

### 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?

- 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](http://www.madonna.edu));

or

- Click *MY Portal* right-hand buttons on various pages throughout the Madonna University website.

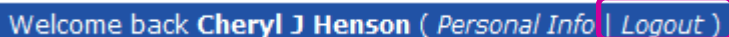
Enter your student ID number in the user name field; enter your PIN in the password field and click *Login*.



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

### How do I log out?

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.



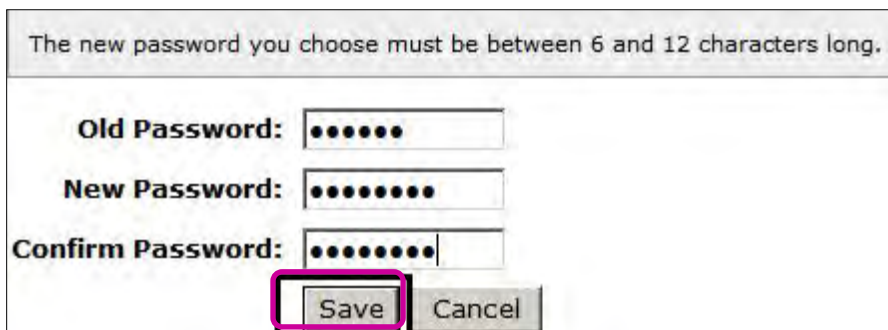
Welcome back Cheryl J Henson ( [Personal Info](#) | [Logout](#) )



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; 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.

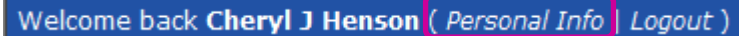
### How do I view personal information, change my password, and view my academic information?

Click the *Personal Info* link next to your name at the top of the screen.



### How do I change my address?

Click the *Personal Info* link next to your name at the top of the window.



On the My Info page, click on the *Biographical Info* tab. Click the pencil image on the Name and Address bar. Make your changes and click the *Submit* button near the bottom of the window.

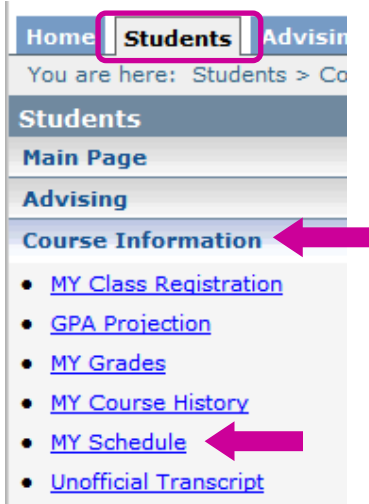


### Course Information

The Course Information area is located under the *Students* tab. This area is used to add or drop courses, view your grades, print an unofficial transcript and estimate your GPA.

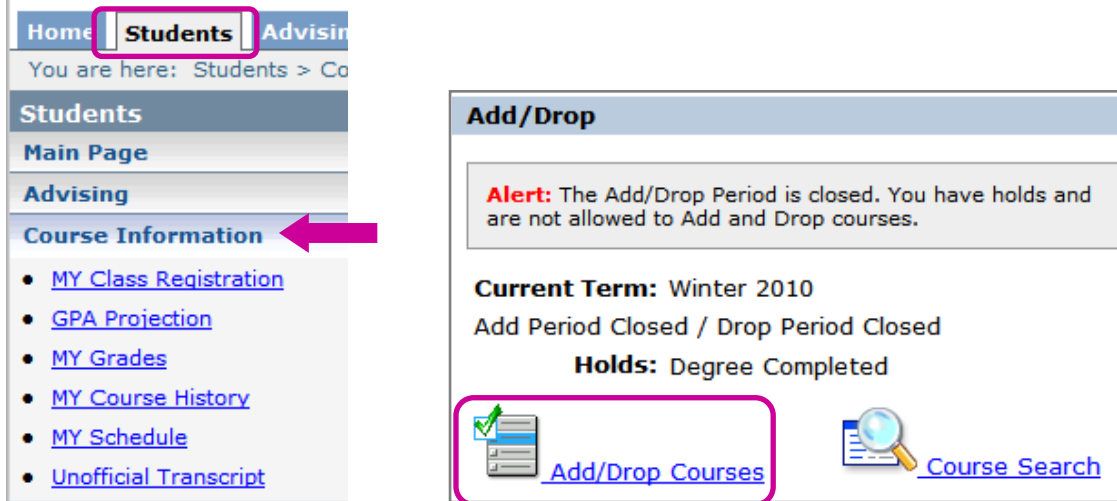
### Where is my course schedule?

