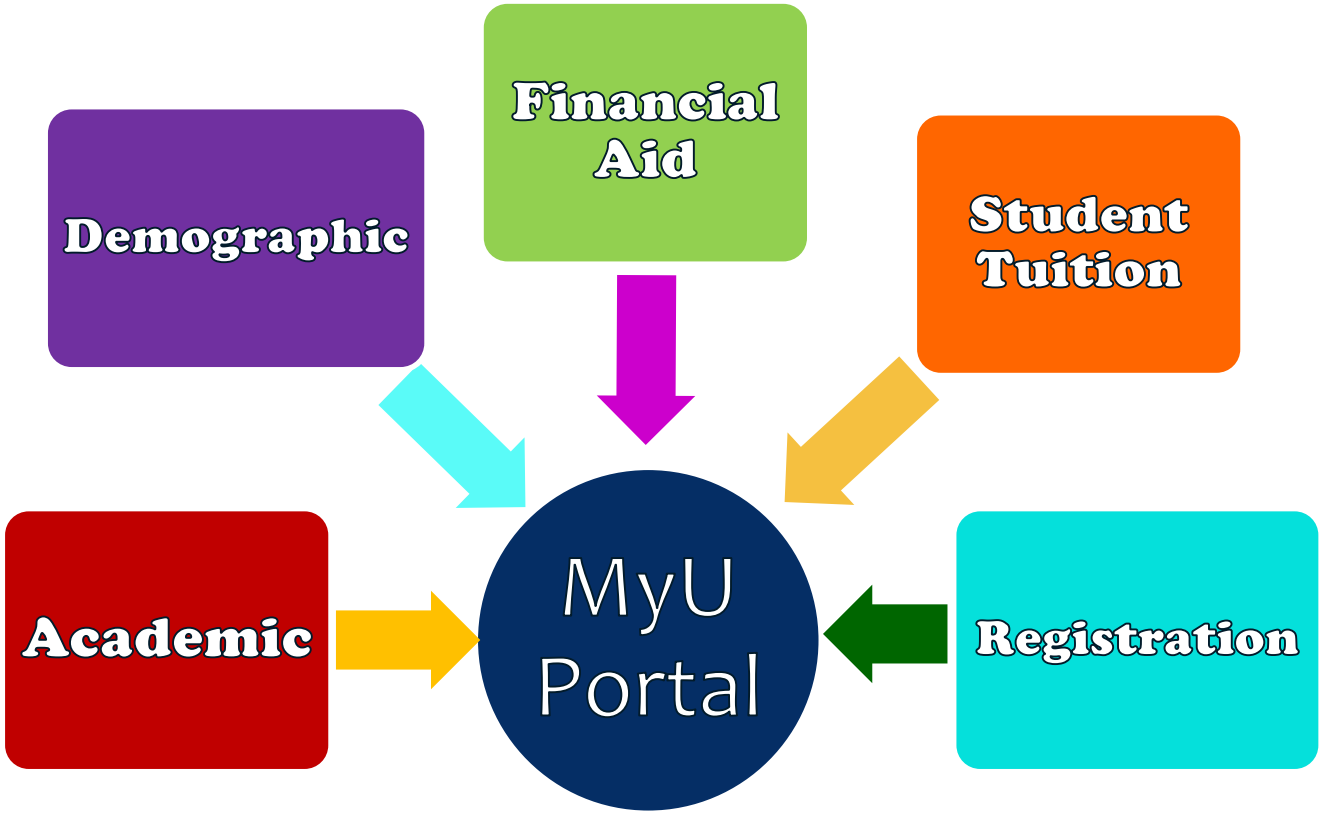
THE UNIVERSITY OF MISSISSIPPI
MEDICAL CENTER

# MyU Portal

* Used by:
  * Students
  * Faculty
  * Staff

* Interactive "Front-End" display of data from SAP Student, Financial Aid and Billing Systems



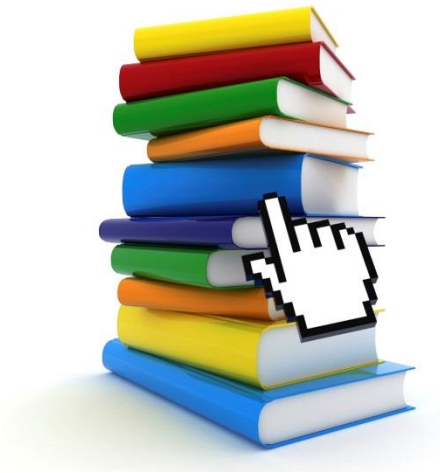
# MyU Portal

## myu.umc.edu

* Not to be confused with my.umc.edu (Lawson)
* Internet Browsers:
  * Supported:
    * Internet Explorer: 8, 9, 10, and 11
    * Firefox
  * Not Supported:
    * Safari
    * Chrome
* Instructions to update browser settings:
  https://www.umc.edu/education/academic_affairs/student_affairs/student_information_systems/essential_guide_for_internet_explorer_users.aspx

  Instructions to resolve compatibility settings with IE10 and 11:

  http://windows.microsoft.com/en-us/internet-explorer/use-compatibility-view#ie=ie-10



# Logging In

**Enter Network Login ID**

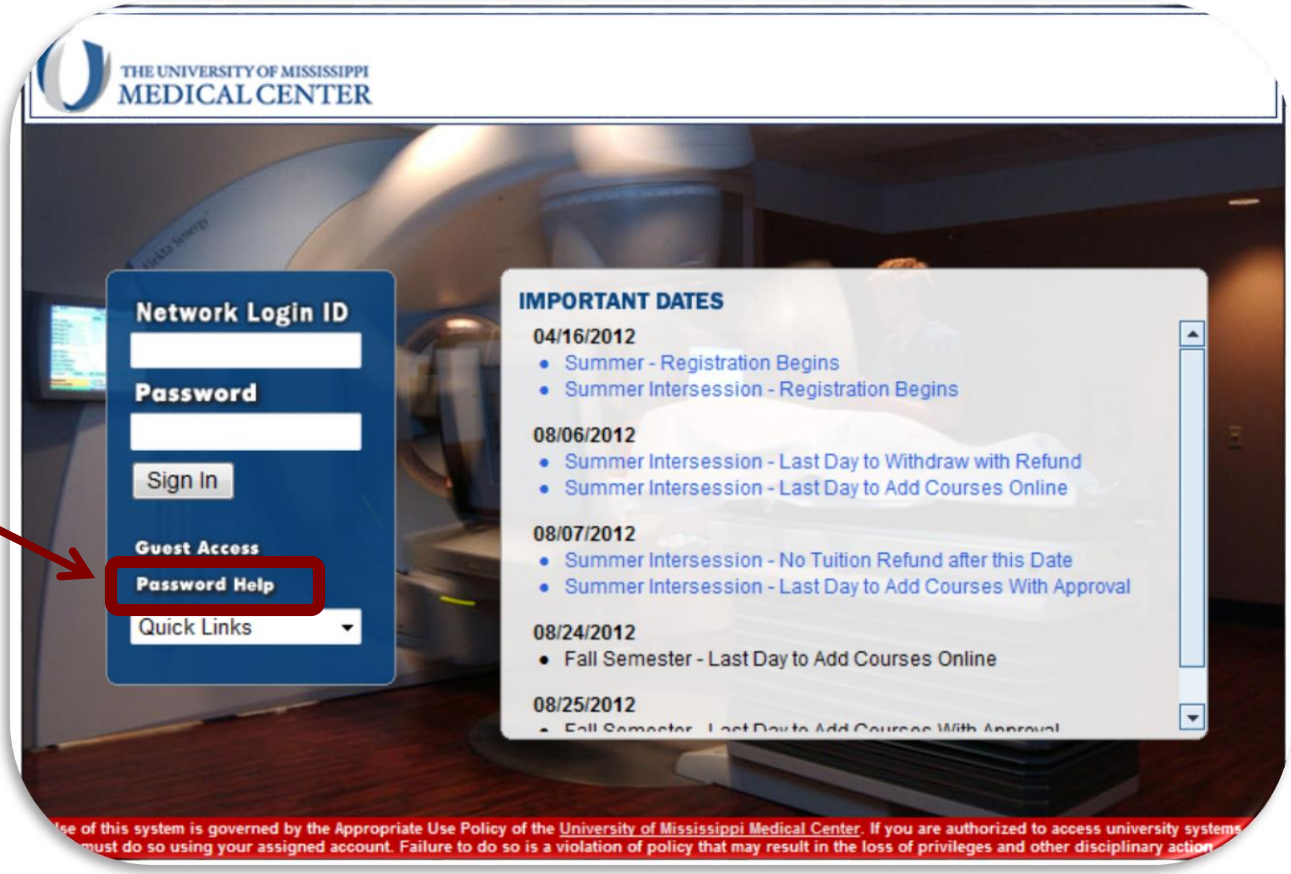
Hint: this is the portion of your UMMC email address before @umc.edu ex: hshoemake@umc.edu network ID: hshoemake

