

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);

or

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

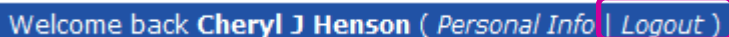
Enter your student ID number in the user name field; enter your PIN in the password field and click *Login*.



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.



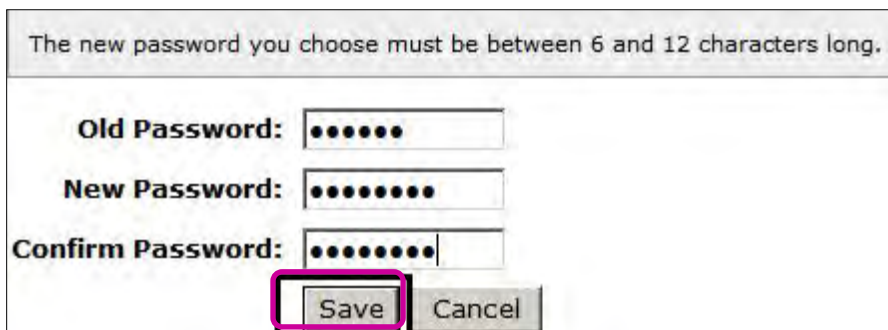
Welcome back Cheryl J Henson ([Personal Info](#) | [Logout](#))



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.

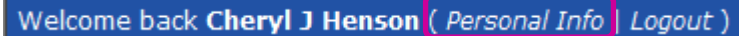
How do I view personal information, change my password, and view my academic information?

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.

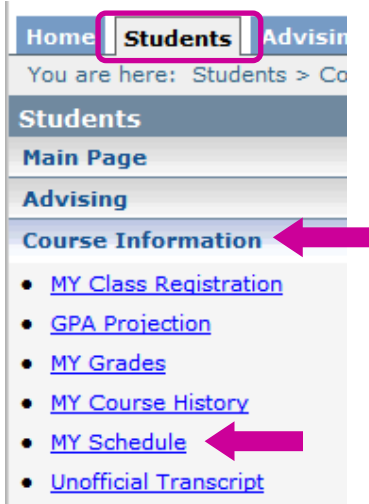


Course Information

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.

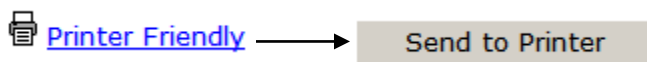
How do I view all courses in a term?

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

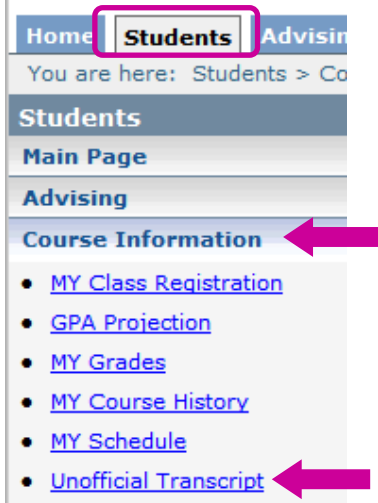
To view a PDF version of the *Official Grade Report* click the *Print Official Grade Report* link on the lower left of the Grade Report.

[Print Official Grade Report](#)

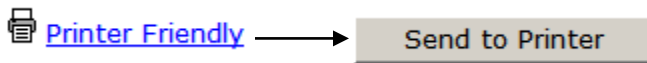
Note: You will need Adobe Reader software to view and print the PDF.

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

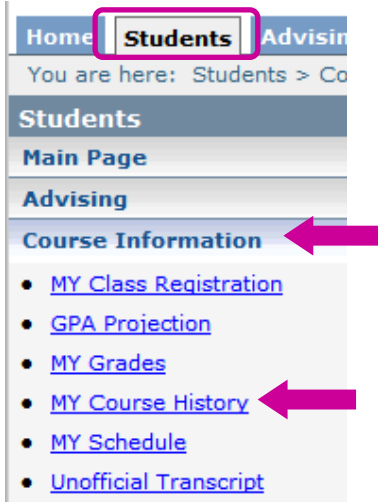
To view a PDF version of the *Official Grade Report*, select the *Print Official Grade Report* link on the lower left of the Grade Report.

[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.



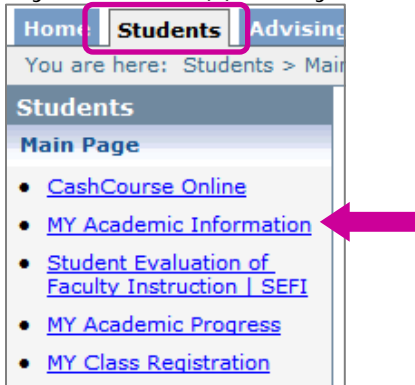
How do I estimate my GPA?

