CampusVue® Portal Quick Reference Guide

Student Portal Functionality
# Table of Contents

- HOW TO CREATE AN ACCOUNT ........................................................................................................................................ 3
- HOW TO LOG IN ........................................................................................................................................................ 3
- HOW TO PERSONALIZE YOUR STUDENT HOMEPAGE ................................................................................................... 4
- HOW TO USE THE MESSAGE CENTER .......................................................................................................................... 4
- HOW TO VIEW ATTENDANCE ......................................................................................................................................... 5
- HOW TO VIEW MY DEGREE AUDIT .............................................................................................................................. 5
- HOW TO VIEW UNOFFICIAL TRANSCRIPT WITH GRADES .......................................................................................... 5
- HOW TO VIEW STUDENT CLASS SCHEDULE .................................................................................................................. 6
- HOW TO USE MY CALENDAR ....................................................................................................................................... 6
- HOW TO CHANGE MY PASSWORD .................................................................................................................................. 7
- HOW TO REQUEST CHANGE OF MY PERSONAL INFORMATION ......................................................................................... 7
- HOW TO REQUEST ADDING ADDITIONAL ADDRESSES (PARENT, BILLING, ETC.) ......................................................... 7
- HOW TO ADD A PERSON TO FERPA ......................................................................................................................................... 8
- HOW TO VIEW YOUR LEDGER CARD ............................................................................................................................ 8
- HOW TO VIEW PAYMENT ARRANGEMENTS ..................................................................................................................... 8
- HOW TO MAKE A PAYMENT ONLINE .................................................................................................................................. 9
- HOW TO PRINT A RECEIPT ............................................................................................................................................. 10
- HOW TO VIEW REGISTRATION BILL ................................................................................................................................... 10
- HOW TO VIEW YOUR AWARD LETTER ............................................................................................................................ 10
- HOW TO CONDUCT A JOB SEARCH .................................................................................................................................. 11
- HOW TO SET UP A SEARCH AGENT .................................................................................................................................. 12
- HOW TO UPLOAD YOUR RESUME .................................................................................................................................... 12
- HOW TO MODIFY MY EMPLOYMENT PROFILE .................................................................................................................. 12
- HOW TO UPLOAD REQUIRED DOCUMENTS .......................................................................................................................... 13
- HOW TO LOGOUT .............................................................................................................................................................. 13
How

To Create An Account

1. Go to the Student Portal Login page
2. Click on Create a New Account
3. Enter Your Social Security # or Student ID Number
4. Enter your First Name and Last Name
5. Answer the Security question: What is your place of Birth?
6. Click Next
7. Read the Email Address Verification message and Confirm or Deny (Yes / No) that the email displayed is your valid email
8. Make note of your username and enter your desired password, confirming the spelling is correct
9. Click Submit
10. Verify the confirmation ‘Authentication Email Sent’ displays on your screen
11. Go to your email account referenced above to retrieve the authentication email sent to you
12. Once the email is open, click on the blue link provided to activate your account
13. You may now sign into your account using your assigned username and chosen password

How To Log In

1. Go to the Student Portal Login page
2. Enter your Username
3. Enter Your Password
4. Click Submit
How To Personalize Your Student Homepage

1. Log on to the Student Portal
2. Click on the Personalize button in the upper right hand corner to open ‘My Personalized Home Page’
3. Select by checking off the Web Parts you wish to display on your home page
4. Click on Save Changes
5. Now that the items you have selected are a part of your homepage, you can move them around.
6. Click and hold on the Web Part header row to move.
7. Drag Web Part to new location until you see the blue line anchor

How To Use The Message Center

Note: Message Center allows students to view alerts (short campus related messages), Holds and Appointment Information. The Message shortcuts get displayed on the home page. Clicking on the links will take you to My Message Center.

1. Click on Alerts & Holds tab
2. Click on the ‘+’ sign or click on the Alert Subject to read the Alert
3. Click on Acknowledge Alert to indicate that the message was read

1. Click on Holds

1. Click on the Appointments tab to view the appointments set up by staff
How To View Attendance

1. Click on the Academics menu bar
2. Click on the View Attendance link
3. Select an Enrollment (if needed)
4. Select Term
5. Select a Week to display the course and the days that attendance was posted.
6. Click Course Code to view attendance details for the course.
7. Use the color legend to determine if attendance has posted.

