Abstract

This document is designed to provide information necessary to use student portal. Students will be able view their own college information from anywhere they have access to the Internet. The following items are discussed:

- Course Offerings and Descriptions
- Financial Aid
- Billing
- Degree Audit
- Degree Information
- Grades
- Class Schedule and Course Managed Information
- Unofficial Transcript
- Calendar
- Personal Information
- Job Search
- Class Registration
- Customization
- Portal News
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The full-service student portal provides students access to their information, including online registration, degree audit, transcripts, billing, financial aid, online documents, course content, grades, and more. Students can even pay their bill online.

Web Browsers supported for the Student Portal are:
- Windows – Internet Explorer 8 & 9 and Firefox 5.x or greater
- Mac – Safari 4 (or greater) and Firefox 5.x or greater

Note: When viewing non-English languages, users browsing the portals must set their browser to UTF-8 encoding. Internet Explorer’s Compatibility View should be turned off.

Upon accessing the Student Portal, if your browser is not set to allow pop-ups for this site, you will be presented with a message indicating you need to allow pop-ups. This is necessary to allow you to change an expired password. You will need to disable all pop-up blockers or allow pop-ups for this site.

The login window displays when accessing the Student Portal.

![Student Portal Login](image1.jpg)

Figure 1: Login
If your password has expired a Password Expired dialog box will display in which you can change your password. Enter your current password, then your new password and confirm your new password. Click **Change My Password** to accept and log in.

![Password Expired](image)

**Password validation requires the following:**
1. At least one upper case letter [A-Z]
2. At least one lower case letter [a-z]
3. At least one number [0-9]
4. No spaces are allowed
5. Minimum of six (6) characters long

![Password has Expired](image)

**Figure 2: Password Expired**
Password

Step-By-Step: Recovering Forgotten Passwords

1. From the **Student Portal** login page, click **Forgot Password**.

![Reset My Password window](image)

Figure 3: Reset My Password window

2. The user name and e-mail address and CAPTCHA validation will be requested.

3. Click the **Reset Password** button. This will then e-mail the user a link to reset their password. The emailed link expires after one hour or after it is first used.

Once logged in, students can change their passwords using the **Change Password** option.

![Change Password window](image)

Figure 4: Change Password window
Logging In

Any pop-up blockers must be turned off when accessing the Student Portal Registration. When first logging in, if pop-up blocking is enabled a message will display indicating that pop-ups are blocked and to disable them. This message will display again when students click the Registration link. If all pop-up blockers are not turned off, Registration will be cancelled.

![Message from webpage](image)

**Figure 5: Pop-up blocker enabled**

Step-By-Step: Student Login

The student’s Portal Username and Password are necessary to log in. These are provided to the student. Students cannot modify their Portal Username.

![Student Portal Login](image)

**Figure 6: Login**

1. Enter the Portal **Username** and **Password**.
2. Select the **Term** then click the **Log In** button.

**Note:** If the user does not have an active address of the type specified in the Student Portal Configuration, a warning will display under the username.

**WARNING:** To avoid denial of service attacks, if a user attempts to log in unsuccessfully, the next 4 successive login attempts will be delayed. After the 5th attempt, their IP address will be locked from further access. See the CAMS Manager document for instructions to enable/disable the IP lockout function. The following pop up will display after the 5th failed attempt:
Upon closing the pop up, the portal will display the following:

![Thank You, Goodbye]

Your failed login attempts have exceeded the maximum allowed. Contact your system administrator for proper credentials to access this site.

Figure 8: Logout display after unsuccessful attempts

If the user attempts to navigate away from the page and then returns, the following message will display until the associated IP address is unlocked:

![Thank You, Goodbye]

Goodbye

Figure 9: Return to Portal log in before IP unlocked

Please refer to CAMS Manager.pdf for instructions to unlock a user’s IP address.
Change Theme & Font Size

Portal theme colors and font size can be easily changed by simply clicking one of the colored squares or one of the letters "A" in the left side menu.