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

Academic Advising

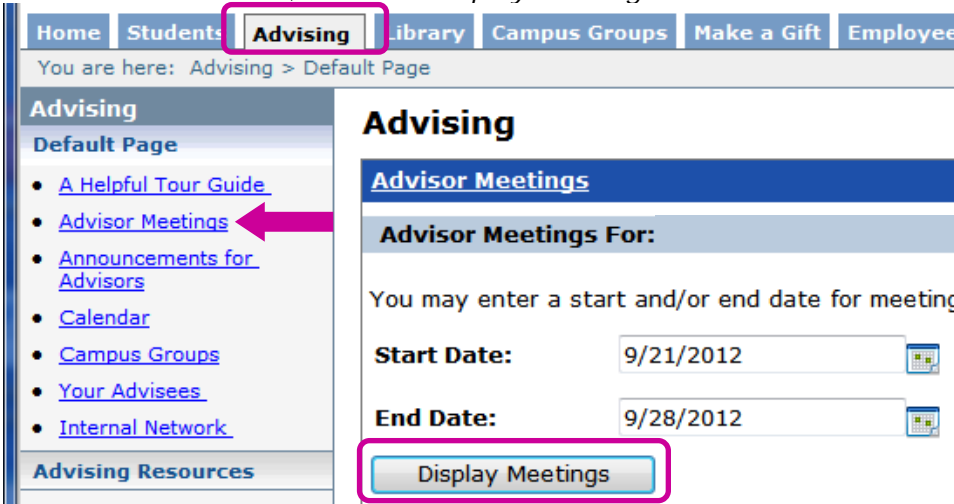
Who is my advisor?

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).



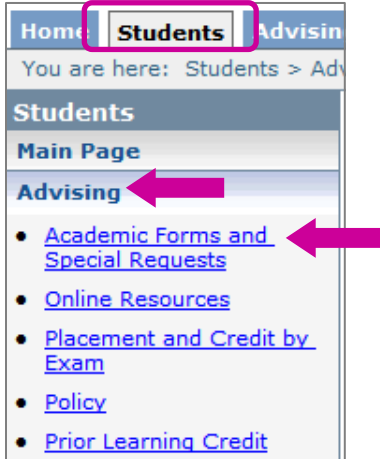
Do I have any meetings with my advisors?

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.



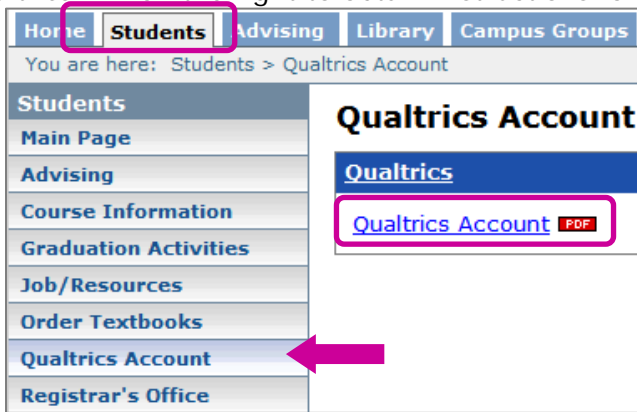
Where are forms from my advisors?

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



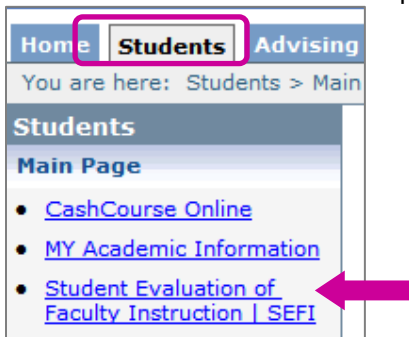
What is Qualtrics?

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.

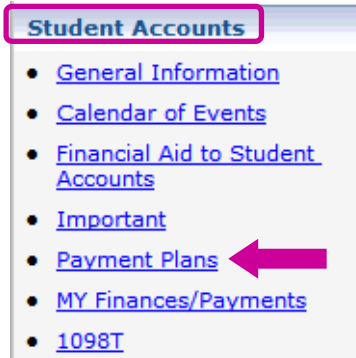
Where is Student Accounts?

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

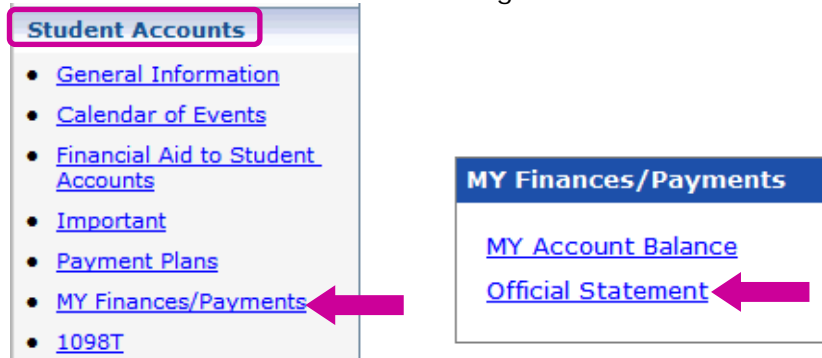


What are Madonna University's payment plans?

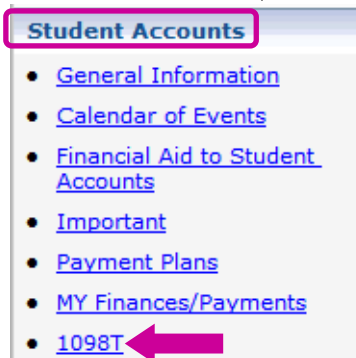
Click the *Students* tab; click *Student Accounts* in the left panel; click *Payment Plans*.

**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.