**Password**

Hint: this is the password you used to activate your MyU account

# Logging In

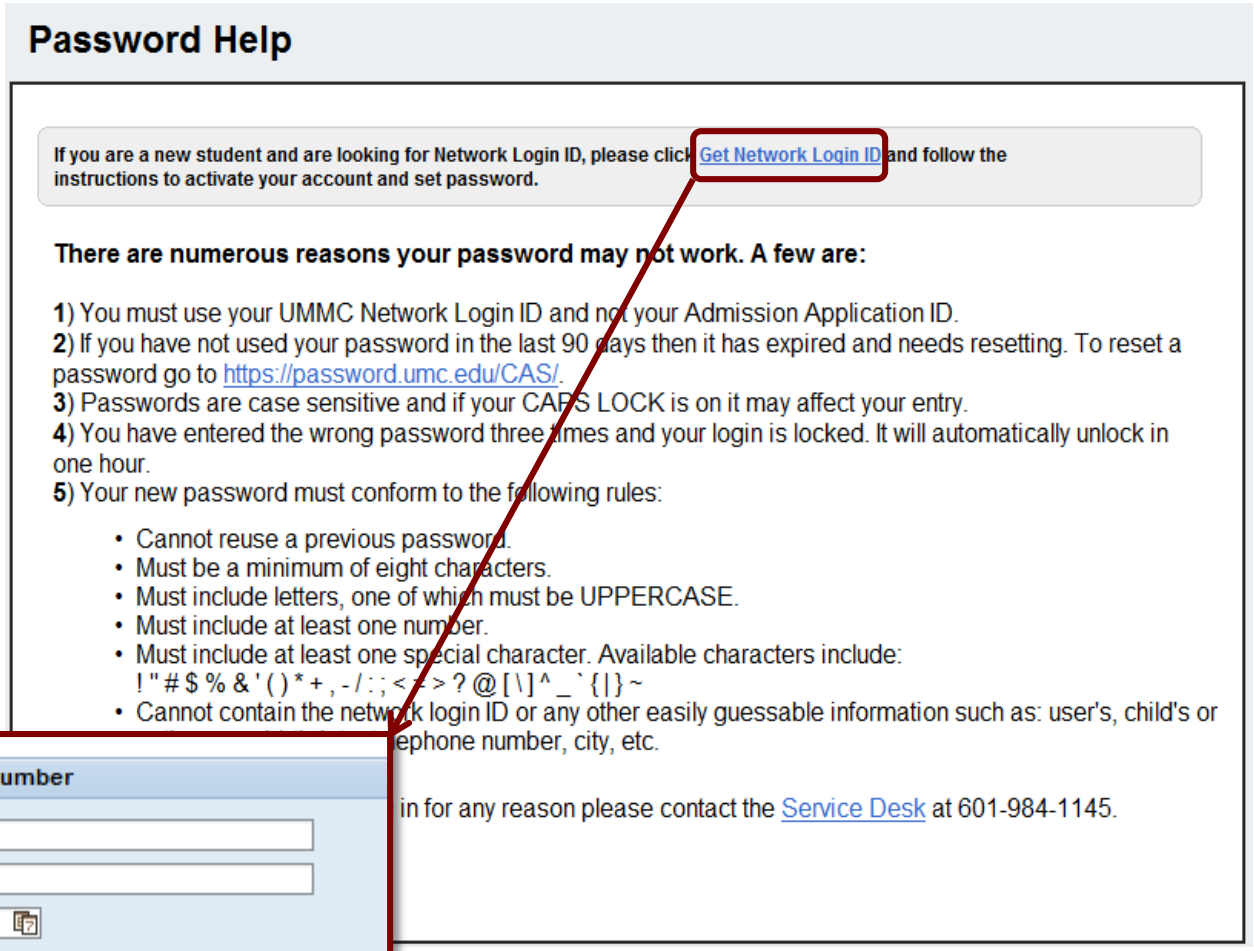
* If you forget your Network Login ID (username) and/or your Password, you can get this information using the "Password Help" link at myu.umc.edu



# Password Help

* To Get Network Login ID:
  * Select "Get Network Login ID Link
  * Enter First Name, Last Name, and Date of Birth

    Hint: You must use proper capitalization

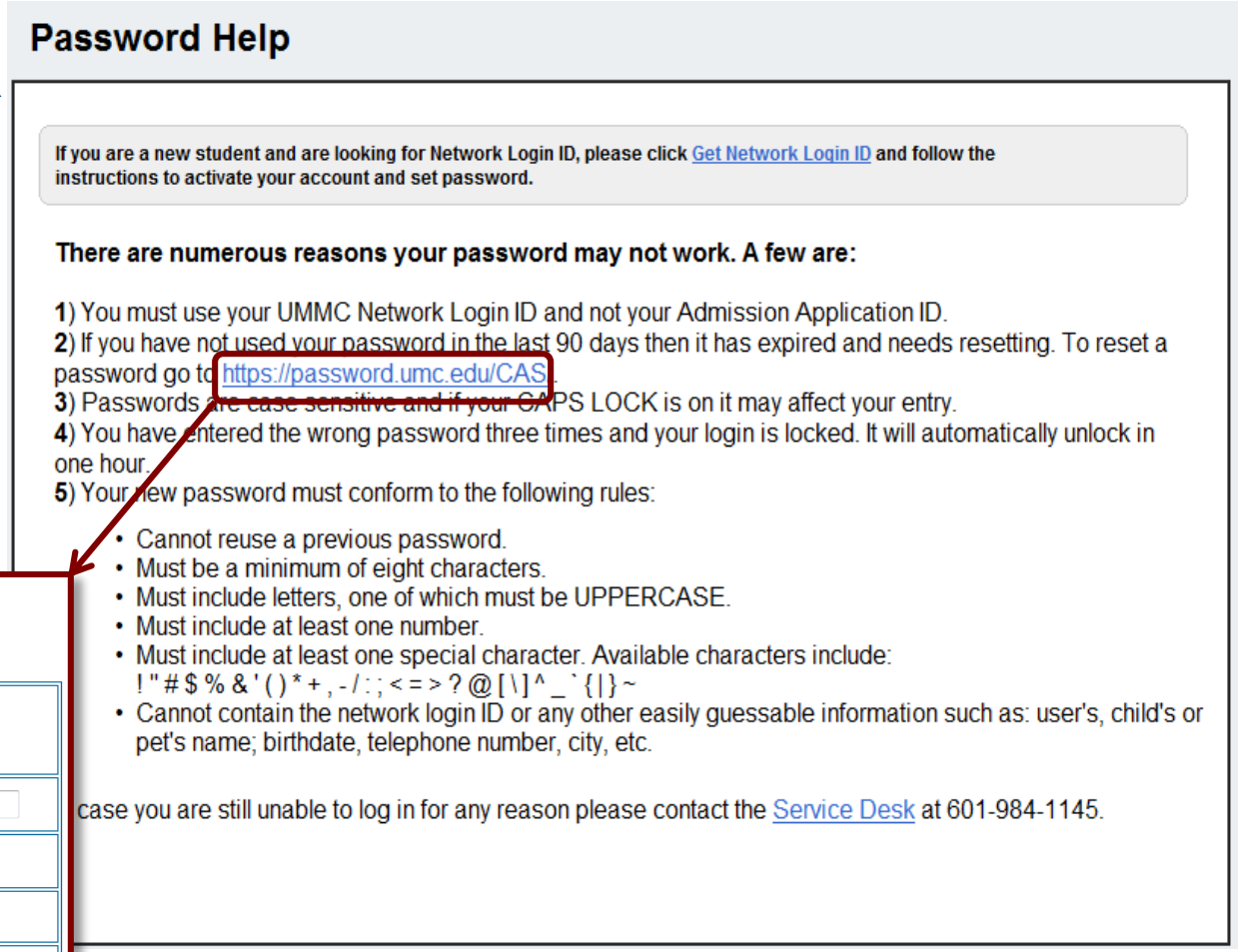


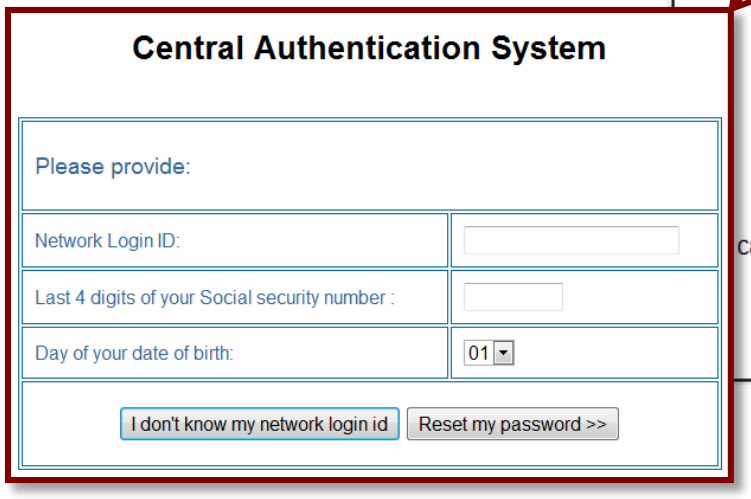
# Password Help

## To Get Password:

* Select Password reset link
* Enter Network Login ID, Last 4 of SSN, and Day of Birth and "Reset My Password"