![Change Theme or Font size throughout the portal by a simple click](image)

Figure 10: Change Theme and Font Size

Navigating the Home Page

Logging in will display the Student Portal home page. The News section displays items important for students to see when accessing the portal.

![The following items are accessible by clicking the corresponding link](image)

Figure 11: Student Portal Home Page

The following items are accessible by clicking the corresponding link:
Calendar

The calendar can be used as a day planner. Enter items by clicking on the blue date hyperlink in the top left corner of each day. Faculty can also add calendar entries to all their students’ calendars to remind them of important class events.

**Note:** If a student deletes an instructor calendar item it will not be added again if the instructor changes it.

![Calendar](image)

*Figure 12: Calendar*
Course Offering

The course offering displays the credits, class start and end dates, class instructor, class location (room), and scheduled class days and times of classes that are being offered for the specific term selected, called **Current Term**.

![Course Offering](image)

Figure 13: Course Offering

The **Show Filter** option can be used to view a specific range or type of classes. This option can help find classes that are needed and will fit into existing class schedules.

You can select any combination of days and times, such as: classes on Monday and Wednesday that start between 12 PM – 8 PM. You can also include filter criteria by Campus, Departments and/or Divisions.

For example: if you select only "Monday", then

- Classes that meet on Monday display.
- Classes that meet on Monday *and* Wednesday also display.

If Monday and Wednesday are used as filtering criteria then

- All Monday and Wednesday classes, Monday only classes, and Wednesday only classes will display.
Step-by-Step: Filter For Classes in Course Offering

1. From the Student Portal Home page, click Course Offering. The Course Offering page displays.

2. Click the Show Filter button.

3. Select any combination of filtering criteria and click Apply Filter. The filter pane collapses displaying courses according to the criteria selected. Click Reset Filter to clear all selections then click Apply Filter to display all courses.

![Course Offering Filter](image1)

Figure 14: Course Offering Filter

![Book List drop-down](image2)

Figure 15: Book List drop-down

Click the Book List link to display a drop-down list of books designated for this course.
Financial Aid

My Financial Aid lists all financial aid awards that are available, and provides the option of accepting or declining the award. If a student's financial aid awards are packaged for the year (vs. just a single term) under a single financial aid status record then all the awards for that package will display in the student portal under their financial aid section. For example, if a student was packaged and received an award for $2000 dollars split 50/50 over FA-10 and SP-11 then when the student goes to the student portal for FA-10 or SP-11, they will see both awards for both terms. Awards for a single term are also displayed for the current or future terms.

![Figure 16: Financial Aid](image)

A student can Accept or Decline each award that is available to them. Once the award has been accepted or declined and submitted, the student cannot modify the selection in the portal.

The Student Accepted field on the Financial Aid Award Detail Entry window in CAMS Enterprise reflects the choice the student made on the portal. It can be changed here anytime by financial aid staff.

![Figure 17: Student Accepted Field](image)
Billing

The My Ledger option shows the student a detailed account ledger of all transactions distributed to the ledger and currently in the Billing Batch since matriculation, if configured by your institution. It also provides options to include Pending Housing changes and Pending Financial Aid awards, as well as variations on what is included in the student’s overall balance.

- **Previous Ledger Balance** is the balance from previous terms as shown in the student’s ledger
- **Term** that the transaction was associated with
- **Date** of the transaction
- **Description** of the charges
- **Debits/Credits** are the amounts of the charges/credits
- **Balance** column shows the cumulative amounts after each transaction
- **Ledger/Pre-Bill** is where the transaction is located. Ledger means the transaction is in the student’s ledger and Pre-Bill means the transaction is in a Billing Batch
- **Overall Balance** is the current balance from the student’s ledger, as of the Term selected, and can be modified to include Billing Batches, Pending Financial Aid and Pending Housing Charges
- **Pending Financial Aid** shows any awards that have not yet been transferred to the billing batch for the term
- **Pending Housing Charges** shows any charges initiated in the Housing Module that have not yet been transferred to the billing batch for the term
- The **Payment** link only displays if the student has a debit overall balance.

