Navigating the MyU Portal

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Student Information Systems
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Used by:

- Students
- Faculty
- Staff

Interactive “Front-End” display of data from SAP Student, Financial Aid and Billing Systems
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:

Instructions to resolve compatibility settings with IE10 and 11:
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

[Image of the University of Mississippi Medical Center login page]

IMPORTANT DATES

04/16/2012
- Summer - Registration Begins
- Summer Intersession - Registration Begins

08/06/2012
- Summer Intersession - Last Day to Withdraw with Refund
- Summer Intersession - Last Day to Add Courses Online

08/07/2012
- Summer Intersession - No Tuition Refund after this Date
- Summer Intersession - Last Day to Add Courses With Approval

08/24/2012
- Fall Semester - Last Day to Add Courses Online

08/25/2012
- Fall Semester - Last Day to Add Courses With Approval

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
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

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.umc.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:

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

Help with Registration

The applications available to you here help with registering for classes. Find below a brief description of how each application can help you.

- **Can I register now?** This application lets you know when the system is ready to allow you to register online.
- **Check Holds** Use this application to find out if you have any holds on your records. You cannot register for classes if you have a hold on your records.
- **Course Schedule** Lets you browse through courses offered.
- **My Schedule** Lets you view your class schedule for a selected year and term.
- **My Favorites** For the programs that lets students add and drop courses online. This application acts as a shopping basket. You add courses from the Course schedule to "My Favorites" and then add them from favorites to your schedule during registration.
- **Registration Agreement** Use this application to read and accept your registration agreement with UMMC for every term you wish to register.
- **Start Registration** Is to be used by students who are in programs that lets them book online.
* 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.

**Summary/Purpose: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C...**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

1. The right to inspect and review the student’s education records within 45 days of the day the Medical Center receives the request. A student should submit to the director of student records and registrar a written request that identifies the records the student wishes to inspect. If records are not maintained by the director of student records, the request should be referred to the appropriate official.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or inappropriate.

   A student who wishes to ask the Medical Center to amend a record should write the director of student records.

   If the Medical Center decides not to amend the record as requested, the Medical Center will notify the student of its decision and inform the student of the correct remedy. The procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Medical Center discloses personally identifiable information from the student’s education records.

   The Medical Center discloses education records without a student’s prior written consent under the FERPA ex officio (i.e., administrative, supervisory, academic, or research, or support staff position (including law enforcement unit personnel and medical Center employees or officials (such as an attorney, auditor, or collection agent); the Board of Trustees; another school official in performing his or her tasks).

By clicking the button below you are acknowledging that you understand and agree to...
Next you will be prompted to review UMMC’s policy related to Directory Information.

Directory information is information from a student’s educational record that can be released without his or her prior consent.

- ex: name, program of study, degrees received, etc.

After reading this information, select the “Acknowledge” button to continue.
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.
* 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
Select course by using “Simple Search,” “Browse by Department,” or “Advanced Search” and Submit.
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
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.
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
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.”
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.”
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”
* 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