  Hint: You must follow password rules

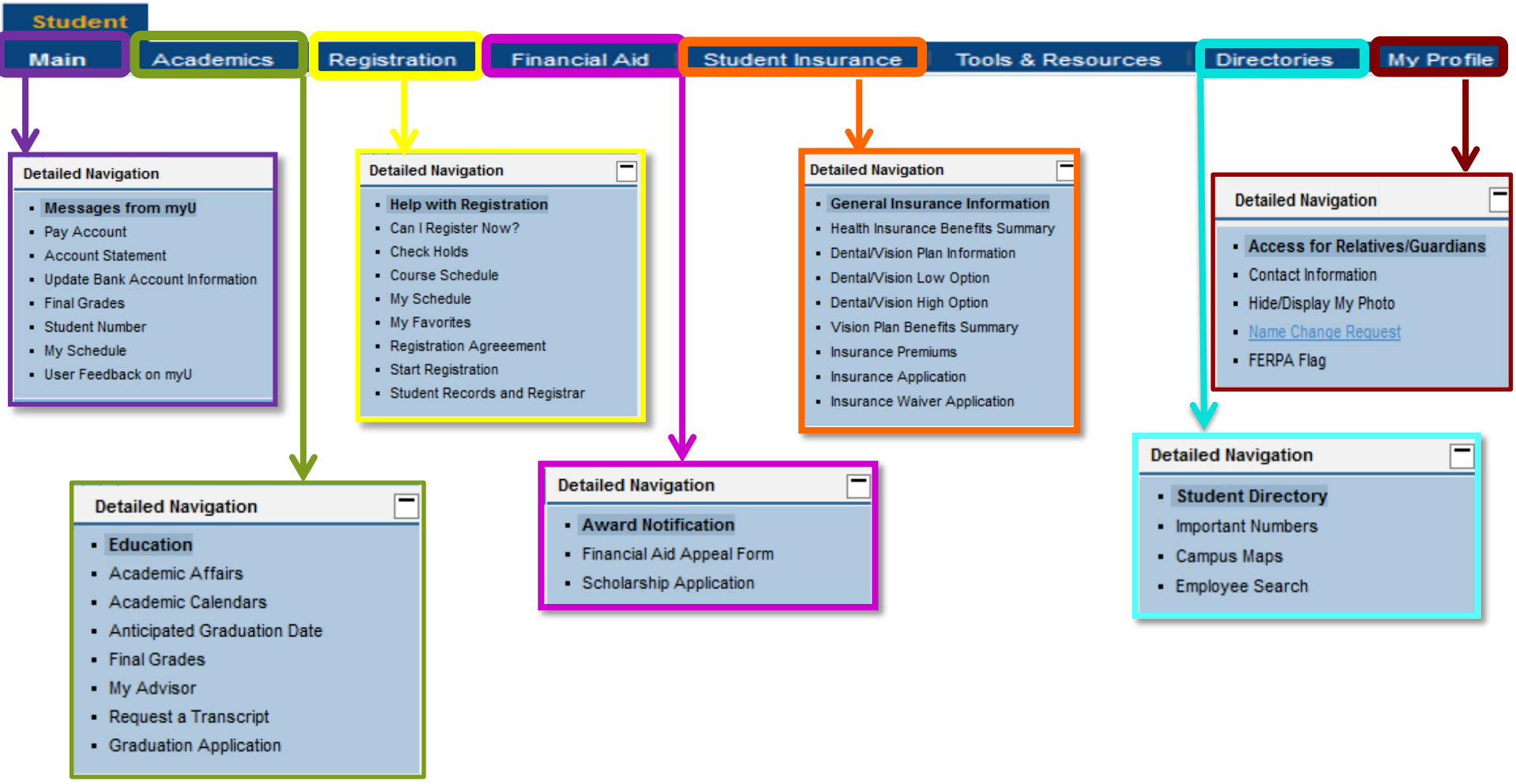


# Navigation

* Main Screen
  * Tabs will vary depending on your role
    * Students will use New Student and Student Tabs
  * Links to UMMC Email and Canvas

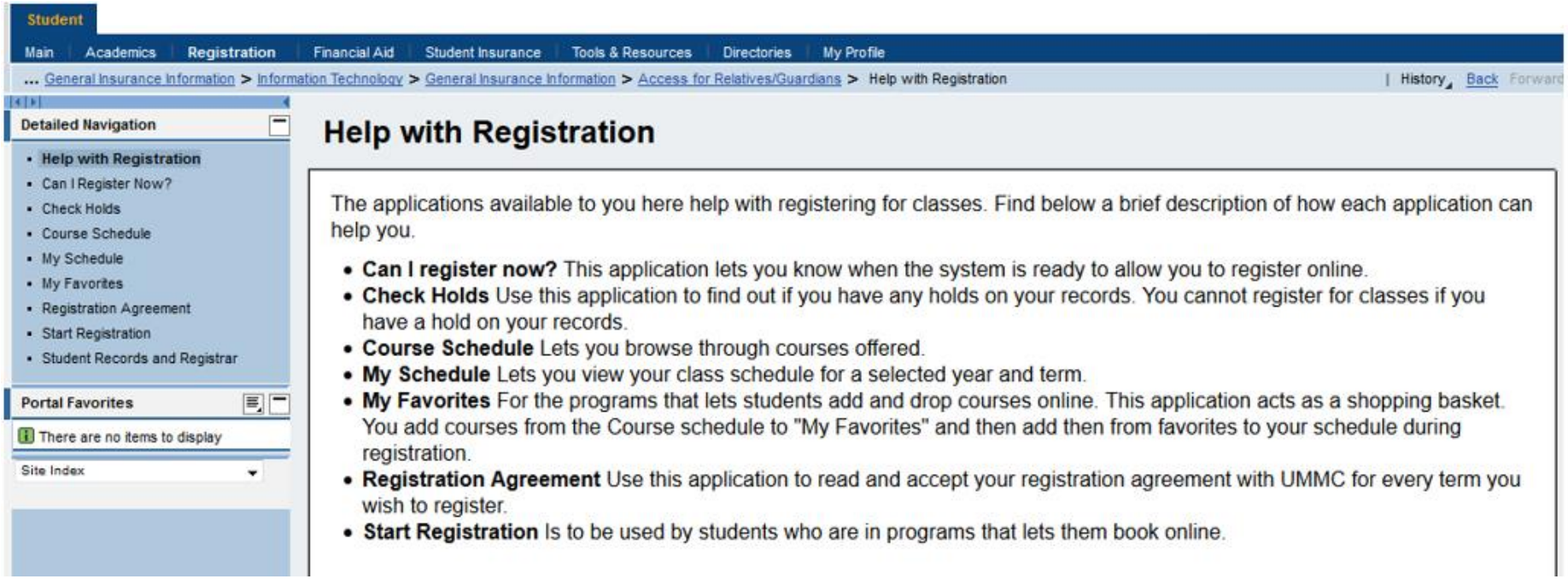
# Student Tab


Student
Main
Academics
Registration
Financial Aid
Student Insurance
Tools & Resources
Directories
My Profile
Detailed Navigation
Messages from myU
Pay Account
Account Statement
Update Bank Account Information
Final Grades
Student Number
My Schedule
User Feedback on myU
Detailed Navigation
Help with Registration
Can I Register Now?
Check Holds
Course Schedule
My Schedule
My Favorites
Registration Agreeement
Start Registration
Student Records and Registrar
Detailed Navigation
General Insurance Information
Health Insurance Benefits Summary
Dental/Vision Plan Information
Dental/Vision Low Option
Dental/Vision High Option
Vision Plan Benefits Summary
Insurance Premiums
Insurance Application
Insurance Waiver Application
Detailed Navigation
Access for Relatives/Guardians
Contact Information
Hide/Display My Photo
Name Change Request
FERPA Flag
Detailed Navigation
Education
Academic Affairs
Academic Calendars
Anticipated Graduation Date
Final Grades
My Advisor
Request a Transcript
Graduation Application
Detailed Navigation
Award Notification
Financial Aid Appeal Form
Scholarship Application
Detailed Navigation
Student Directory
Important Numbers
Campus Maps
Employee Search