*Note: To make changes to what is displayed in the Ledger, see the CAMS Manager section on Portal Configuration.*
Pay Online

A student with a debit balance can pay online if the institution has setup the Online Payment Option. Options to pay by credit card or by check may be available.

![My Billing Ledger]

Figure 18: Detailed Student Billing Ledger
Step-By-Step: Pay Online

1. Click a payment option. The Online Payment Parameters page displays. Note that this page may look different depending on the online payment vendor used by your institution.

![Online Payment Parameters]

Figure 19: Online Payment Options

The payment option dropdown can allow a student to mark the payment for a specific type of transaction; tuition, housing, full payment, etc.

**Note:** See the Online Payment document for payment handling and setup.

2. Enter the correct billing information.

3. Click **Make Payment**.

4. Once the payment has been authorized the student will receive notice of a successful transaction.

Payment information is held in the **Transfer** section under the CAMS Manager module. See CAMS Manager Module documentation for more information.
Degree Audit

The degree audit option allows students to monitor their progress towards a degree. It displays what classes are completed and what classes are remaining. This will help the student plan a schedule towards completion of their degree. Students’ selection of classes during registration will be limited to classes listed in their Degree Audit if it exists.

Multiple programs may be evaluated if those programs are included on the record in CAMS Enterprise. Degree Audits must be applied to the student in CAMS Enterprise before a student will be able to utilize this feature. See the Degree Audit documentation for more information.

Step-By-Step: View a Student’s Degree Audit

1. On the Home screen, click Degree Audit Options, then select My Degree Audit. The Degree Audit screen displays.

   ![Degree Audit list](image)

   Figure 20: Degree Audit list

2. An asterisk next to the Detail link indicates a recent change was made to an Official course within the audit, and as a result, the audit will be reevaluated and then displayed in the window. Since Degree Audit considers all changes to a student’s official courses (even courses not applied to the audit, which would be in an elective group), any change in a student’s official courses will cause the audit to require reevaluation.
3. Click the **Detail** link to display a detailed list of courses required for the degree program. It shows the actual classes that have been completed and those remaining. Degree summary information is listed at the top of the report. It includes the Degree and Program Name, Minimum Credits Required, Credits Completed, Credits Remaining, Minimum Grade Point Average Required, Requirement Status, each Group Status and Grade Point Average Attained. If there is a formula present a link will be available to view the formula.

![Degree Information Detail](image)

**Figure 21: Degree Audit**
My Grades

The grades section of the Student Portal displays the registered classes for the specific term and any grades entered. Students may view Mid-Term, Final or Narrative grades. It also displays term and cumulative GPA information. Course evaluations can also be required to be completed before a student can view the grade for the course.

If the student has courses in multiple GPA Groups for the selected Term, each GPA Group will display Cumulative totals for that group whereas the Term GPA calculates all courses in the Term.

![Figure 22: Grade Report](image)

Click the printer icon to display a printer-friendly copy of the grade report.
My Housing

The Housing section of the Student Portal provides students with the ability to view their Room Assignment, Roommates, and any additional Room or Student fees that are associated with the selected term.

![My Housing](image)

Figure 23: Housing

My Schedule

The Student Matrix Schedule displays a grid of scheduled classes. This graphical display will help when registering for additional classes. Students may elect to display waitlisted courses for both the web page and the printer-friendly page. Place a check next to **Show wait-listed classes?** to also display any courses for which the student is on the waitlist, including the position in the wait list that the student holds.

**Note:** By default, the grid will only display Saturday and Sunday in the Matrix display if a course registered for meets on one of those days. Both days will display if either day has a schedule.

![My Schedule](image)

Figure 24: Student Matrix Schedule
Document Tracking

Students can view a list of documents that are required to be provided to the institution and the status of each document. The list is compiled from all modules with Document Tracking. Click the IMG link to view the document. Right-click the IMG link and choose Save As to save the document. Documents that a student would find helpful or are required reading can also be made available to them via Document Tracking, such as a student handbook or campus directory.