How To View My Degree Audit

1. Click on the Academics menu bar
2. Click on the Degree Audit link to open the Degree Progress Audit

Note: You can expand and minimize sections by clicking on the ‘+’ or ‘-’ icons
Note: If available, under the Report section, you may open and print your Unofficial Transcript

See Section: How to View Unofficial Transcript

How To View Unofficial Transcript with Grades

1. Click on the Academics menu bar
2. Click on the Degree Audit link
3. Go to the Reports Section (top of the page)
4. Click on Unofficial Transcript
5. Open or save your unofficial transcript file.

6. Your unofficial transcript is viewable in pdf.

**Note:** The Transcript will not be available if you have no grades or you have a Transcript Hold.

If there is a number in the HOLD icon at the top of the screen on your desktop click on it to obtain more details.

How To View Student Class Schedule

1. Click on the Academics menu bar
2. Click on the Your Class Schedule link to open your Class Schedule

**Note:** Within My Class Schedule there is a List or Week View. If you select a week view you must also select the specific week to view.

By hovering over a chosen class with your mouse, you will be able to see meeting time, building, room and instructor for that class session.

How To Use My Calendar

1. Click on the My Profile menu bar
2. Click on the My Calendar link to view your Calendar

**Note:** The Calendar shows your scheduled classes, as well as personally scheduled events, Holidays, and Term Start/End Dates.

Some events are color coded to indicate special days.
To see a more detailed view of a particular week, click the icon next to the week you wish to view. To see a detailed schedule for a particular day, click the date on the day you wish to see. To see more information regarding a particular class on your schedule, simply click on it. Only classes that meet at scheduled periods will be displayed.

To schedule a personal event, click the icon, fill out the date, time, and description, then click the ADD button.

**Note:** Holidays denote that there is no class.

### How To Change My Password

1. Click on the My Profile menu bar
2. Click on the Change Password link
3. Enter the Old (Current) password.
4. Enter the New Password.
5. Re-enter the New Password (confirm).
6. Click on Change Password

**Note:** If you did not see the Change of Password confirmation contact admin@welding.org

**Note:** Changing this password does not change any other campus related passwords

**IMPORTANT:** Do not share your password. HIWT is not responsible for any breaches in security. If you believe your password has been compromised report the incident to admin@welding.org. If you can, change your password immediately.

### How To Request Change Of My Personal Information

1. Click on the My Profile menu bar
2. Click on the My Information Link
3. Click on the Personal Tab
4. Click on the Edit button

For Edit permissions, make the needed changes and save your work

### How To Add Additional Addresses (Parent, Billing, etc.)

1. Click on the My Profile menu bar
2. Click on the My Information link
3. Click on the Addresses tab
4. Click on the Add A New Address button
5. Enter the new information to submit
6. Click Submit

**Note:** You are also able to edit previously entered information

### How To Add A Person to FERPA

1. Click on the My FERPA Tab
2. Click **Consent** from the **Please Select** drop down
3. Fill in required fields for each person you are allowing access.
4. Select what information each person is permitted to access
5. Click **Save**

### How To View Your Ledger Card

1. Click on the My Finances menu bar
2. Click on the **Account Information** link

**IMPORTANT:** Your ledger balance will fluctuate based on Financial Aid reimbursements and tuitions assessments

**IMPORTANT:** Not all students have the same permissions to see all the tabs under My Finances. Contact the Bursar’s Office if you have any questions.

### How To View Payment Arrangements

1. Click on the My Finances menu bar
2. Click on the **Account Information** link
3. Click on the **Payment Schedule** tab to view your payment arrangements

![Payment Schedule Tab](image1)

**How To Make A Payment Online**

1. Click on the **My Finances** menu bar
2. Click on **Make A Payment** tab
3. Read the **Payment Disclaimer** (if required)
4. Check ‘I accept the above payment agreement’ checkbox
5. Click on the **Continue** Button

![Payment Disclaimer](image2)

6. Click on **Add a Payment Method**

![Add a Payment Method](image3)

7. Click on **Add a New Credit Card**

![Add a New Credit Card](image4)