# Registration

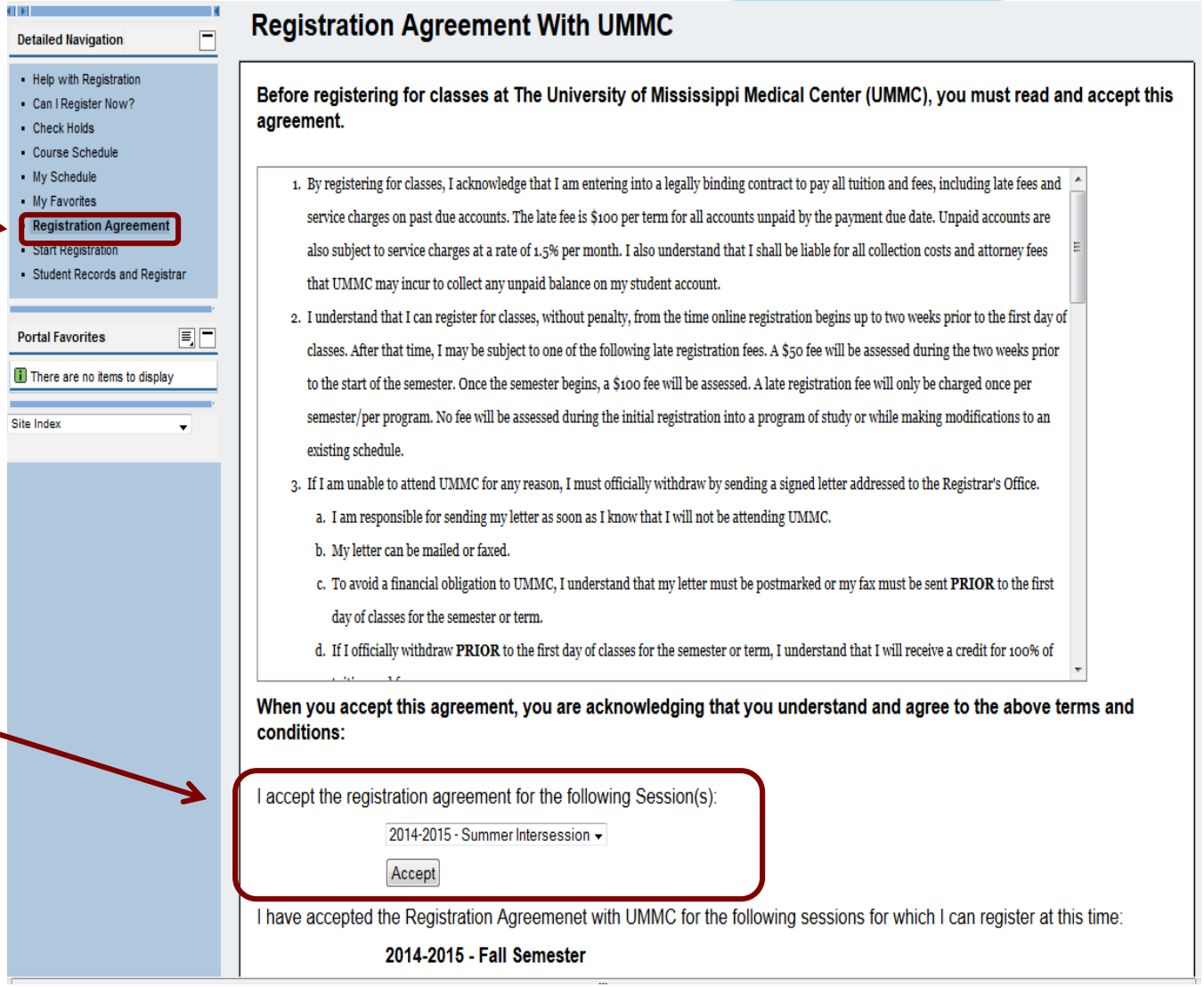
## Registration Process:

1. Sign Registration Agreement
2. Sign FERPA Notice
3. My Favorites
4. Start Registration
5. My Schedule



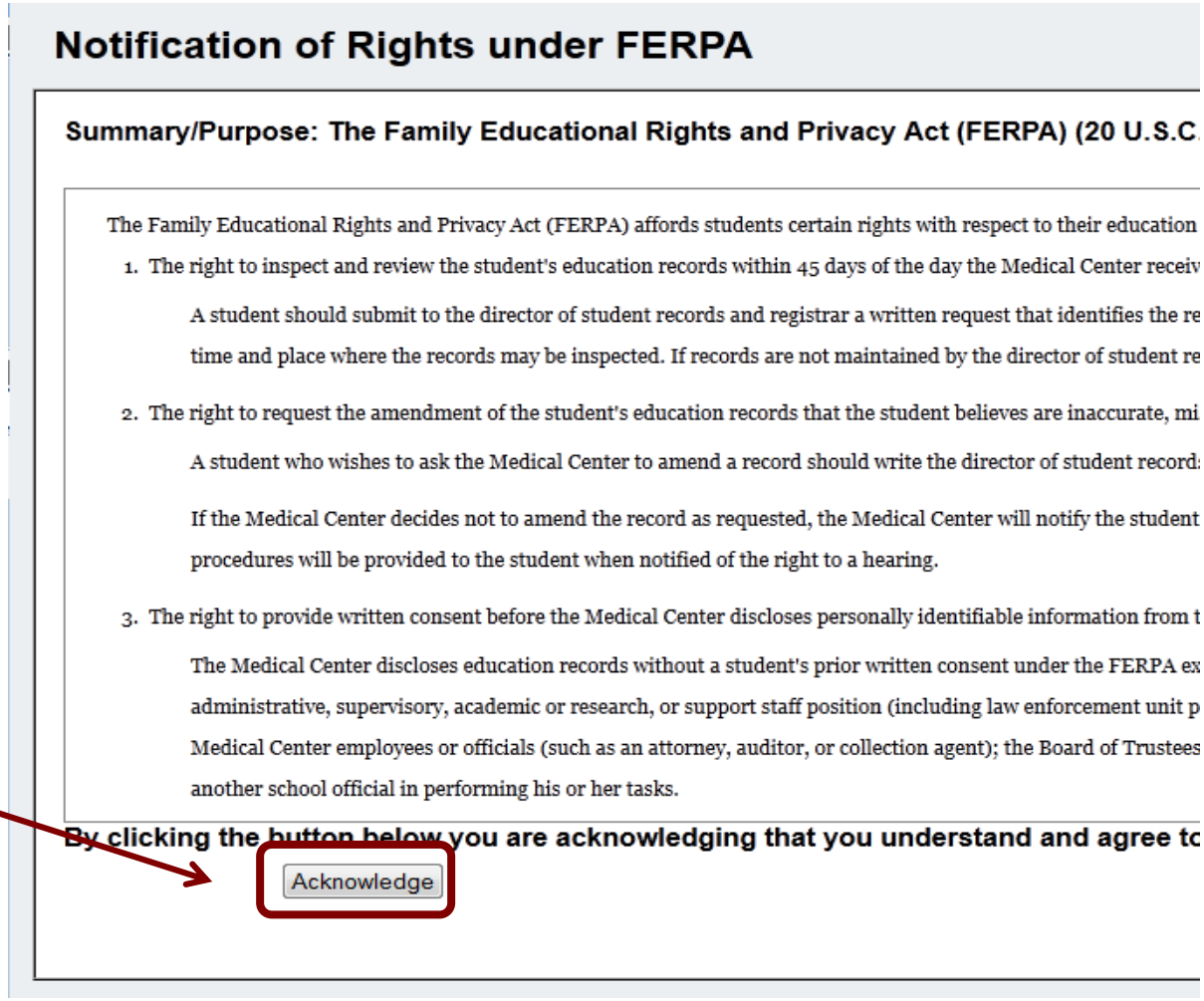
# Registration Agreement

* Select "Registration Agreement" in Detailed Navigation Pane
* Registration Agreement must be completed every semester
* Select the appropriate year and term from the dropdown and click "Accept"
* Failure to accept Registration Agreement will result in a hold placed on your records



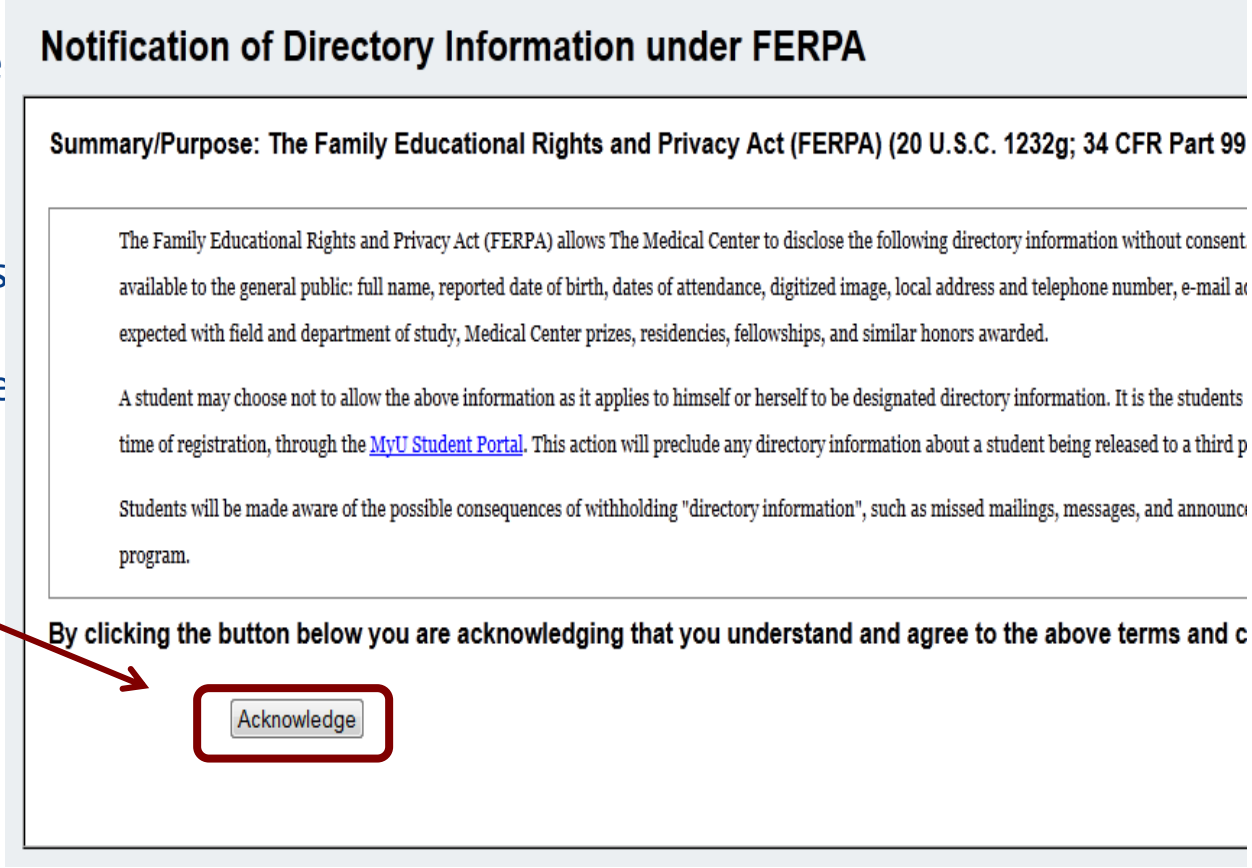
# FERPA: Notification of Rights

* After signing your Registration Agreement you will be directed to the "Notification of Rights under FERPA" screen
* Students must be notified of their rights under FERPA (Family Educational Rights and Privacy Act) on a yearly basis
* After reading this information, select the "Acknowledge" button to continue



