SOUTHERN WESLEYAN UNIVERSITY

MyCampus

Getting Started Guide

Student Edition

Revised 4/19/12

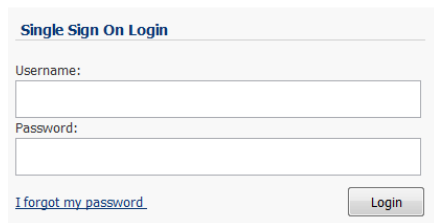# Table of Contents

Knowledgebase
MyCampus Guide

1. Logging into MyCampus

A. Your username is usually: firstname.lastname OR firstnamelastname.

Ex. john.smith or johnsmith

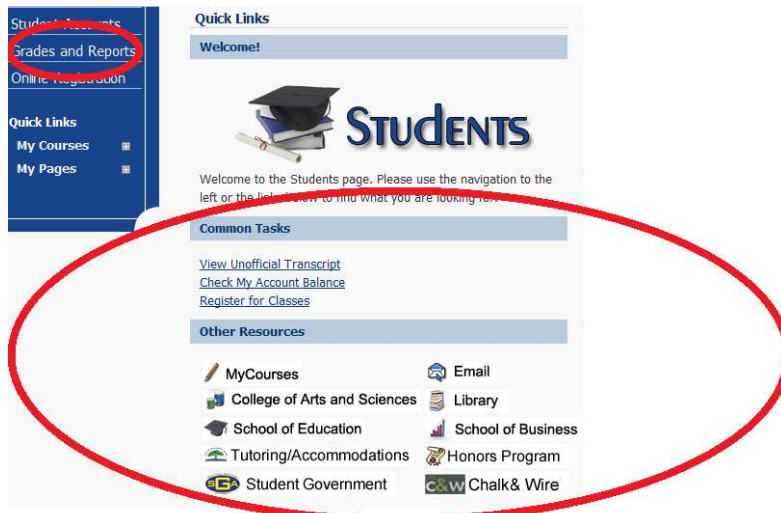*note: long names or duplicate names will be different

B. Your default password is: last name and the last five numbers of your Social Security number.

Ex. smith12345

2. Student Resources

If you click on the Student Tab at the top of the page, you be directed to a page that has a section similar to this:

Students Page for MyCampus

On the Students Page you have many options to explore.

Common Tasks

View Unofficial Transcript
Check My Account Balance
Register for Classes

A. Unofficial Transcript

Under Common Tasks, click on the View Unofficial Transcript link to view it. To print your unofficial transcript, scroll to the bottom of the page and click on Printable Unofficial Transcript. Once the screen is loaded, click File, then Print. When the printer dialog box appears, select your printer and click Print.

Printable Unofficial Transcript

B. Account Balance

Under Common Tasks click on the Check My Account Balance link to view your account information.

My Account Info

My Account Balances/Make A Payment

Course and Fee Statement

To view your account balance or make a payment click on My Account Balances/Make A Payment under My Account Info. It will generate your information, if you wish to make a payment click on Make a Payment or if you wish to see your course and fee statement click on the link Course and Fee Statement link.

My Account Balances

A/R - Student Accounts Receivable $0.00 Due Account includes pending transactions

Grand Total $0.00 Due

Make a Payment

Course and Fee Statement

Then click on the Generate Course and Fee Statement, and then click on View my Course and Fee Statement.

C. Register for Classes *(Traditional Students Only)*

Under Common Tasks click on the Register for Classes link. There will be a terms of agreement for online registration that you will have to agree to before accessing the add/drop course menu. In the middle of the screen will be a green plus sign that says Add/Drop Courses and it will give you a menu to add or drop courses.

Current Term: 2011-12 Acad Year Spring

Add Period Closed / Drop Period Closed

⊕ Add/Drop Courses   🔍 Course Search

This page had different options throughout the semester that are available to you.

D. Other Resources

If you go back to the Student Tab, at the bottom of the page are the following links under "Other Resources".

