Student Portal Quick Start Guide

My Home Page

Quick Links

These are quick links available on the top of the portal screen. These are also available through the menu groups on the side.

View Attendance | Your Class Schedule | View Grades | Email Login | Angel Login

Personalize

This link in the upper right of your home page allows you to customize which “blocks” you would like displayed on your home page. If the checkbox is greyed out, this means that the block is required.

<table>
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<tr>
<th>My Personalized HomePage</th>
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<tbody>
<tr>
<td>🆒 Calendar</td>
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<td>🆒 News Center</td>
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<td>🆒 Doc Center</td>
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<td>🆒 Message Center</td>
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<td>🆒 Advisor</td>
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Save Changes | Cancel Changes
You may also click and drag the boxes into different zones on the home page. The portal is set up as three zones.

Calendar

The calendar in the Student Portal will appear on your portal homepage. You can either close a month view or view by a list by clicking on the icon on the top right.
Message Center

The message center allows you to view your holds, alerts, and appointments very quickly on the portal home page.

Advisor

The advisor block allows you to quickly view your Admissions Rep, Financial Aid Advisor, and Academic Advisor.

News Center

The news center will be updated regularly. You can look here for new press releases and campus news letters.
Doc Center

The document center is where you as a student can view documents assigned to you. These documents may be required or optional. Please check here regularly to see if you have any documents assigned to you. You can also upload documents back to the campus through the document center. You can also view ‘previously submitted’ documents here.

My Weather

The weather block allows you to view the current weather in your area. If you don’t see the weather for your area, click the “Edit” button to enter in your zip code.

RSS Feeds

The RSS feeds are pulled through other resources and update regularly. You may add additional RSS feeds through the “personalize” link on your home page. Other available RSS feeds at this time include jobs and top news from your local newspaper.


Campus Info

Course Schedule
The course schedule will allow you to search for courses offered at your campus for upcoming quarters.

Faculty Directory
The faculty director allows you to easily search for faculty members at your campus. The directory will give you the campus information, phone number, and email address.

Academic Calendar
The academic calendar will list start and end dates for the programs and important holiday dates.

Campus Contacts
The campus contacts list will give you the contact information for your campus contacts. This list includes contacts for Campus Dean, Program Director(s), and Student Success Coordinator.

Academics

View Attendance (also viewable through quicklinks)
This link will allow you to view your attendance from your onground or online courses. Note: there may be a delay between the time you attended and the actual posting of the attendance.

Degree Audit
The degree audit will allow you to view degree information pertaining to you as a student. Credits completed will also appear on this screen.

Your Class Schedule (also viewable through quicklinks)
The class schedule will allow you to view the courses that you are in, start/end date, building, room, and instructor.

GPA Calculator
The GPA Calculator will allow you to calculate your GPA based on expected grades in your courses.

View Grades (also viewable through quicklinks)
This link will allow you to view your grades in a particular course.
My Profile

My Calendar (also viewable on home page)

My calendar will allow you to see all of your courses on a schedule. You may also add other events to this schedule. You can print this schedule for personal use.

Change Password

This link will allow you to change your password. It is recommended to change your password regularly for security. Remember, if you change your password on the portal, it is recommended to change your password in both Angel and Windows Live to help reduce the number of passwords you have.

My Message Center (also viewable on home page)

The message center allows you to view your holds, alerts, and appointments very quickly on the portal home page.

My Information

This page allows you to view your personal information such as contact information and student status/ID.

My Financial Aid

Award Letter

Your award letter page will allow you to view your awarding for a given academic year.

Federal Student Aid

This link is turned off.

Additional GPA

This link is turned off.

FA Info Docs

These are important Financial Aid Documents that you can view/download at any time.
FA Info Web Sites

This page will give you important Financial Aid web sites. If you click on these links, you will be taken to a new browser page. Remember to return to the portal to log out.

My Documents

Document Center (also viewable on home page)

The document center is where you as a student can view documents assigned to you. These documents may be required or optional. Please check here regularly to see if you have any documents assigned to you. You can also upload documents back to the campus through the document center. You can also view ‘previously submitted’ documents here.

Student Services

Student Handbook

This link will pull up the Student Handbook in a PDF. Please view and download for your reference. Each year, an updated handbook will be uploaded.

Student Catalog

This link will pull up the Student Catalog in a PDF. Please view and download for your reference. Each year, an updated catalog will be uploaded.

Computer Discounts

This link will pull up Dell and Apple web site links. Please click and take advantage of the discount programs offered to students.

Student Links

Here you will see a list of links available to students. It is recommended to look at the links as they pertain to you.

Student Support

Here you will see a list of information important to you as a student. Click on each topic or heading to expand more information.
Email Login

This link will allow you to login to the student email service provided by Microsoft Live.

Canvas

Canvas (Single Sign On to Canvas)

Here you will be able to sign on to Canvas with the click of a button (if you are enrolled in a Canvas course). Remember that if you change your Campus Portal password, your Canvas password will remain the same until you change it as well.