# FERPA: Notification of Directory Information

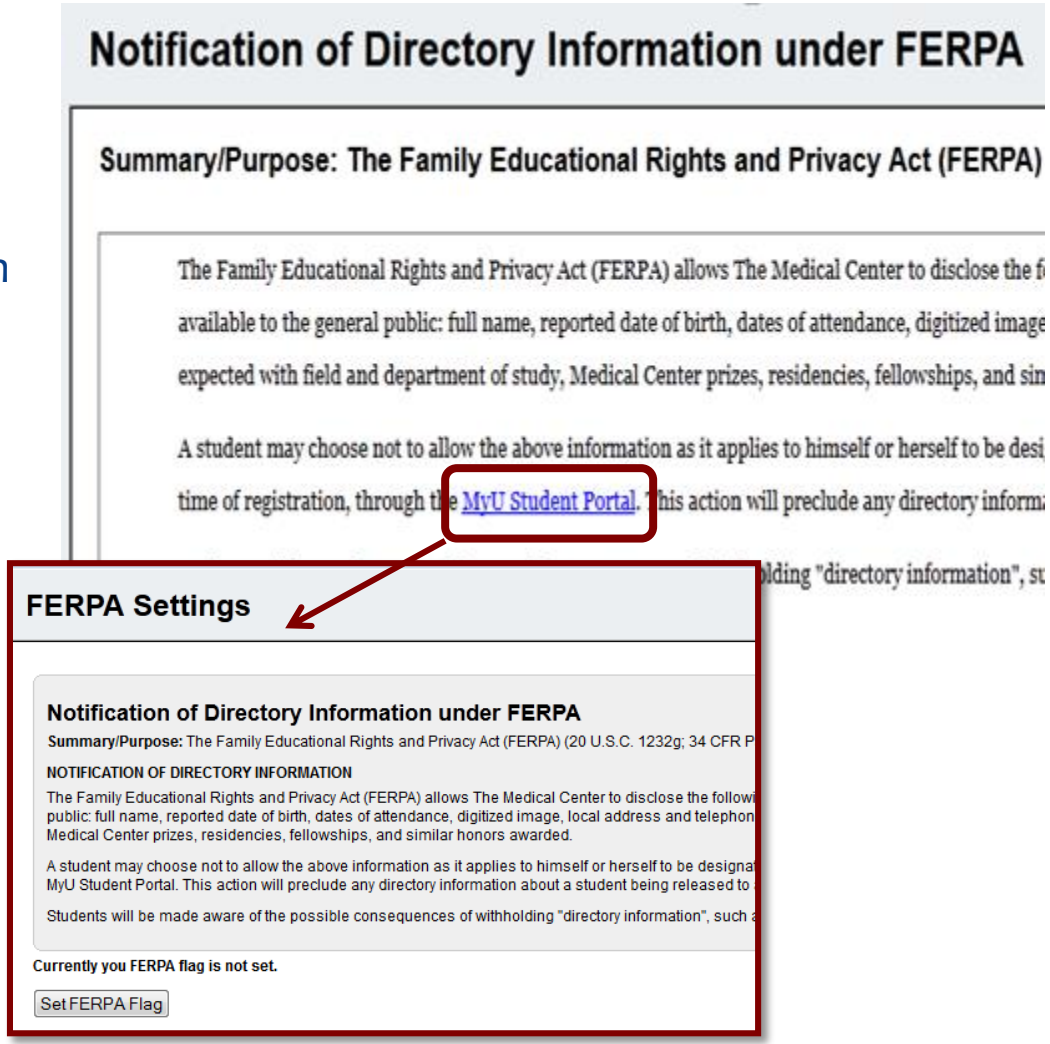
* Next you will be prompted review UMMC's policy relate to Directory Information
* Directory information is information from a student's educational record that can be released without his or he prior consent
  * ex: name, program of study, degrees received, etc.
* After reading this information, select the "Acknowledge" button to continue



# FERPA: Settings

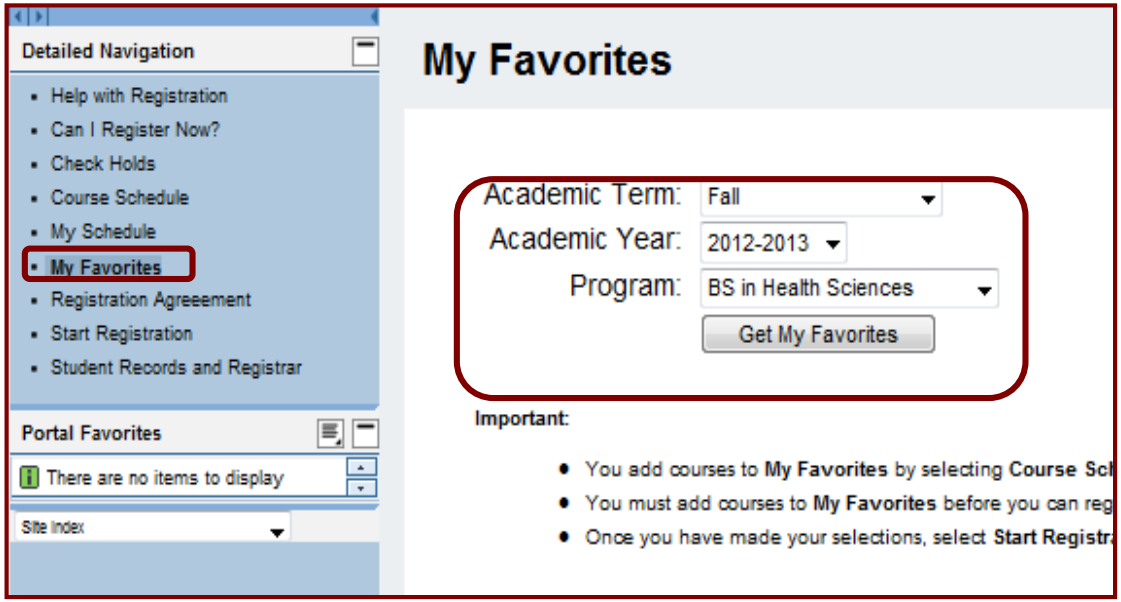
* If you wish to prevent the release of Directory Information from your Educational Record, you can update your settings by selecting the "MyU Student Portal" link on the Notification of Directory Information under FERPA screen.
  * This link will take you to your "FERPA Settings" screen. Here you can opt to set or remove a FERPA flag from your record.
  * NOTE: You can make changes to this setting at any time by clicking on your "My Profile" link within MyU portal

**Please contact the Registrar's Office at 601-984-1080 for any questions related to FERPA**

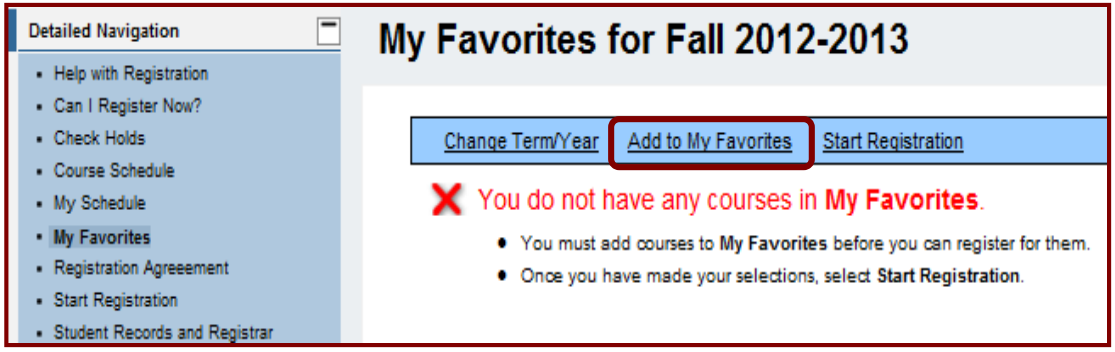


# My Favorites

* Select “My Favorites” from Detailed Navigation Pane
* Select the appropriate Term, Year, and Program, and select Get My Favorites

