What is MY Portal?
MY Portal is a secure website that provides access to news, announcements, personal information, registration and online billing services, collaboration areas, Blackboard and email.

How do I log in to MY Portal?
- There are a few different ways to access MY Portal.
  - From the Madonna University website, click Login to MY Portal in the upper-right corner;
  - or
  - Select MY Portal from the Quick Links drop-down menu on the Madonna University home page (www.madonna.edu);
  - or
  - Click MY Portal right-hand buttons on various pages throughout the Madonna University website.

How do I log out of MY Portal?
Click the Logout link located in the upper-left corner of the window. Be sure to always log out when you are finished, especially on a public computer.

How do I change my password?
Log in to MY Portal and Click the Personal info link next to your name at the top of the window; click the Password tab.

Enter your old password in the first field and enter the new password in the New Password field and enter the new password once again in the Confirm Password field and click the Save button.

Note: The new password must be between six and 12 characters long.
FAQ for Faculty

Where do I go to view my personal information?
Click the Personal Info link next to your name at the top of the window.

How do I enter final grades?
Click the Faculty tab, then click Grade Entry in the left panel. Click View Course List on the right to view a list of the current semester's courses. Select the course to work on. A class list will appear with columns available for adding grades.

How do I find the courses I am teaching?
Click the Faculty tab; click MY Classes in the left panel to view courses from the current semester.

Use the Term and Division drop-down menus to view classes outside the current semester.

Contact the Help Desk with further questions: helpdesk@madonna.edu
FAQ for Faculty

How do I find and print my course roster?
Click the Faculty tab; click My Classes in the left panel. Select Class List from the Go Directly To menu on the lower right. To print the Class Lists click the Printer Friendly link. You can also click the Export to Excel link if needed.

How do I know which students have dropped the course?
Click the Faculty tab; click My Classes in the left panel. Select Class List from the Go Directly To menu on the lower right. Check the Status column to determine if students have dropped.

How do I print my course details?
The Course Details area contains time and location information, enrollment data, and cross listing information for your courses. Click the Faculty tab; click My Classes in the left panel. Select Course Details from the Go Directly To menu on the lower right.

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How do I find and print information about my text books?
Click the Faculty tab; click MY Classes in the left panel. Select Textbooks from the Go Directly To menu on the lower-right. The page will refresh itself and a list menu will appear allowing you to select a course from a list of your classes. Information about the textbook(s) will be displayed. Click the Printer Friendly link to print.

How do I email my students via MY Portal?
Click the Faculty tab; click MY Classes in the left panel. Select Class List from the Go Directly To menu on the lower right to see classes from the current semester. Select a course.

A class list will appear with an Email column available. Use the check boxes to select the student(s) to receive the email. Click the Email Selected Students link.

An email window will appear; add a subject and message. Click the Send button to send the email message to the selected students.
FAQ for Faculty

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