Navigating the MyU Portal

Academic Year: 2020-2021
MyU Portal

- Demographic
- Financial Aid
- Student Tuition
- Academic
- Registration

The University of Mississippi MEDICAL CENTER
MyU Portal

myu.umc.edu

- Not to be confused with my.umc.edu (Lawson)

- Internet Browsers:
  - Supported:
    - Firefox
    - Chrome
  - Not Supported:
    - Safari

- Instructions to update browser settings:
  https://www.umc.edu/Education/Office_of_Academic_Affairs/Student_Affairs/Student_Information_Systems/Essential_Guide_for_Internet_Explorer_Users.aspx
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

Use of this system is governed by the Appropriate Use Policy of the University of Mississippi Medical Center. If you are authorized to access university systems, you must do so using your assigned account. Failure to do so is a violation of policy that may result in the loss of privileges and other disciplinary action.
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

If you are a new student and are looking for Network Login ID, please click Get Network Login ID and follow the instructions to activate your account and set password.

There are numerous reasons your password may not work. A few are:

1) You must use your UMMC Network Login ID and not your Admission Application ID.
2) If you have not used your password in the last 90 days then it has expired and needs resetting. To reset a password go to https://password.umm.edu/CAS/.
3) Passwords are case sensitive and if your CAPS LOCK is on it may affect your entry.
4) You have entered the wrong password three times and your login is locked. It will automatically unlock in one hour.
5) Your new password must conform to the following rules:
   - Cannot reuse a previous password.
   - Must be a minimum of eight characters.
   - Must include letters, one of which must be UPPERCASE.
   - Must include at least one number.
   - Must include at least one special character. Available characters include: !"#$%&'()\*+,-./:;<=>?@[]^_`{|}~
   - Cannot contain the network login ID or any other easily guessable information such as: user’s, child’s or telephone number, city, etc.

In case for any reason please contact the Service Desk at 601-984-1145.
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

Central Authentication System

Please provide:

Network Login ID: [ ]

Last 4 digits of your Social security number : [ ]

Day of your date of birth: [ ]

I don't know my network login id | Reset my password >>

Password Help

If you are a new student and are looking for Network Login ID, please click Get Network Login ID and follow the instructions to activate your account and set password.

There are numerous reasons your password may not work. A few are:

1) You must use your UMMC Network Login ID and not your Admission Application ID.
2) If you have not used your password in the last 90 days then it has expired and needs resetting. To reset a password go to https://password.umm.edu/CAS
3) Passwords are case-sensitive and if your CAPS LOCK is on it may affect your entry.
4) You have entered the wrong password three times and your login is locked. It will automatically unlock in one hour.
5) Your new password must conform to the following rules:
   • Cannot reuse a previous password
   • Must be a minimum of eight characters.
   • Must include letters, one of which must be UPPERCASE.
   • Must include at least one number.
   • Must include at least one special character. Available characters include: ! " # $ % & ' ( ) * , - . / ; < = > ? [ ] ^ _ ` { } | ~
   • Cannot contain the network login ID or any other easily guessable information such as: user's, child's or pet's name; birthdate; telephone number; city, etc.

In case you are still unable to log in for any reason please contact the Service Desk at 601-984-1145.
Navigation

Main Screen

• Tabs will vary depending on your role
  • Students will use New Student and Student Tabs
  • Links to UMMC Email and Canvas
Registration Process:

• Pre-Registration Activities
• My Favorites
• Course Registration
• My Schedule
Pre-Registration
Getting Started:

- Select “Registration” subtab on Student or New Student tab
- Next, “Pre-Registration Activities” in Detailed Navigation Pane
• Select Academic Year and Semester and select “Start”
Step 1 - Registration Agreement

Read and check all checkboxes in the agreement to proceed. Use the scroll to the right of the page to see each of the terms and conditions. When all terms and conditions have been read and checked, select the Submit & Proceed to Address Update button.

Pre-Registration Activities

1. By registering for classes, I acknowledge that I am entering into a legally binding contract to pay all tuition and fees, including late fees and service charges on past due accounts. The late fee is $100 per term for all accounts unpaid by the payment due date. Unpaid accounts are also subject to service charges at a rate of 1.5% per month. I also understand that I shall be liable for all collection costs and attorney fees that UMMC may incur to collect any unpaid balance on my student account.

2. I understand that I can register for classes, without penalty, from the time online registration begins up to two weeks prior to the first day of classes. After that time, I may be subject to one of the following late registration fees. A $50 fee will be assessed during the two weeks prior to the start of the semester. Once the semester begins, a $100 fee will be assessed. A late registration fee will only be charged once per semester/program. No fee will be assessed during the initial registration into a program of study or while making modifications to an existing schedule.

3. I understand that some distance education courses may require me to participate in examinations that are proctored, and that proctored examinations may result in additional expenses.

4. If I am unable to attend UMMC for any reason, I must officially withdraw by sending a signed letter addressed to the Registrar's Office.
   a. I am responsible for sending my letter as soon as I know that I will not be attending UMMC.
   b. My letter can be mailed or faxed.
   c. To avoid a financial obligation to UMMC, I understand that my letter must be postmarked or my fax must be sent PRIOR to the first day of classes for the semester or term.
   d. If I officially withdraw PRIOR to the first day of classes for the semester or term, I understand that I will receive a credit for 100% of tuition and fees.

When you accept this agreement, you are acknowledging that you understand and agree to the above terms and conditions.

Submit & Proceed to Address Update
Step 2 - Permanent and Mailing Address

Here, you are able to view the Permanent Address and make updates to the Local Mailing Address if needed. To update the local mailing address, select the Update Mailing Address button to make the necessary changes. After necessary changes are made or if no changes are needed, select “Confirm Addresses and Continue” to proceed.
Step 3 - Acknowledge FERPA Rights

After reading through the list, check the “I Acknowledge” box, then select the “Submit and Proceed to FERPA Directory” button.
Pre-Registration: FERPA

Step 4 - Acknowledge FERPA Directory Information
After reading through the list, check the “I Acknowledge” box, then select the “Submit” button.

Pre-Registration Activities

Step 1 - Registration Agreement  Step 2 - Permanent and Mailing Address  Step 3 - FERPA Rights  Step 4 - FERPA Directory  Done

The Family Educational Rights and Privacy Act (FERPA) allows The Medical Center to disclose the following directory information without consent: The Medical Center regards the following information as directory information, that is, information that may be made available to the general public: full name, reported date of birth, dates of attendance, digitized image, local address and telephone number, e-mail address, undergraduate college, home town or city at time of application for admission, and dates of degrees received or expected with field and department of study, Medical Center prizes, residencies, fellowships, and similar honors awarded.

A student may choose not to allow the above information as it applies to himself or herself to be designated directory information. It is the student's responsibility to inform the institution of this exclusionary choice by placing a FERPA flag on his/her record, at the time of registration, through the MyU Student Portal. This action will preclude any directory information about a student being released to a third party except in instances where FERPA does not apply.

Students will be made aware of the possible consequences of withholding "directory information", such as missed mailings, messages, and announcements, non-verification of enrollment or degree status, and non-inclusion in the Medical Center Commencement program.
Adding your “Favorites” & Course Registration
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
- Advanced Search
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
Registration

- 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 “MyFavorites” 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.
Registration

• 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”.
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”
Verify your 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 HelpDesk@umc.edu