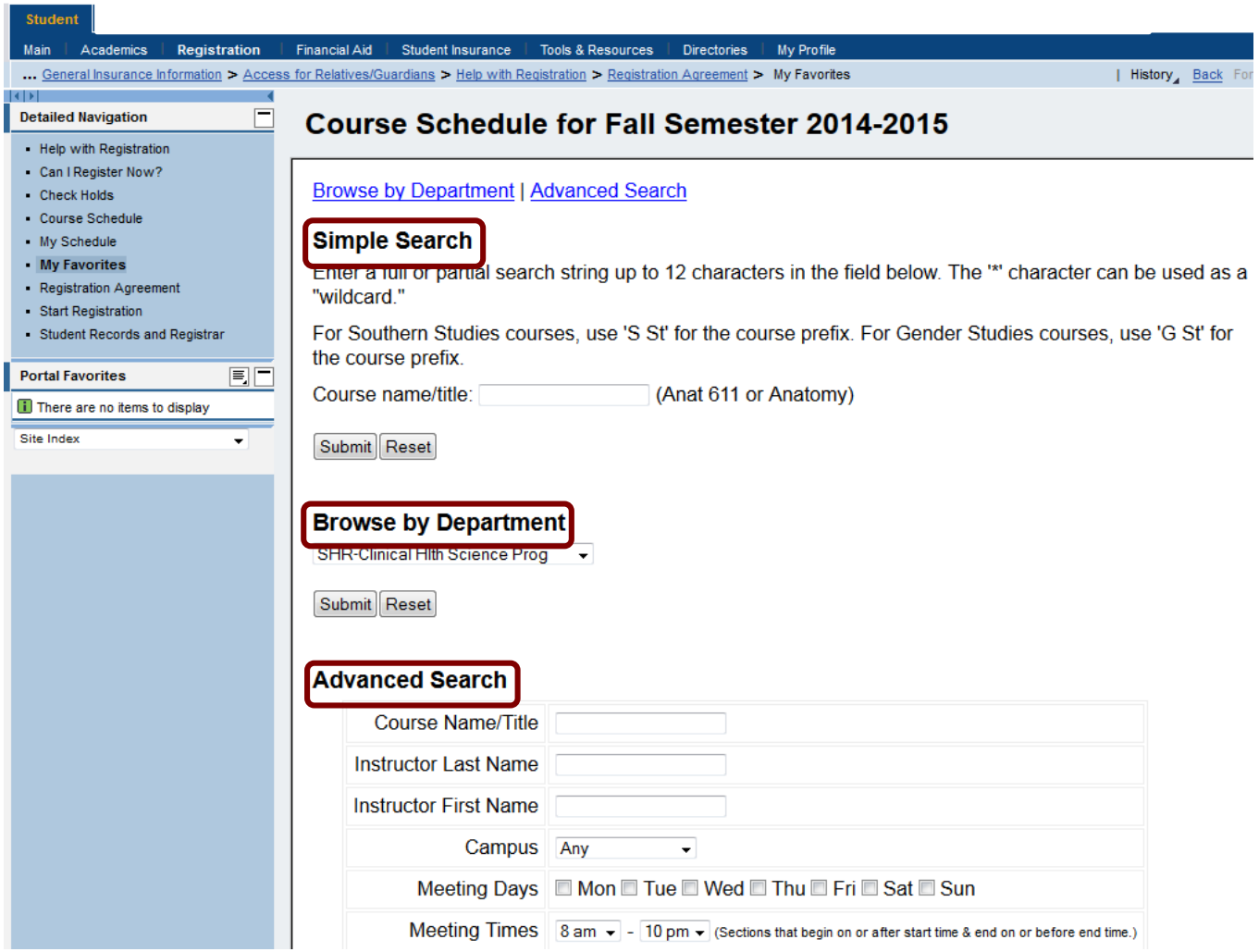



* On the next screen select Add to My Favorites



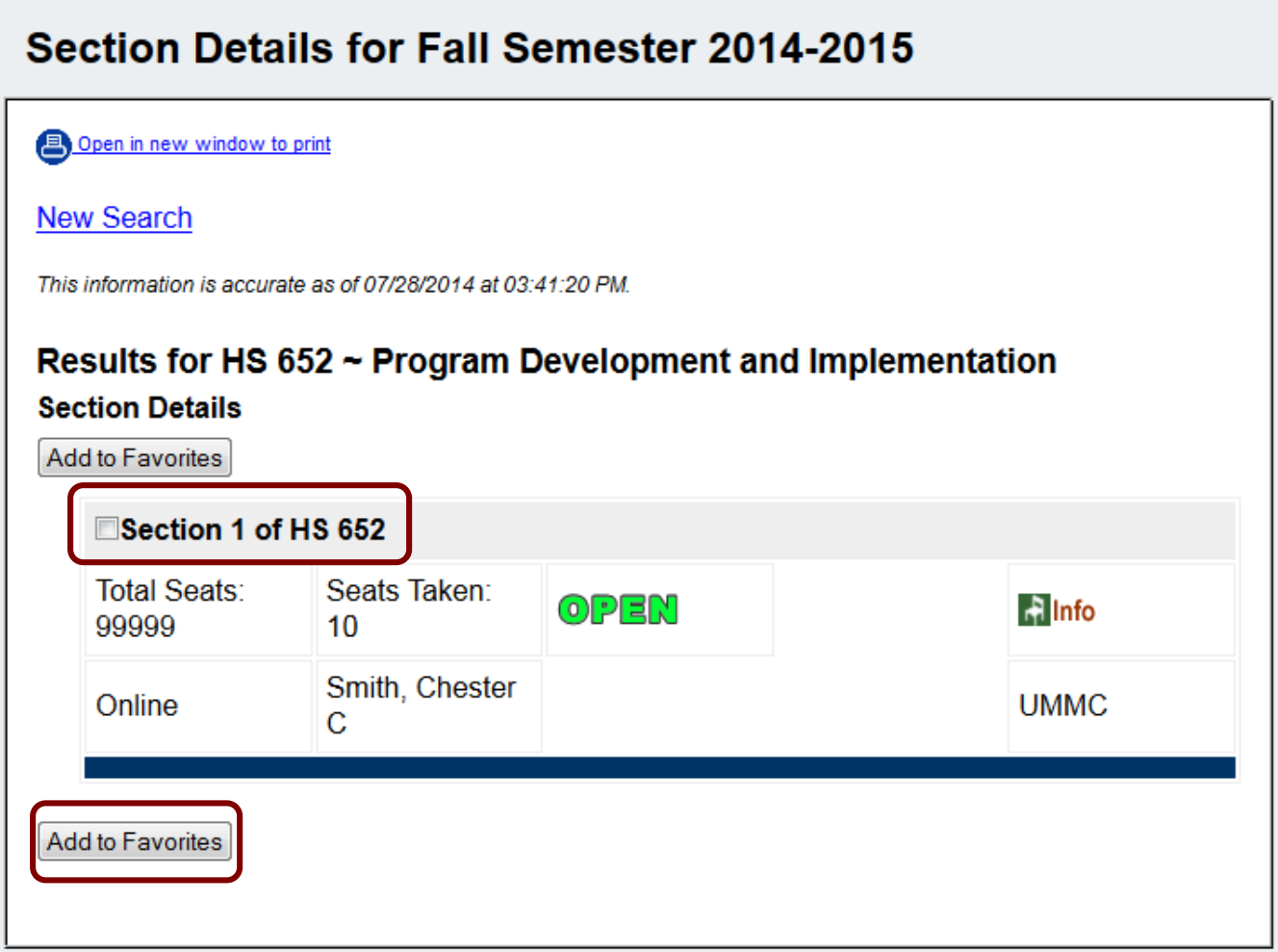
# My Favorites

Select course by using “Simple Search,” “Browse by Department,” or “Advanced Search” and Submit



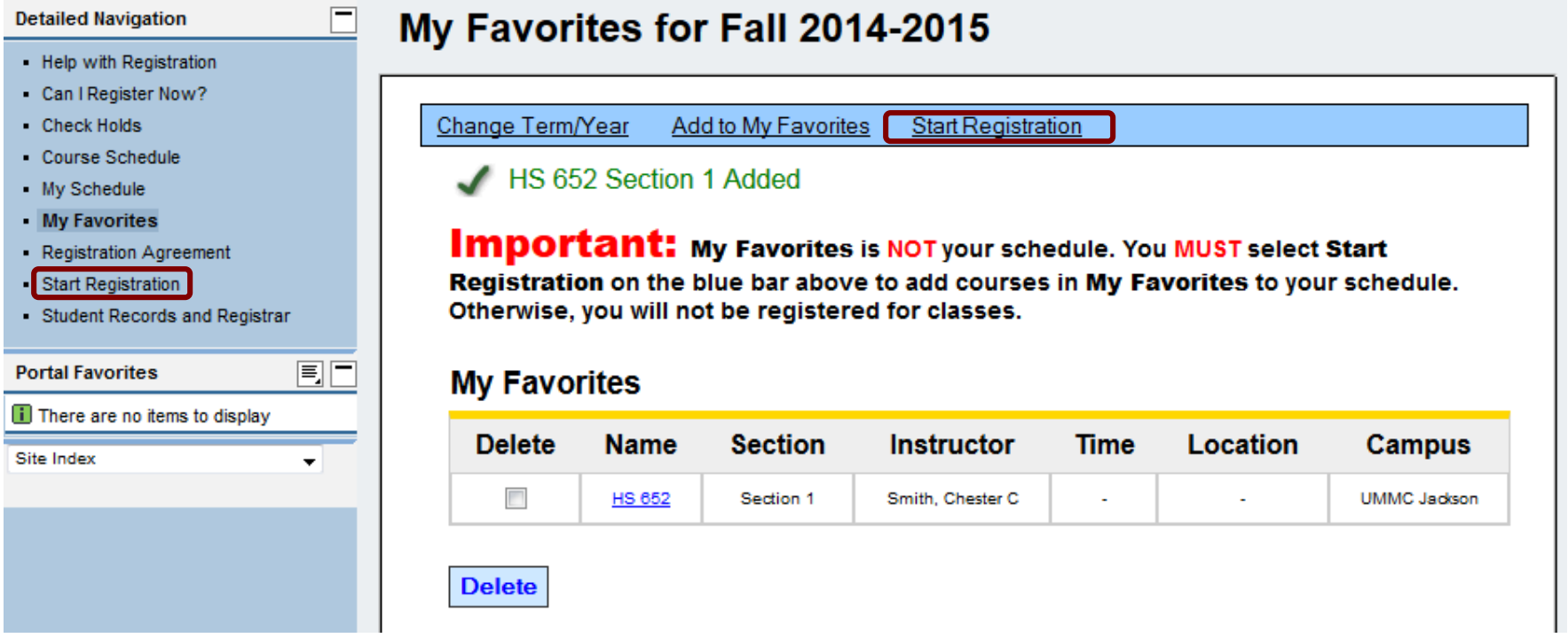
# My Favorites

* Select the appropriate section by putting a check in the box to the left of the section name and "Add to Favorites"
* Repeat this process for each course you wish to schedule



