CampusVue® Portal Quick Reference Guide

Student Portal Functionality

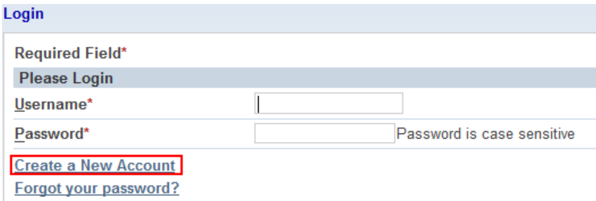
Table of Contents

How

To Create An Account

1. Go to the Student Portal Login page

2. Click on **Create a New Account**

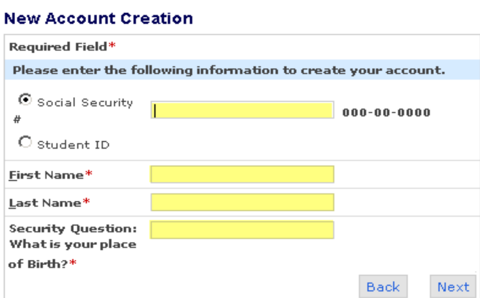


3. Enter Your **Social Security #** or **Student ID Number**

4. Enter your **First Name** and **Last Name**

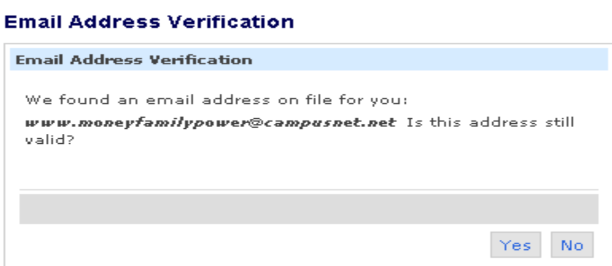
5. Answer the Security question:

What is your place of Birth?



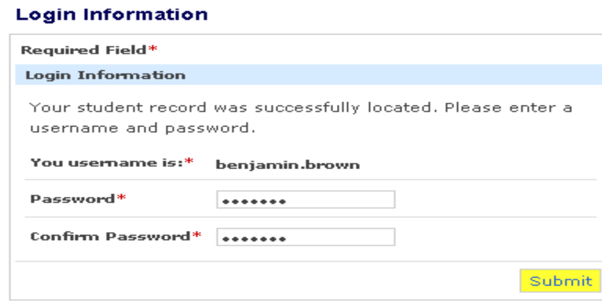
6. Click **Next**

7. Read the **Email Address Verification** message and Confirm or Deny (**Yes / No**) that the email displayed is your valid email

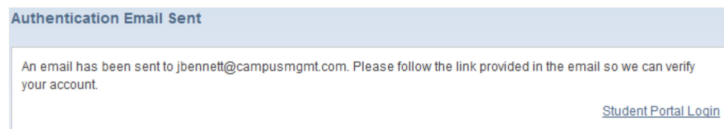


8. **Make note of your username** and enter your desired password, confirming the spelling is correct