Click the *Students* tab; click *Course Information* in the left panel; click *MY Schedule* from the list of options.

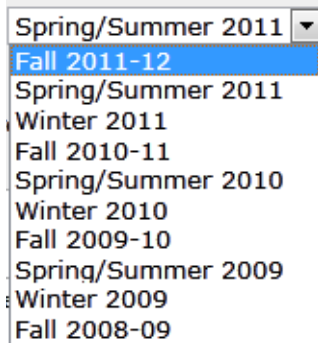


### How do I register for courses?

Click the *Students* tab; click *Course Information* in the left panel; click the *Add/Drop Courses* link on the right.

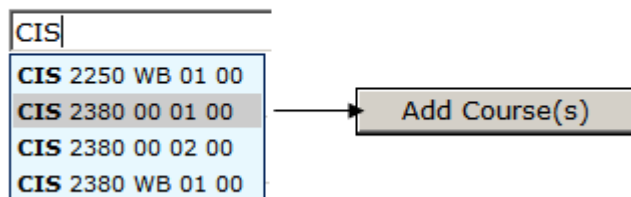


Select the appropriate term from the drop-down menu.



Begin typing the course code in the course code field; select the desired course from the drop-down menu and click the *Add Course(s)* button.

Course Code:



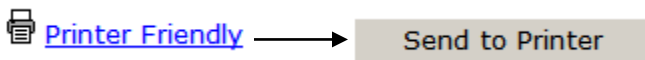
**How do I view all courses in a term?**

Click the *Students* tab; click *Course Information* in the left panel; click the *Add/Drop Courses* link on the right. Select the appropriate term from the drop-down menu; click the *Course Search* tab and use the information fields to narrow your search or click *More Search Options*. Click the *Search* button.

**How do I view my grades?**

Click the *Students* tab; click *Course Information* in the left panel; click the *MY Grades* link from the Course Information list. Select the appropriate term from the drop-down menu and click *View Final Grade Report*.

To print your grades, click the *Printer Friendly* link in the upper-right corner (the window will reformat). Then click the *Send to Printer* button



**OR**

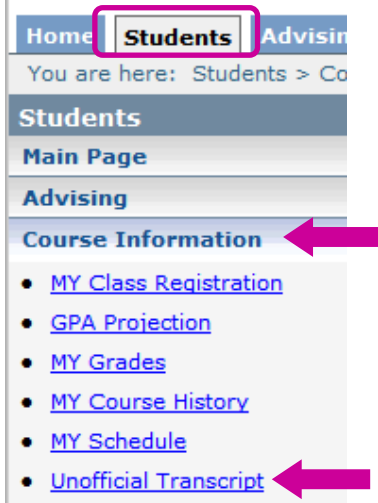
To view a PDF version of the *Official Grade Report* click the *Print Official Grade Report* link on the lower left of the Grade Report.

[Print Official Grade Report](#)

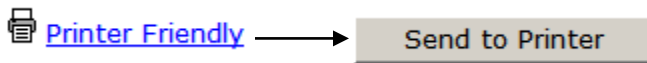
**Note:** You will need Adobe Reader software to view and print the PDF.

### Where is my unofficial transcript?

Click the *Students* tab; click *Course Information* in the left panel; click the *Unofficial Transcript* link from the Course Information list.



To print the Unofficial Transcript: Click the *Printer Friendly* link in the upper-right corner (the window will reformat). Click the *Send to Printer* button.



**OR**

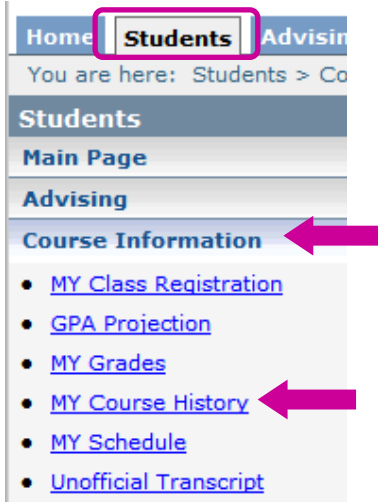
To view a PDF version of the *Official Grade Report*, select the *Print Official Grade Report* link on the lower left of the Grade Report.