![My Documents](image)

Figure 25: Document Tracking List

My Transcript

Unofficial transcripts may be viewed and printed from the Student Portal by clicking the My Transcript link. If a student has a Business hold on which Stop Transcript is indicated, the student will not be able to access Transcripts. A message will display indicating that a hold is preventing viewing of the transcript. In order for the My Transcript link to display for eligible students, the Show Unofficial Transcript on Menu field must be checked in CAMS Manager >CAMS Portal >Portal Config >Student Configuration window, Student tab.

![Unofficial Transcript](image)

Figure 26: My Transcript page

**Note:** Term and Cumulative GPAs will not be displayed if a course evaluation is missing for the term and GPA Grouping. Subsequent terms in that GPA Group will also not be displayed until all course evaluations are completed.
Student Directory

The student directory displays only those students who have the option "Show on Directory" in CAMS Enterprise set to Yes. Only the current term displays, unless the include all terms option is selected. Click the email link to open an email message in your default email program with the email address populated in the To: field of the message.

Figure 27: Student Directory

Note: Students must have an Address Type such as that set in the Portal’s global.asa file in the Application.Value("strAddressType") line.
Edit Profile

Personal information, address information, email, and website links can be changed here (or added, if allowed by your institution) and will be updated in CAMS Enterprise as well. The information that displays is associated with the address type that is used for the portals.

![Update Address Information - Local](image)

*Address 1*: 174 Clarkson Road
*Address 2*: 
*Address 3*: 
*City*: Elsiville
*State*: MO
*Zip*: 63011
*County*: 
*Country*: USA
*Phone 1*: 314-385-8816
*Phone 2*: 
*Work Phone*: 
*Mobile Phone*: 
*Fax*: 
*Email 1*: cweiss@example.edu
*Email 2*: 
*Email 3*: 

**Figure 28: Personal Information**
Degree Information

Degree Information displays all courses that are required or optional for a specific degree program. The Revision Term (typically based on the course catalog beginning and ending terms) is selected and degrees offered during the selected Revision Term display.

Click the detail link of a degree to display requirements necessary to complete it. The figure below shows only a portion of the displayed information.

![Degree Detail](image)

Figure 29: Portion of degree detail
Job Search

Job Search will allow job searches for current job openings which meet specific criteria. Searches can be filtered by type, salary, and availability.

Jobs are created in the Placement module of CAMS Enterprise. Note that the Job Search link will display for students who have this option enabled in CAMS Enterprise.

Figure 30: Job Search
Course Registration

Online registration is accessed via the Registration link of the Navigation bar. The Unofficial Registration page provides course filter search options in order to display only desired courses, pending courses, and optionally, completed courses. Any pop-up blockers must be turned off when accessing the Student Portal Registration. When first logging in, if pop-up blocking is enabled a message will display indicating that pop-ups are blocked and to disable them. This message will display again when students click the Registration link. If all pop-up blockers are not turned off, Registration will be cancelled.

Figure 31: Pop-up blocker enabled

Step-By-Step: Register For a Class

1. Click Registration on the menu. The Unofficial Registration page opens with the student’s current schedule displayed at the top of the page. Unofficially registered courses may be dropped by selecting the checkbox next to the appropriate class. A course labeled Not Allowed cannot be dropped from the portal and must be dropped by the Registrar. Courses available for registration are displayed in the lower portion of the page. The portal compares the student’s transcripts against the course offering, and if prerequisites for a course have not been met, the course will not display. If a waiting list is available, the student may put themselves on it by registering for the course.

Note: When registering, prerequisites are checked two levels deep. For example: Painting 201 has a prerequisite of Painting 101. Painting 101 has a course equivalent of Art 101. Art 101 has a course equivalent of Ceramics 101. When checking PreRequisites in Course Equivalents, either Art 101 or Ceramics 101 will meet the prerequisite requirement for Painting 201 in addition to the actual prerequisite of Painting 101.
2. Click **Show Academic Information** to display Advisor, Major, and Minor. This information is pulled from the Status Record for the term for which the student is logged into the portal. Information will not display if a Status Record for the term does not exist.
3. Click **Show Filter** to expand the Course ID Filter section.

Figure 33: Course ID Filter

Selecting **Class Summary Only** will display only the course number and course name of each class without any times, rooms or instructor details.

