

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.

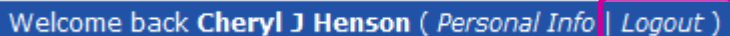
Enter your ID in the user name field; enter your PIN in the password field and click *Login*



User Name: Password: [I FORGOT MY PASSWORD](#)

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.



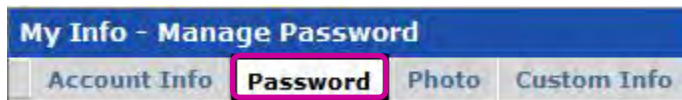
Welcome back Cheryl J Henson ([Personal Info](#) | [Logout](#))

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.



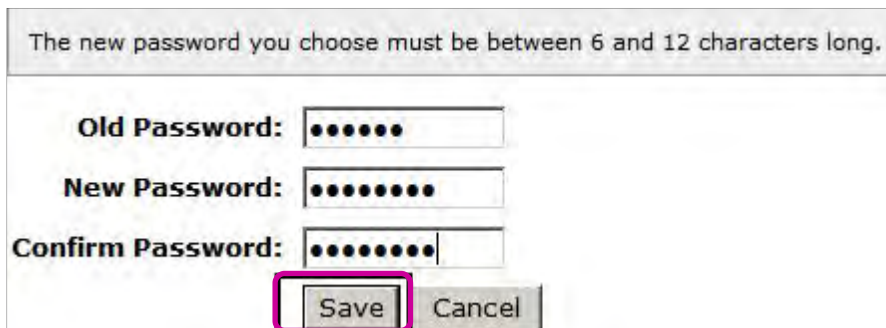
Welcome back Cheryl J Henson ([Personal Info](#) | [Logout](#))



My Info - Manage Password

[Account Info](#) | [Password](#) | [Photo](#) | [Custom Info](#)

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.



The new password you choose must be between 6 and 12 characters long.

Old Password:

New Password:

Confirm Password:

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

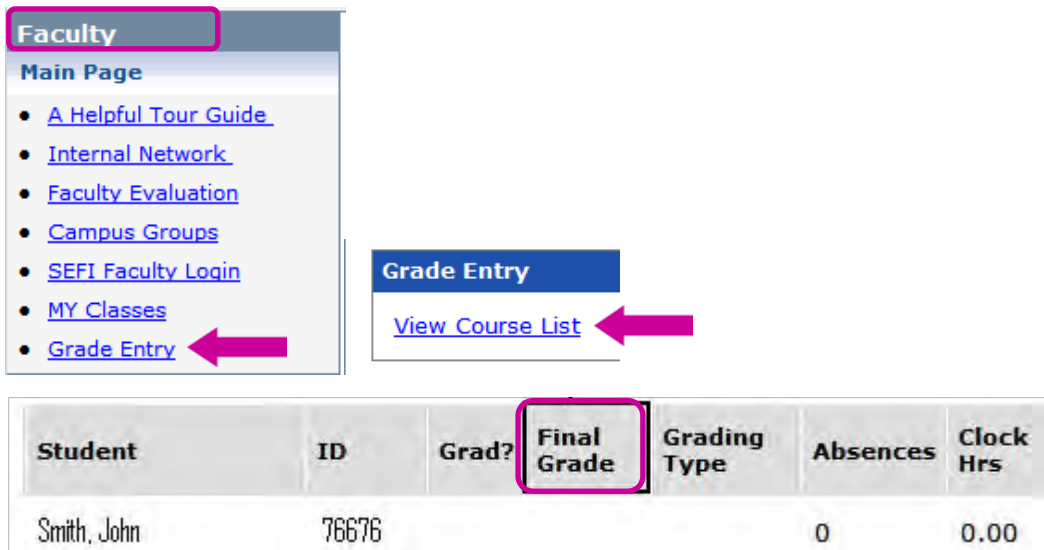
Where do I go to view my personal information?

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.



Student	ID	Grad?	Final Grade	Grading Type	Absences	Clock Hrs
Smith, John	76676				0	0.00

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.

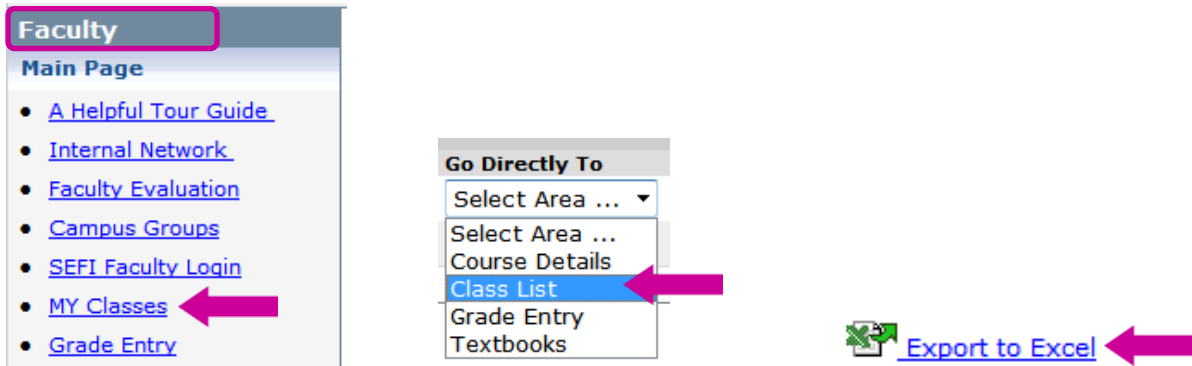


Use the *Term* and *Division* drop-down menus to view classes outside the current semester.