Other Resources

✏ MyCourses   ✉ Email
🏫 College of Arts and Sciences 📚 Library

Here you can access your Email and Chalk &Wire accounts. You can also learn about our Student Government, tutoring, honors program, and your own department depending on your major (i.e. Science majors can only access the College of Arts and Sciences link but not the School of Business).
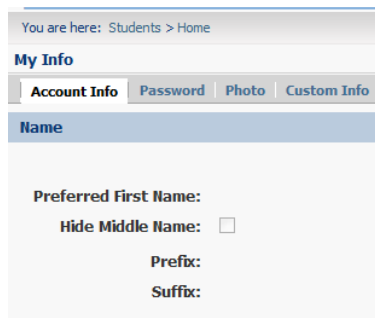
On the left hand side of the screen you can access all of these same tasks along with viewing your grades and reports. The best way to learn all of the resources available to you here is to explore the links!

3. Personalize Information

In order to personalize your information, click on Personal Information at the top of the page:

Welcome back ██████████ (*Personal Info* *Logout*)

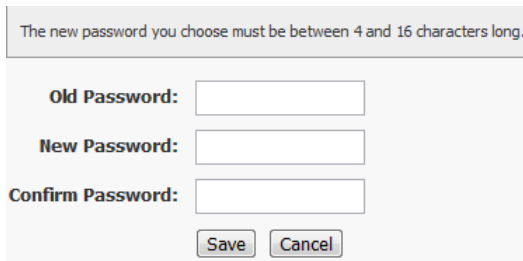ons   more   We believe

This will bring you to a page section similar to this:

A. Account Changes

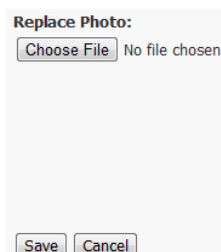Here you can change your account information.

i. Change Password

Click on the Password link, and then type in your old password followed by your new password twice. Make sure to save the change.

*NOTE-This only changes your password for MyCampus and not your other accounts. The best way to reset passwords is to do so utilizing Single Sign On. To do so, make sure you are logged off of MyCampus and go to the MyCampus Home page. Then click on I Forgot My Password and follow the instructions. Go to this link for more information:

https://mycampus.swu.edu/ICS/icsfs/SWU_Password_Reset.docx?target=8a517dad-af2a-4c0c-b0b9-91695054e157

ii. Upload Photo

Click on Photo link, and then browse for the picture you would like to have. Make sure to save the change. To help others identify who you are, please use a photo of just you and make sure that your face is visible.

iii. View Bio Information

Name, Address, and Personal Details 🖉

Click on Biographical Info, and then click on the yellow pencil beside Name, Address, and Personal Details to edit your information. After you have made changes, make sure to click Submit.

*NOTE- changes are not immediate. They will be submitted for review.

iv. Academic Information

Classification:	Sophomore	**Advisor(s):**	Mr. Ken Edward Kennedy
Academic Status:	Full-time	**Degree:**	Bachelor of Science
Enrolled Date:		**First Major:**	Applied Computer Science
Planned Grad:		**Second Major:**	
Max Credits:	18.99	**First Minor:**	Management
		Second Minor:	

Click on Academic Info and you will be able to view all of your academic information but you cannot make changes to it.

v. Privacy Settings

☐ Zip
☐ Country
☑ Show me in campus directory

[Submit] [Cancel]

Click on Privacy Settings to change what information is available to others. Make sure to Submit any changes.

4. Course Information

If you click on the My Courses link at the top of the page it should look similar to this page section:

My Courses page for MyCampus

On this page you can access your course information..

Here you can see which courses you are enrolled in. Clicking on the links for your class will provide more information about that class. You can also access this page or your class pages under quick links on the left hand bar. This is done by selecting My Courses below Quick Links and it will display your classes. You can then proceed to look at a particular class by clicking on it.
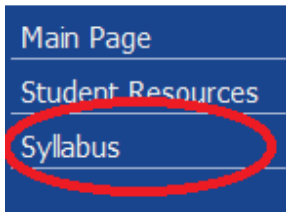
*NOTE-The content and sections used within each course is dependent on the individual instructor.