Selecting **Completed Courses** will display a list of the student’s completed courses and will assist in course selection.

Students may or may not see Credit and/or Audit checkboxes and other codes, which define whether they can register for the class or not.

Courses a student is qualified to register for credit have Credit check boxes. If the “Waitlist” code is next to the check box, the student can put themselves on the wait list for the course. Students may register for one section of a course and put themselves on the waitlist for a different section. Credits associated with a waitlisted course do not count towards the maximum allowed hours for registration. If a seat becomes available, only the registrar can determine who on the wait list will be registered for the course.

Other codes the student may see:

- **Reg** – The student is already registered for the course.
- **FacAppReq** – The Instructor’s permission is required. Only the Registrar can register this course.
- **DegAudit** – the course is not in the student’s degree audit as remaining.
- **PreReq** – Prerequisite has not been met.
- **DLPreReq** – this course has a prerequisite DL Orientation course that must have been completed in a prior term.
- **Last Add** – The date is past the date this course may be registered.
- **Class is Full** – The course is full.
Click the course link to open a pop-up window with further details such as Co-Requisites, Pre-requisites, and Equivalents.

![Image](image.png)

Figure 34: Book List drop-down

Click the **Book List** link to display a drop-down list of books designated for this course.

Upon processing registration, if student is not registered for a required corequisite course, a warning prompt will appear and registration cannot continue until the corequisite course is selected. If the student has already met a corequisite in a previous term, a notice will display indicating the corequisite has already been met. A warning prompt will also display when dropping a course that is needed as a corequisite.

Once a student has unofficially registered for classes they will see the **Unofficial Registration Checkout** page with their schedule including any waitlisted courses.

Students can then print their schedule by clicking the printer icon. As long as the registered class remains unofficial the student may drop it at any time. Only the registrar can authorize unofficial classes.

**Note:** Students may audit classes they do not qualify to take for credit because they do not meet prerequisites or degree audit requirements.

![Image](image.png)

Figure 35: Registered Classes
When registering courses that utilize relative start dates, such as a 30 day course within a 4 month term, clicking **Process Registration** will present students with an additional screen where they may choose the **Start Date** for these courses. The **End Date** will calculate automatically according to the length of the course. You must adhere to the Restriction Information displayed for each course when choosing the Start Date. No registration changes are saved at this point. All registration changes will save upon clicking **Save Registration** on this screen or you may click **Cancel Registration** to cancel all changes made in this session.

![Figure 36: Relative Start Date Selection page](image)

**Portal News**

Institution news items and announcements display in the portals. Items are created in **CAMS Manager > CAMS Portal > Portal News**. Instructions to set up news items are available in the CAMS Manager PDF file and in CAMS Enterprise online help.

![Figure 37: Portal News](image)

**Customization**

*The source code is provided with the Student Portal. The source code is customizable by the institution. Because of this, updates from Three Rivers Systems, Inc. are never automatically applied so as not to overwrite any existing code base or web pages. It is up to the institution to decide how and when, if at all, to apply the updates.*
Registered Classes

Once a student has registered for classes, the list of classes displays when selecting Course Management > My Courses. The students can access the course content that the instructor has set up by clicking the Select hyperlink next to the course. Registered classes are also available by clicking the hyperlink for a course on the Home page.

<table>
<thead>
<tr>
<th>Dept</th>
<th>ID</th>
<th>Type</th>
<th>Section</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO</td>
<td>221</td>
<td>LEC</td>
<td>01</td>
<td>NUTRITION</td>
<td>2</td>
</tr>
<tr>
<td>ENG</td>
<td>101</td>
<td>LEC</td>
<td>02</td>
<td>ENGLISH COMP I</td>
<td>3</td>
</tr>
<tr>
<td>HIS</td>
<td>301</td>
<td>LEC</td>
<td>02</td>
<td>World History</td>
<td>3</td>
</tr>
</tbody>
</table>

There are several areas available to the student. Some areas may not be available if the instructor has not enabled them.

Course Information

This area displays additional information that an instructor wants students to see but is not necessary to be displayed under course announcements.