[Printable Unofficial Transcript](#) 

**Note:** You will need Adobe Reader software to view and print the PDF.

### Where is my course history?

Click the *Students* tab; click *Course Information* in the left panel; click *MY Course History* in the list of options; click the *View Course History* link on the right.



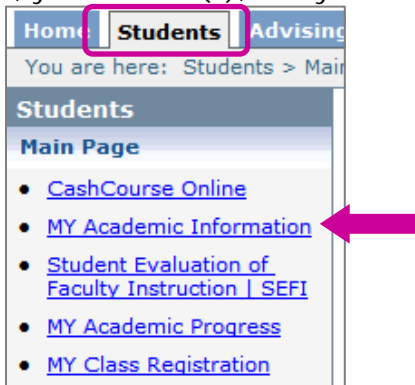
### How do I estimate my GPA?

Click the *Students* tab; click *Course Information* in the left panel; click the *GPA Projection* link.

### Academic Advising

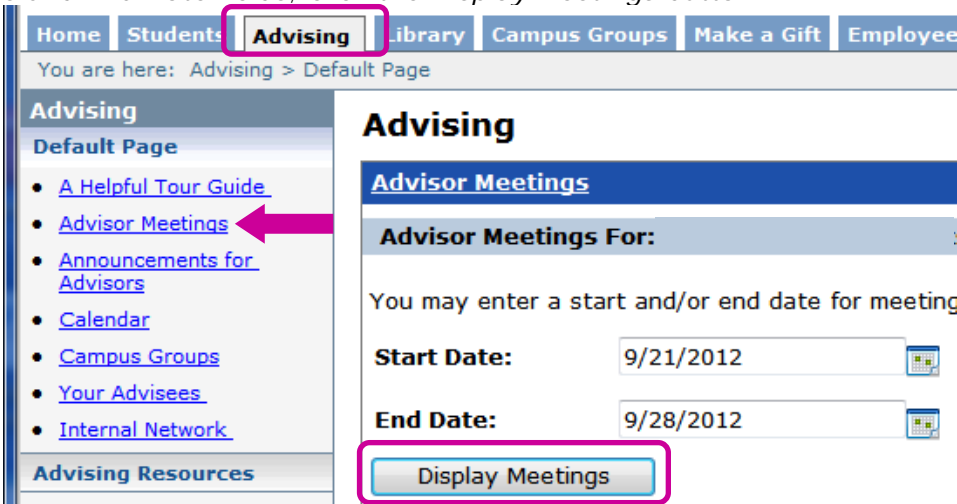
#### Who is my advisor?

Click the *Students* tab; click *MY Academic Information* in the left panel. This page will display your degree type, your advisor(s), and your intended major(s).



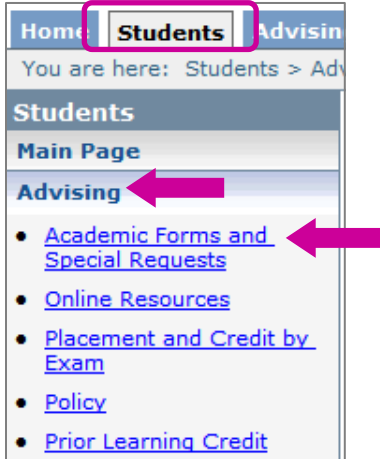
#### Do I have any meetings with my advisors?

Click the *Advising* tab; click *Advisor Meetings* in the left panel. Enter the desired date range in the *Start Date* and *End Date* fields; click the *Display Meetings* button.