2011-12 Acad Year Spring

My 2011-12 Acad Year Spring Course List

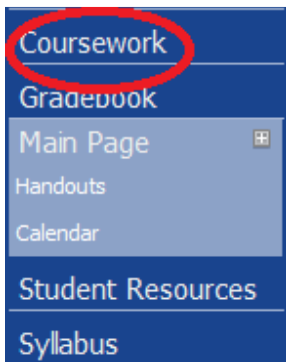| Code	Course name	Grade	Schedule
BIBL 1063 (0001)	New Testament for Majors	--	Mon, Thu 2:35-3:50 PM
CPSC 2253 (0001)	Object Oriented Programming	--	Mon, Thu 9:25-10:40 AM
CPSC 2503 (0001)	Networking I	--	Mon, Thu 1:10-2:25 PM
CPSC 3003 (0001)	Database Des and Implementation I	--	Mon, Thu 8-9:15 AM

A. Viewing Syllabus

On the left is the Syllabus link which takes you to the instructor's syllabus for that particular class.

B. Viewing Coursework

If there is any coursework that you need to complete on MyCampus you will find it under Coursework:

Any coursework available on MyCampus is shown here.
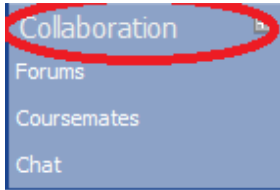
C. Viewing Handouts

If a professor posts handouts on MyCampus they can be found on the Main Page of their course:

Any Handouts they post would be under the Handouts link or under the Handouts section on the Main Page.

D. Viewing Collaboration

Once you go to the Collaboration link, three more links will appear under it.
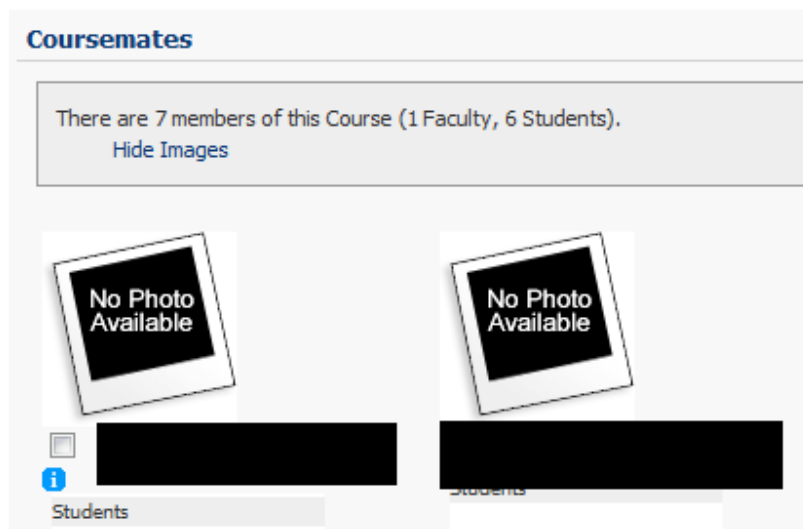

i. Viewing Forums

If you click on the Forums link you'll be brought to a section that looks like this:

This is where you'll post and respond to discussions for your class.

ii. Viewing Coursemates

If you click on Coursemates, you'll be brought to a section that looks like this:
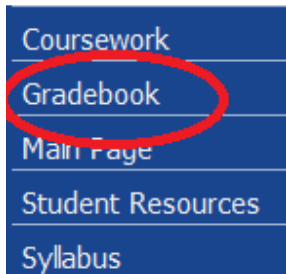

This will show all of your classmates in the course. If you scroll to the bottom of the screen you have the options to select all members of the course including the instructor,

all students of the course excluding the instructor, or only the selected students in the course. You can then send an email out to the selected users.

E. Viewing Grades

You can also see what your grade is for your class when looking at it individually once your professor sets up their grade book on MyCampus by selecting the Gradebook link:

Community Resources

If you click on the Community link at the top of the page it a section of the page should look like this:

Community page for MyCampus

On this page you can access many resources for the SWU community.

Under Quick Links are many useful resources. Some links you may use often are:

A. Residence Information

If you are a resident student, Residence Life provides your residence information for your tenure at SWU. It also provides information about being an RA and other similar aspects if you were interested in pursuing a position as an RA.

B. Information Technology Resources

Information Technology provides information about the hours of IT and who works there. It is also a place where you could submit work orders yourself and find helpful documents like this one to help you with some problems you may encounter.

C. Physical Plant Information

If you are a resident student, this is where you would submit a maintenance work order if something needed to be fixed in your dorm room.

Chapel Information -Also on the Community page, Traditional Students can check their chapel attendance. Look on the left hand side of the screen and there is a link for Chapel. Here you can check your attendance and find answers for many of the common questions about chapel.