Course Announcements

Announcements the instructor feels are important for students to see are displayed on the main course page.
Course Documents

The Course Documents section allows the student to download or view any documents or files that the instructor has uploaded.

![Course Documents Table]

Figure 41: Course Documents

Clicking the Document Name link displays the associated file. The student must have the appropriate software installed for each file type. Students may right-click on the file name link and choose Save As to save the file.

Course Hyperlinks

The instructor may have other websites or documents that are helpful or important to the students. A list of those links is available from this location.

![Course Hyperlinks Table]

Figure 42: Course External Links

Faculty Contact Information

The instructor’s availability and contact information are displayed here.

![Instructor Contact Information]

Figure 43: Instructor Contact Information
Text Book Information

Textbooks for the class are displayed here. This is a list of all the textbooks for the course.

<table>
<thead>
<tr>
<th>Book Title</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN</th>
<th>Required</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Electronics</td>
<td>Smith</td>
<td>Random House</td>
<td>123456789</td>
<td>Yes</td>
<td>$29.99</td>
</tr>
<tr>
<td>Basic Electronics Workbook</td>
<td>Smith</td>
<td>Random House</td>
<td>234567890</td>
<td>No</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Figure 44: Course Text Books

Discussion Forums

Note: The following Discussion Group information refers to the default style Discussion Groups. If your institution has enabled the Forum Portals which will open in a new window upon clicking the Discussion Forum link, please refer to the Forum Portals.pdf document.

If an instructor has enabled this section and created a discussion group students will be able to post messages related to the topic and respond to other student’s posts.

Students may copy the content of the discussion forum. An email will be sent with the information. If the student does not have an email address in the E-mail 1 field of the address type used in the Student Portal the student will receive an error message and must update his personal information.
Email

Students may email other students in the class or a group of students in the class. A student can compose an email but will never see any other student’s email address. If more than one student was selected each student recipient will receive their own email with no other student’s email address on the email.

If the sending student does not have an email address in the E-mail 1 field of the address type used in the Student Portal the student will receive an error message and must update his personal information.

![Email Selection screen](image)

Assignments

There are three options under assignments, Upload Documents, View Graded Documents, View Assignments and Grades.

Upload Documents

If an instructor permits the uploading of course assignments students can upload their completed assignment using either the original electronic version of their assignment, such as a Word document or a scanned image.
Step-By-Step: Upload an Assignment Document

1. Click **Upload Documents**. A list of assignments displays.

   ![Figure 47: Upload Assignment](image)

   ![Figure 48: Browse to Assignment](image)

   Click **Upload Document** for the desired assignment.

2. Click **Browse** and navigate to the completed assignment. Any electronic document can be uploaded, such as MS Word, text file, or scanned image of the assignment. Select the document and then click **Upload Document**.

   The uploaded assignment is listed. The **Insert Date** displays the date and time that the assignment was uploaded, which can be used to verify if an assignment was turned in on time.

   Document uploads for assignments that are past the Due Date are not allowed unless the instructor enables an extension for uploads. If an extension has been allowed, the upload link will display **Upload Document – Extension Allowed**.

   ![Figure 49: Upload Document Extension Allowed](image)
The uploaded assignment can be edited or deleted until the instructor grades the assignment. Once an assignment is graded the student will only be able to view the latest version of their uploaded assignment.

**View Graded Documents**

An instructor can upload a graded assignment for the student to view.

![Figure 50: View Graded Assignment](image)

This is a separate version of the student’s uploaded assignment, which allows the student to see their version and the instructor’s graded version at the same time.

**View Assignments and Grades**

If the instructor permits, students may view their grades for their assignment. If enabled, the student will also be able to see their current letter and numeric grade for all graded assignments.

![Figure 51: Assignments and Grades](image)

**Click** the Printer Friendly link to open a page that can be sent to your default printer.
Student Attendance

If the instructor permits, students may view attendance for the course. Students may view an overview of their attendance in the course, or click on the specific attendance type to see the detail for just that type.

![Figure 52: Assignments and Grades](image-url)
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