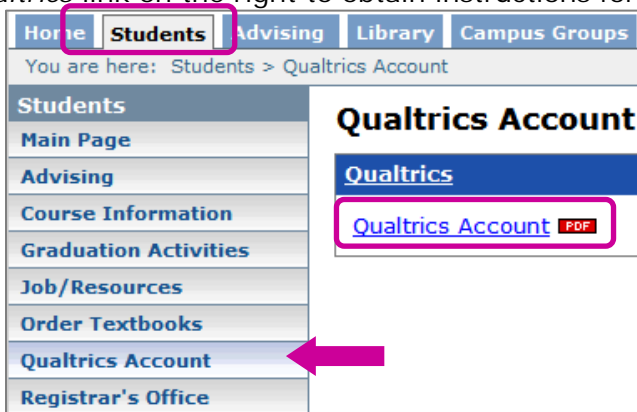
## Where are forms from my advisors?

Click the *Students* tab; click *Advising* in the left panel; click Academic Forms and Special Requests.



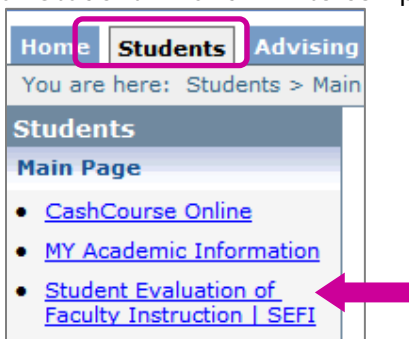
## What is Qualtrics?

Qualtrics is online survey software. Madonna University students, faculty and staff are welcome to use Qualtrics to create surveys. Click the *Students* tab; click *Qualtrics Account* in the left panel. Click the *Qualtrics* link on the right to obtain instructions for creating an account.



## Where is the Student Evaluation of Faculty Instruction | SEFI?

Click the *Students* tab; click *Student Evaluation of Faculty Instruction | SEFI* in the left panel. Log in with your Student ID and PIN to complete the evaluation(s).





### Student Accounts

The Student Accounts area of MY Portal allows students to view their statements and payment plans, pay their bills and obtain 1098T forms.

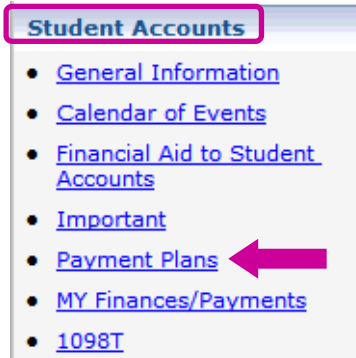
### Where is Student Accounts?

Click the *Students* tab; click *Student Accounts* in the left panel.

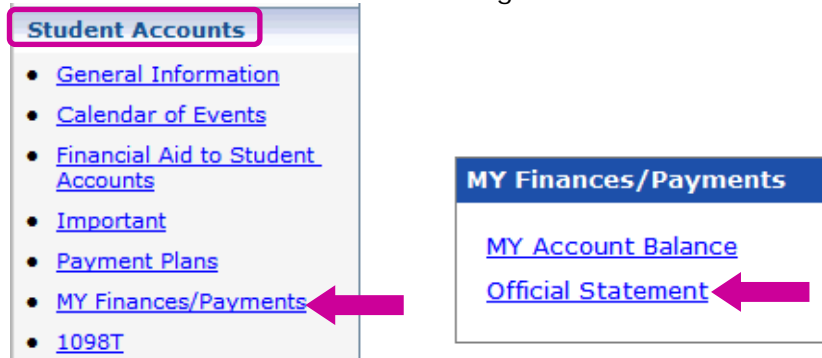


**What are Madonna University's payment plans?**

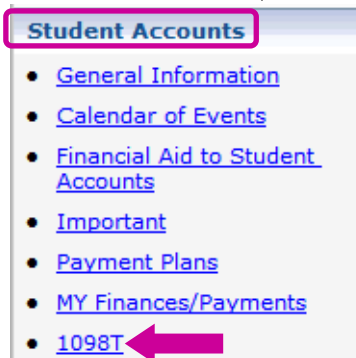
Click the *Students* tab; click *Student Accounts* in the left panel; click *Payment Plans*.

**Where is my Statement?**

Click the *Students* tab; click *Student Accounts* in the left panel; click *My Finances/Payments*; click the *Official Statement* link to the right.

**Where is my 1098T?**

Click the *Students* tab; click *Student Accounts* in the left panel; click *1098T*.



### How do I pay my bill?

Click the *Students* tab; click *Student Accounts* in the left panel; click *MY Finances/Payments*; click the *MY Account Balance* link on the right.

