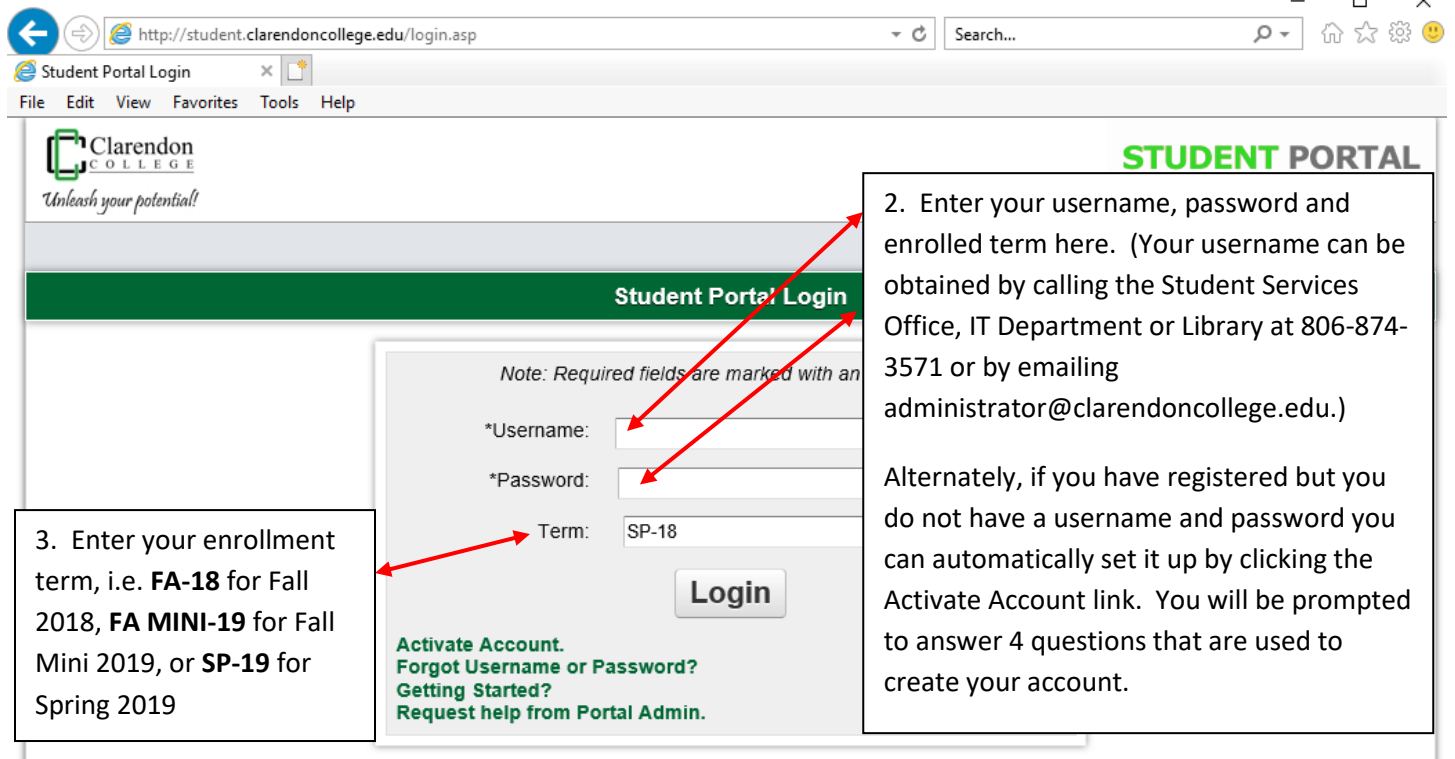


How to Access the Clarendon College Student Portal.

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



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4. Click here to view a different term. (Points to the 'Current term: SP-18 (Change)' link in the top left corner.)

5. Various important items you may need to know about are located here in the News area. (Points to the 'Student Portal News' header.)

6. Click here to bring up your Schedule. (Points to the 'My Schedule' link in the left sidebar.)

7. Click here to see and pay your bill. (Points to the 'My Bill' link in the left sidebar.)

8. Click here to see any financial aid you may be receiving. (Points to the 'My Financial Aid' link in the left sidebar.)

9. Click here to setup a payment plan, if available, for your tuition and fees. (Points to the 'My Payment Plan' link in the left sidebar.)

10. Click *My Courses* to see your grades or, if it is an on campus class, any course documents.
 (Click *My Moodlerooms* to go to your online courses.) All online courses are in Moodlerooms.

(Points to the 'My Courses' link in the left sidebar.)

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The screenshot shows the Clarendon College Student Portal interface. On the left is a navigation menu with options like Home, Help, Calendar, Student Directory, Document Tracking, Administrative Services, Course Offering, Degree Audit Options, Registration, and My Schedule. The main content area is titled 'My Courses' and contains a table with columns for Dept, ID, Type, Section, and Course Name. A single row is visible for 'Wills Test Course'. A green 'Select' button is positioned to the left of the 'Wills Test Course' row. A red arrow points from a text box to this 'Select' button.

Dept	ID	Type	Section	Course Name
	Test	Test	Test	Wills Test Course

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

The screenshot shows the 'Wills Test Course [testTestTest]' page. The page is divided into several sections: Course Information, Course Communication, Assignments, Online Testing, and Reports. The 'Course Information' section has a 'Textbooks' link. The 'Course Communication' section has 'Discussion Forum' and 'Email' links. The 'Assignments' section has 'Upload Documents', 'View Graded Documents', and 'View Assignments and Grades' links. The 'Online Testing' section has 'No Online Tests Currently Available'. The 'Reports' section has 'My Attendance' and 'My Portal Usage' links. A red arrow points from a text box to the 'Textbooks' link. Another red arrow points from a text box to the 'Options not enabled are determined by the instructor' message at the top of the course options area.

13. Click here to see any books for the course.

12. The course will open and, depending on the options enabled by the instructor, you will see a page like this.

For detailed instructions on how to use the student portal go to <http://www.clarendoncollege.edu/studentportal.pdf> or click **Help** from the menu.

If you need help logging into your portal please email the system admin at administrator@clarendoncollege.edu.

If you need help with enrollment or registration please email admissions@clarendoncollege.edu.