

How to Access the Clarendon College Student Portal.

The 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 -11, Edge, Chrome and Firefox 5.x or greater
- Mac – Safari 4 (or greater) and Firefox 5.x or greater

1. You can access the Student Portal by clicking on the **Student Portal** link on the college's web page, or by entering the following web address <https://student.clarendoncollege.edu>.



Image 1.

2. Once the page opens, as shown in Image 2, you will need to enter in your Student Portal username and password. Your username can be obtained by calling the Student Services Office, IT Department or Library at 806-874-3571 or by emailing administrator@clarendoncollege.edu.
3. If you have registered but you do not have a username and password you can automatically set it up by clicking the **Activate Account** link. You will be prompted to answer 4 questions that are used to create your account. **Please Note:** Your username and password will be emailed to you after your application has been processed.
4. If you have forgotten your username or password, click the **Forgot Username or Password** link; as shown in Image 2. You will be prompted to answer 4 questions that are used to create your account and then enter the secret question. Your Username will be displayed when your password has been successfully changed. Please remember your password, it will not be displayed.
5. To request help, please click the **Request help from Portal Admin** link. It will open your email and create a blank message. Please complete the message and click send. It will then be sent to the Portal Admin.

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https://student.clarendoncollege.edu/login...

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igin.asp Student Portal Login

Note: Required fields are marked with an asterisk (*)

*Username:
[Input Field]

*Password:
[Input Field]

SP MINI-19 [Dropdown]

Login

Activate Account.
Forgot Username or Password?
Getting Started?
Request help from Portal Admin.

Enter your username, and password.

Enter your enrollment term, i.e. FA-19 for Fall 2019, FA MINI-19 for Fall Mini 2019, or SP-20 for Spring 2020.

Image 2.

6. After you, successfully login to your Student Portal account, the portal menu will appear as shown below in Image 3. Just below the portal menu are several news items. Please read through this, it might be helpful to you.

https://student.clarendoncollege.edu/index.asp

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Student Portal Admin My Grades My Transcript Course Mgmt Profile

Image 3.

Portal Menu Description:

- a. Student Portal
 - a. Home – Main portal page.
 - b. Help – Help and “How to” Documents.
 - c. Document Tracking – Document upload and storage page.
- b. Admin
 - a. Course Offering – A listing of all courses and their description for the currently selected term.
 - b. Degree Audit Options – Listing of current and previous courses and pre-requisites based on your major.
 - c. Registration – Course enrollment.
 - d. Direct Deposit – Bank selection.
 - e. My Schedule – Current course schedule.
 - f. My Bill – Current bill.
 - g. My Financial Aid – Current applicable financial aid.
 - h. My Payment Plan – Current payment plan setup and payment information.
 - i. My Grades – Midterm and final grades.
 - j. Housing Application – Dorm housing application.
 - k. Pay Dorm Deposit – Dorm housing deposit payment.

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- l. My Bookstore – Course book information.
 - m. My Bulldogs Mail – Office 365 email link.
 - n. My Brainfuse – Course tutor information.
 - o. Student Handbook – Student Handbook online link.
 - p. Safe Computing Website – Computing safety site link.
 - c. My Grades
 - a. Letter Grades – Final Grades for the currently selected term.
 - d. My Transcript
 - a. Letter Transcript – Unofficial college transcript.
 - b. Official Transcript Request – Link to the Parchment Transcript site.
 - e. Course Mgmt
 - a. My Courses – link to limited course information. Used mainly for Face to Face courses.
 - b. My Moodlerooms (Online Courses) – Link to Moodlerooms. All online courses will be in Moodlerooms.
 - f. Profile
 - a. Top of the submenu will display name, student ID and the currently selected term.
 - b. Change Term – Click here to change to another term.
 - c. Edit Profile – Click here to change your address information.
 - d. Change Password – Click here to change your Student Portal password.
 - e. Logout – Click here to leave the Student Portal.
7. If needing access to the Course Mgmt (Face to Face course) information, click Course Mgmt and then click the Select link to access the course information; as shown in Image 4.

My Courses

[Help?](#)

Click here for "help" information.

List of courses for which you are currently registered:

	Dept	ID	Type	Section	Course Name	Credits
Select	Test	Class	LEC	123	ONLINE TEST COURSE	3

Image 4.

After clicking **My Courses**, you will click the **Select** link to access the course you want to view.

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8. The course will open and, depending on the options enabled by the instructor, you will see a page like Image 5 below. Your instructor controls the availability of each link shown in image below.

ONLINE TEST COURSE [TestClassLEC123]

[My Courses](#) ▶ [Course Options](#)

Options not enabled are determined by the instructor.

Course Information	Assignments	Reports		
<ul style="list-style-type: none">• Course Information• Course Announcements• Course Documents• Course Hyperlinks• Faculty Contact Information• Textbooks	<ul style="list-style-type: none">• Upload Documents• View Graded Documents• View Assignments and Grades	<ul style="list-style-type: none">• My Attendance • My Portal Usage		
<th>Course Communication</th> <td><th>Online Testing</th><td></td></td>	Course Communication	<th>Online Testing</th> <td></td>	Online Testing	
<ul style="list-style-type: none">• Discussion Forum• Email	<ul style="list-style-type: none">• No Online Tests Currently Available			

Image 5.

9. For detailed instructions on how to use the Student Portal go to <http://www.clarendoncollege.edu/studentportal.pdf> or click **Help** from the menu.
10. If you need help logging into your portal, please email the system admin at adiministrator@clarendoncollege.edu.
11. If you need help with enrollment or registration, please email admissions@clarendoncollege.edu.