# My Favorites

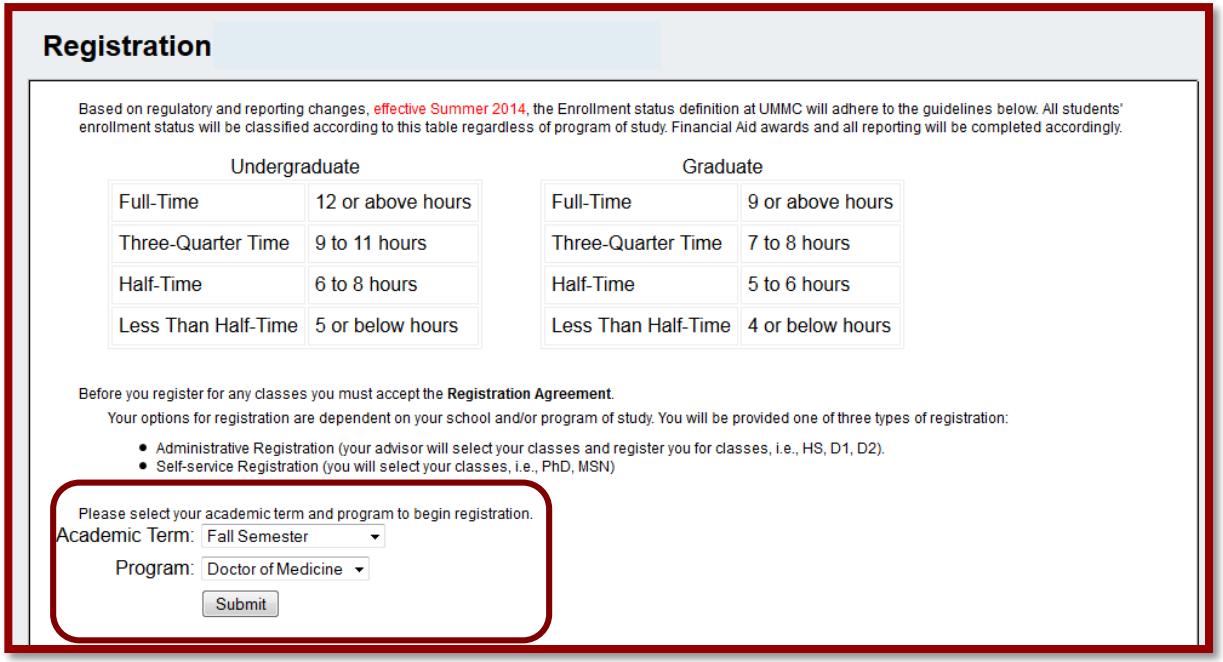
* After adding a course to "My Favorites" you will be presented with an overview of the courses you have selected
* You can continue adding or edit courses in "My Favorites" or "Start Registration" to add the course(s) to your schedule
  * From this screen, you can begin registering by selecting either of the "Start Registration" links below.

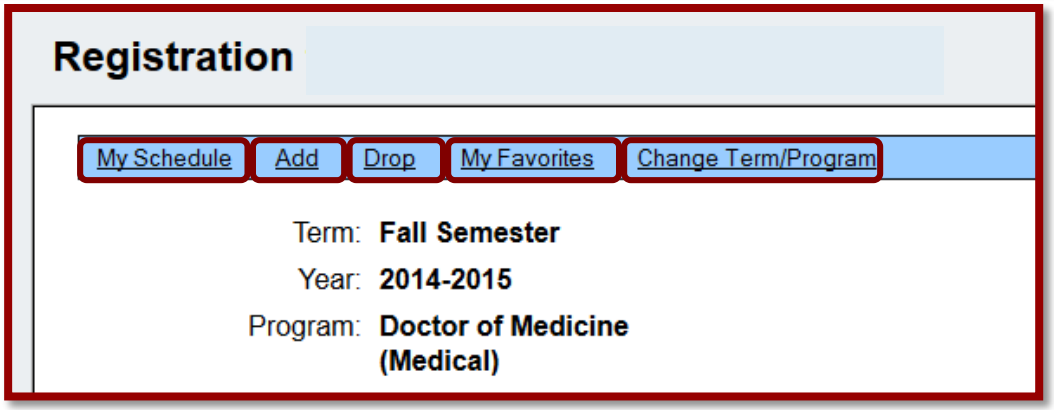


# Course Registration

* Begin by selecting the appropriate Term and Program from the dropdown and select “submit”

* From the Registration screen, you can view your schedule, add a course, drop a course, view your favorites, or go to your registration record for a different semester