8. Complete all of the required fields and then click **Save**

9. Return to the ‘**Make a Payment**’ tab
10. Complete the Card Verification Number and Pay This Amount fields
11. Click the **Pay** button on the lower right hand corner

![Pay Button](image5)

12. Verify the payment amount by clicking on **Confirm Payment** button

![Confirm Payment](image6)

13. Read the warning and click **OK**

**IMPORTANT**: Do not click refresh on the next Page to avoid duplicate charges on your account.

![Warning](image7)

14. The transaction was accomplished successfully when the system provides you a receipt number.
**How To Print A Receipt**

1. Click on the *My Finances* menu bar
2. Click on the *Account Information* link
3. Click the *Payment on Account* hyperlink to display your receipt
4. Wait for the Adobe Report Pop-up to open and follow the Adobe procedures to view the report (See last section if additional help is needed).

**IMPORTANT:** Review the 101 Troubleshooting Portal Problem section at the end of this document to obtain further details on how to work with Adobe PDF reports.

**How To View Registration Bill**

1. Click on the *My Finances* menu bar
2. Click on the *Account Information* link
3. Click on the *Registration Bill* tab
4. Select a *Term* to view the details
5. Select *Statement Date* to view historical statements in PDF format
6. To print the *Student Registration Bill Summary by Term*, locate and select the PDF report icon and follow the Adobe procedures to view the report.

**IMPORTANT:** Review the 101 Troubleshooting Portal Problem section at the end of this report to obtain further details on how to work with Adobe PDF reports.

**How To View your Award Letter**

1. Click on the *My Financial Aid* menu
2. Click on the *Award Letter* link to view your awards
3. Click on *View* to open

**Note:** Within *My Award Letter*, use the link *Need Help Understanding Your Award Letter* to review your Schools’ FA Policies

4. Your Award Letter will be displayed with each award being in the A=Approved status
Important: The ability to make changes to the Award may vary by campus. Please contact your FA advisor if you see any information that you do not agree with.

How To Conduct A Job Search

1. Click on the My Career menu
2. Click on the Job Search link to start a search
3. Utilize the pull down arrows to select a value for each Job Search criteria (All is the default)
4. Click on the Search button to see results
5. Jobs that match your search criteria will be returned
6. Click on the Job Title to view the Job Details link, which provide you job specific information
7. Review the job details
8. Click on the Discuss with Advisor button to contact the Career Development Team
9. Enter your notes and Click on Submit to Advisor

How To Set Up A Search Agent

1. Click on the My Career menu
2. Click on the Search Agent link to open the Search Agent screen
3. Click on the Add New Agent link
4. Enter the Name of the new search template
5. Select the needed criteria
6. Create the automatic E-Mail notification event
7. Click Save

How To Upload Your Resume

1. Click on the My Career menu
2. Click on the My Resume link
3. Click the radio button for Resume
4. Click on the Browse button
5. Search and click on the Resume file to upload from your workstation
6. Click on the Upload button

How To Modify My Employment Profile

Employment Profile is a list of qualifications that you possess that may be of interest to an Employer
1. Click on the My Career menu
2. Click on the Employment Profile link

3. Click on each checkbox to select or deselect an option
4. Click on the Update button to save

**Note:** Employers will not be able to see your information if you do not ‘Opt in’ on this screen

### How To Upload Required Documents

1. Click on the My Documents menu
2. Click on the Document Center link to open it

**Document Center**

Your documents due are listed below. Related forms are available for download if needed. You may upload documents to the campus, note it may take several days for it to be accepted.

**Note:** Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software, *Get Acrobat Reader now.*

**Documents Due**

- Document Name: [My Document Name]
- Upload Document: [My Document]

**Upload Document**

- Document Name: [My Document Name]
- Upload Document: [My Document]

**Note:** You can only upload documents that are in the Document Due section. There are limitations to the size of documents to upload and the format. If you have any issue contact the help desk.

3. Go to the Upload Document Section
4. Click the pull down for Document Name and select a document to upload

5. Click on Browse button
6. Navigate to the desired file location, select it
7. Click on the Upload button to complete the process

**Note:** Once the document has been uploaded, the ‘required’ document will no longer be listed under Document Due section

### How To Logout

1. In the upper right hand corner, click on Logout
2. Close the browser window
Note: If using a public PC you may want to consider deleting the browser’s cache history