9. Click **Submit**

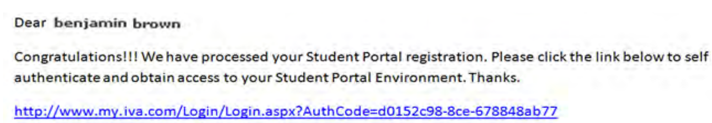


10. Verify the confirmation 'Authentication Email Sent' displays on your screen



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

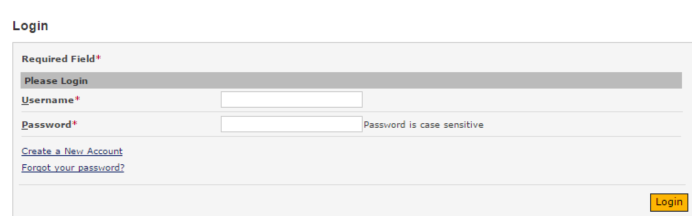


Note: You may also cut and paste the URL in a browser

13. You may now sign into your account using your assigned username and chosen password

How To Log In

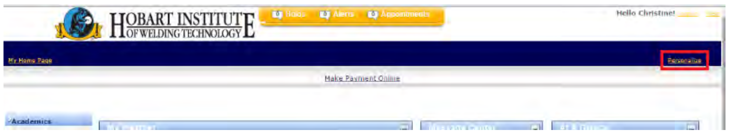
1. Go to the Student Portal Login page
2. Enter your Username
3. Enter Your Password



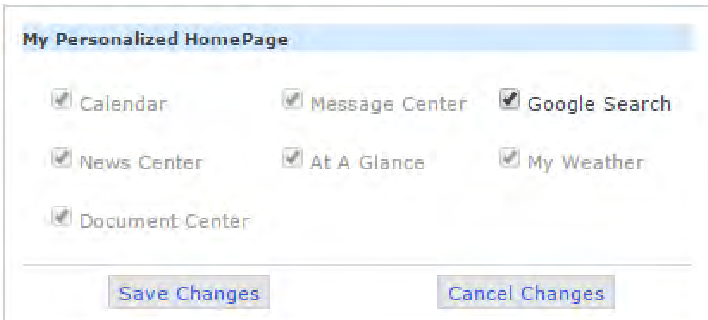
4. Click **Submit**

How To Personalize Your Student Homepage

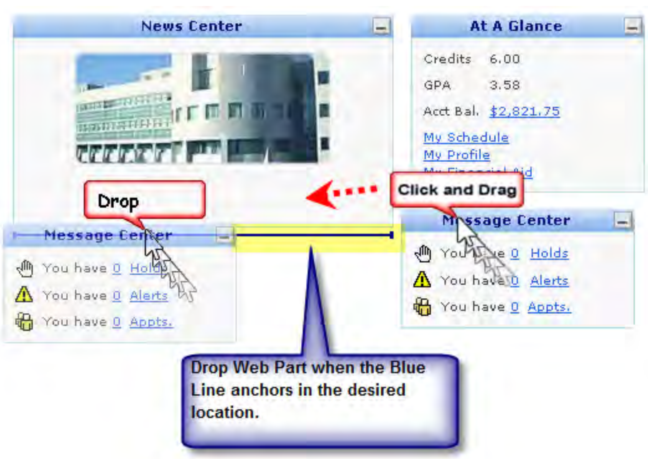
1. Log on to the Student Portal
2. Click on the **Personalize** button in the upper right hand corner to open 'My Personalized Home Page'



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**



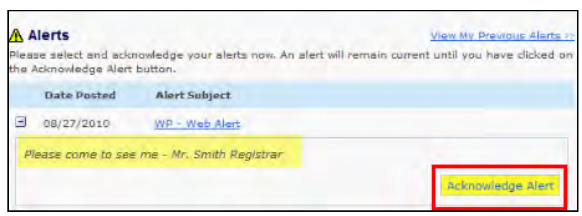
How To Use The Message Center

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.

Alerts

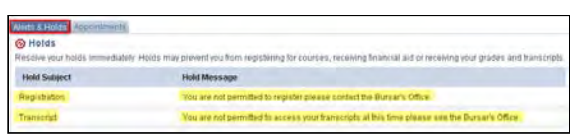
1. Click on **Alerts & Holds** tab
2. Click on the '+' sign or click on the Alert Subject to read the Alert