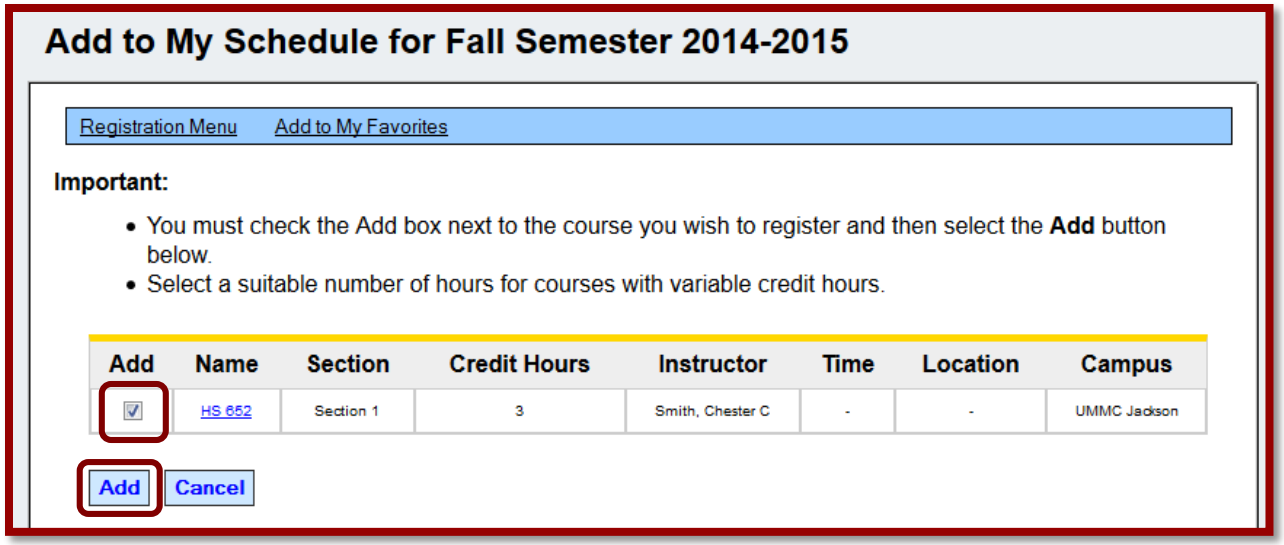


# Adding a Course

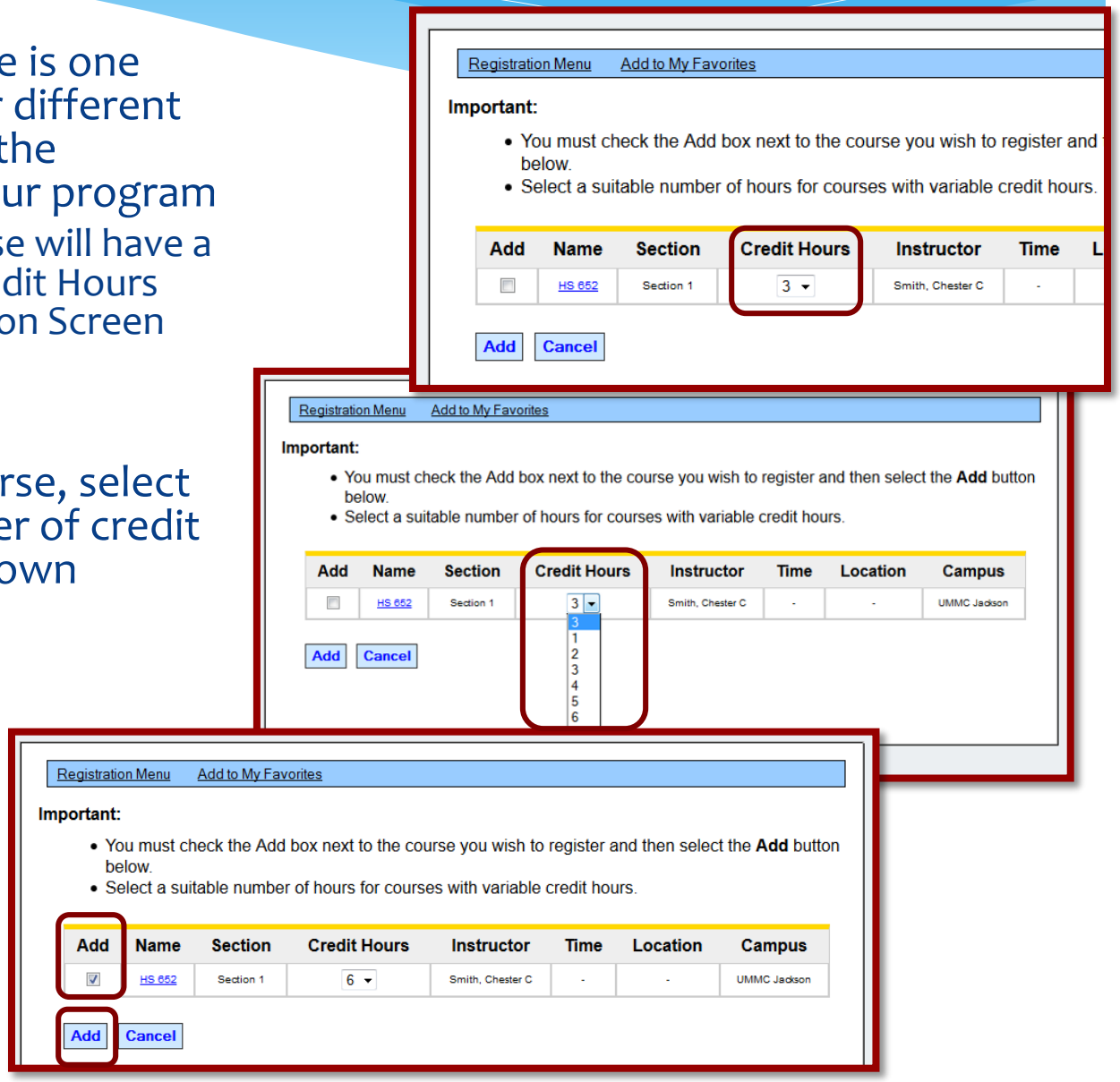
* To add a course, select the "Add" link

* On the following screen, click in the checkbox next to the course(s) you wish to schedule, and select "Add"



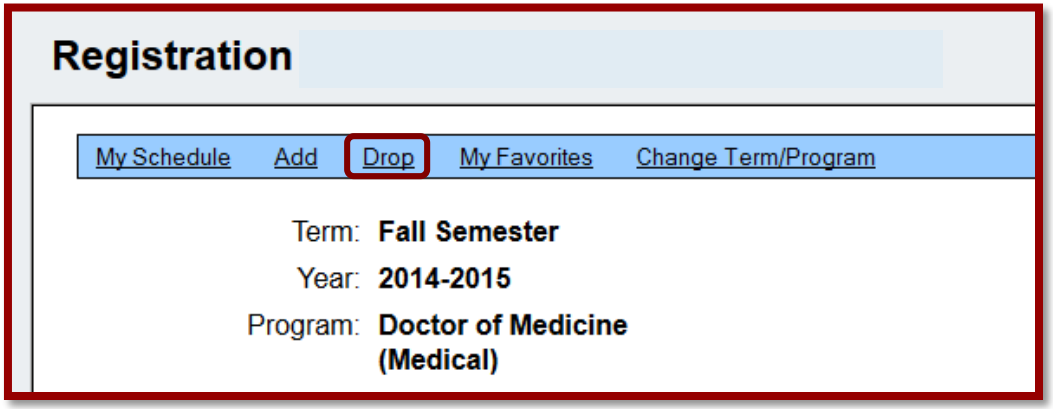
# Adding a Variable Credit Course

* A variable-credit course is one which can be taken for different credit hours based on the academic criteria of your program
  * A variable credit course will have a drop-down on the Credit Hours field on the Registration Screen
* To register for this course, select the appropriate number of credit hours from the drop-down
* After you have selected the correct number of hours, check the "Add Box" and select "Add"

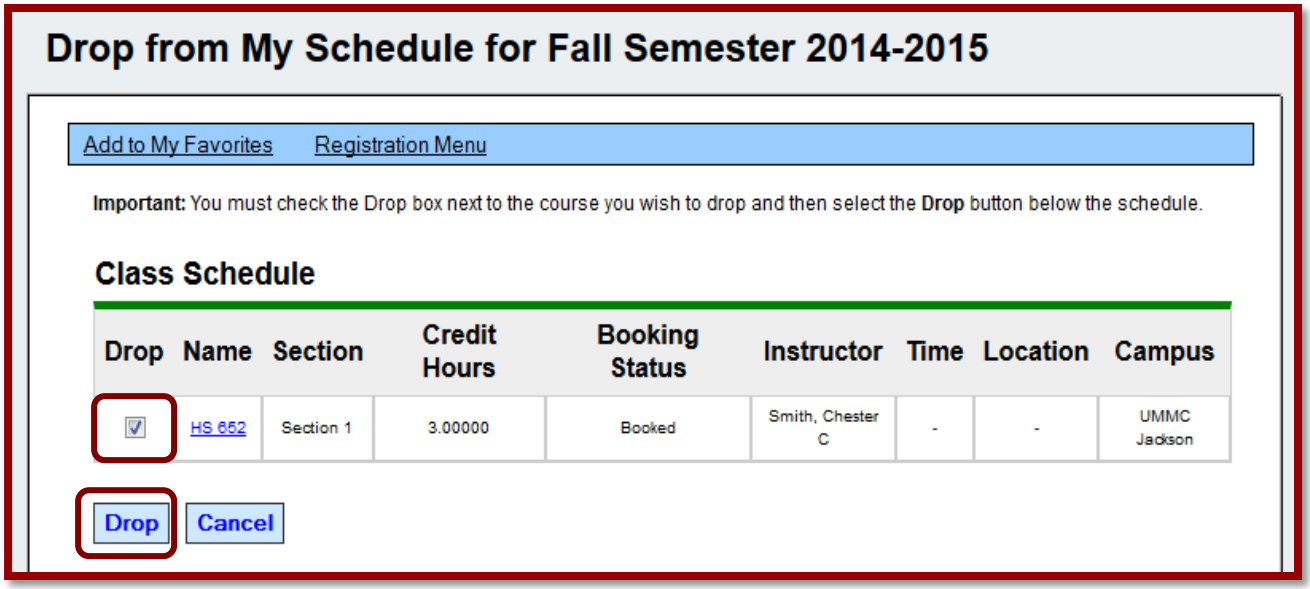


# Dropping a Course

* To drop a course, select the "Drop" link

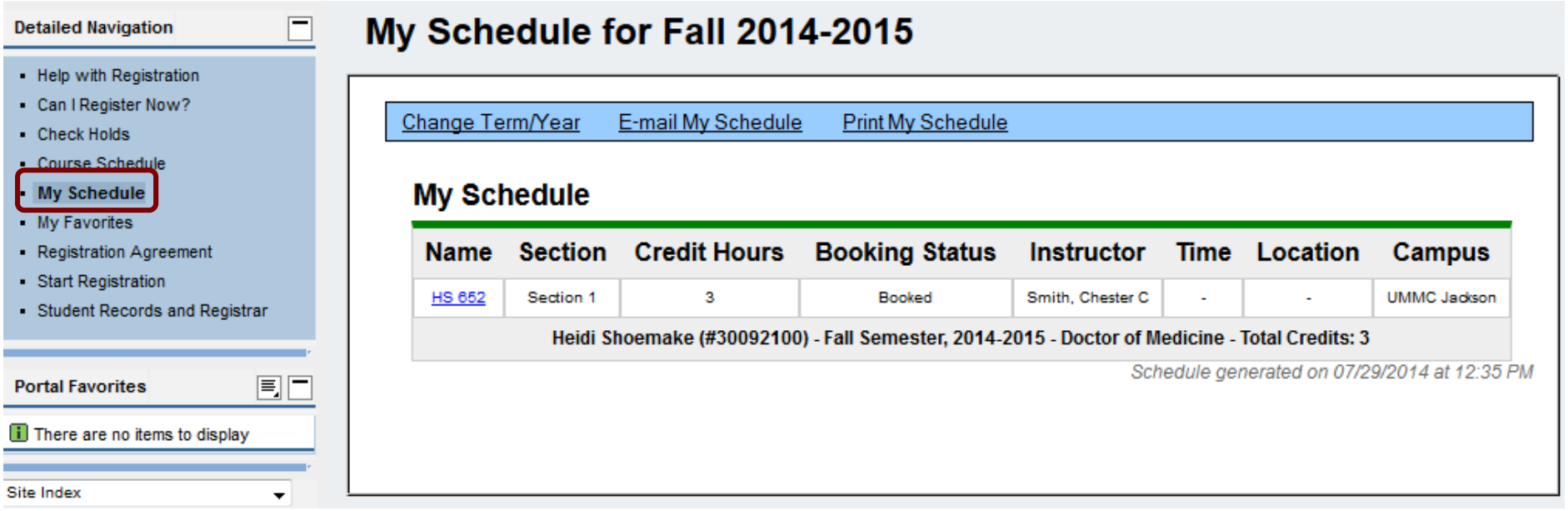



* On the following screen, click in the checkbox next to the course(s) you wish to drop from your schedule, and select "Drop"



# My Schedule

* You can view, email, and print your schedule by selecting the "My Schedule" link in the Detailed Navigation Pane



# Questions

**Service Desk: 601-984-1145 or ServiceDesk@umc.edu**