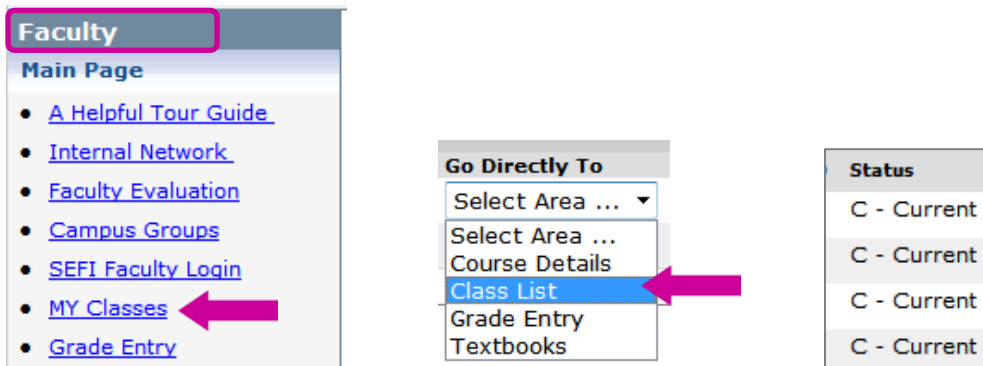
How do I find and print my course roster?

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.



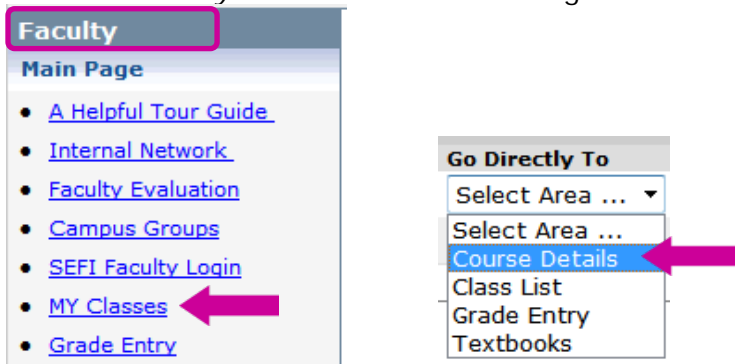
How do I know which students have dropped the course?

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.



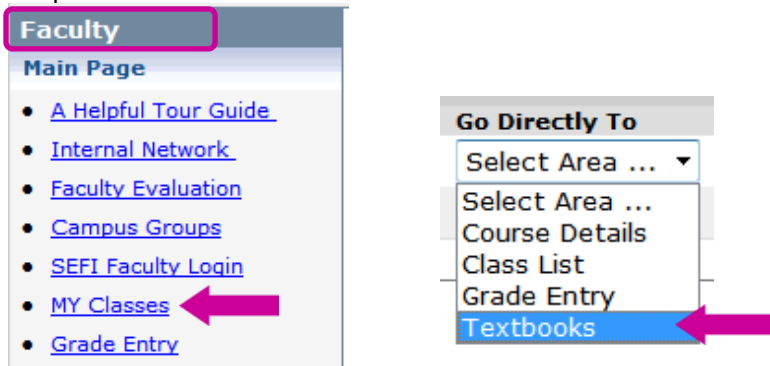
How do I print my course details?

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.



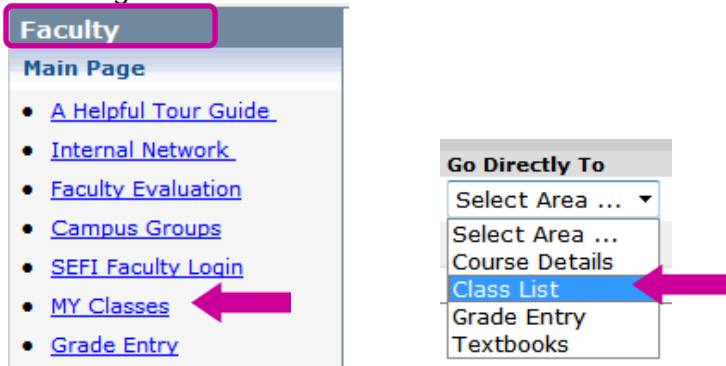
How do I find and print information about my text books?

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.

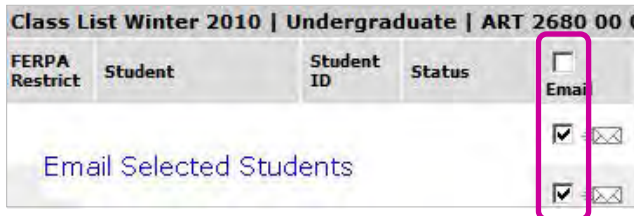


How do I email my students via MY Portal?

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

The image shows a screenshot of an email composition interface. At the top, there is a "Subject:" field containing the text "Subject". Below this is a "Body:" section with a rich text editor toolbar. The toolbar includes options for font style (Default Font), size, bold (B), italic (I), underline (U), text color, background color, bulleted list, numbered list, link, unlink, and a spell checker icon. The main text area contains the placeholder "Enter Text". Below the text area is a message: "To add an attachment to this e-mail, click 'Browse' to find the file, and click 'Add' to attach 2MB (or multiple files that total more than that) will not be sent." Underneath this message is a "File:" label, a text input field, a "Browse..." button, and an "Add" button. At the bottom of the form, there are two buttons: "Send" and "Cancel". The "Send" button is highlighted with a pink rectangular box.