3. Click on **Acknowledge Alert** to indicate that the message was read



Holds

1. Click on **Alerts & Holds** tab

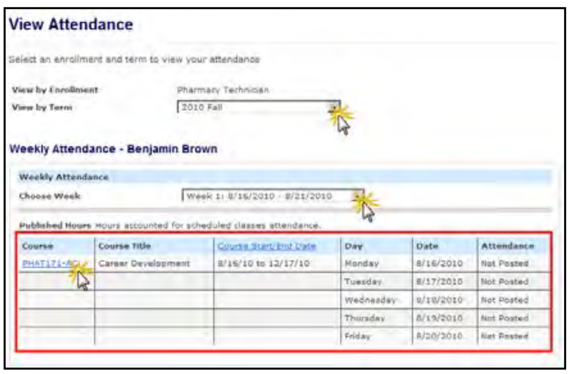


Appointments

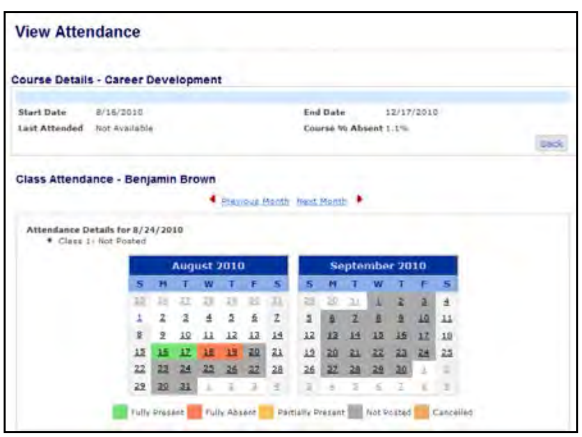
1. Click on the **Appointments** tab to view the appointments set up by staff

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.



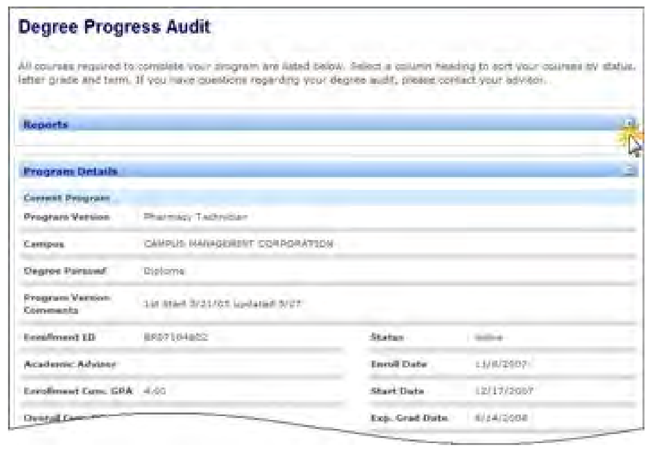
6. Click **Course Code** to view attendance details for the course.



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

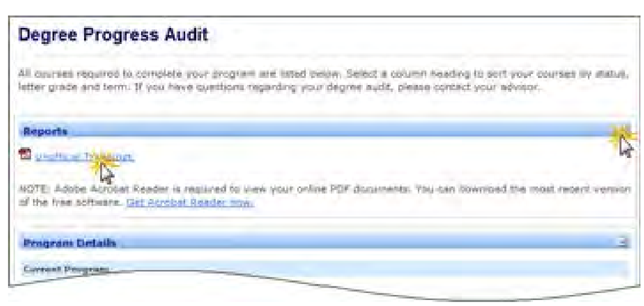


Note: You can expand and minimize sections by clicking on the '**+**' or '**-**' icons
Note: If available, under the **Report** section, you may open and print your **Unofficial Transcript**

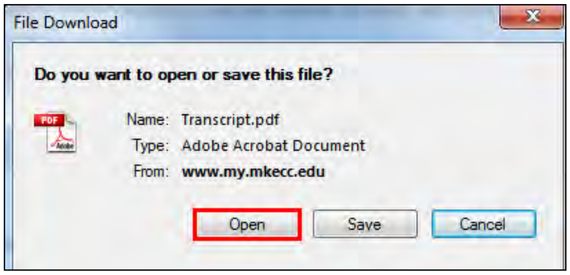
See Section: How to View Unofficial Transcript

How To View Unofficial Transcript with Grades

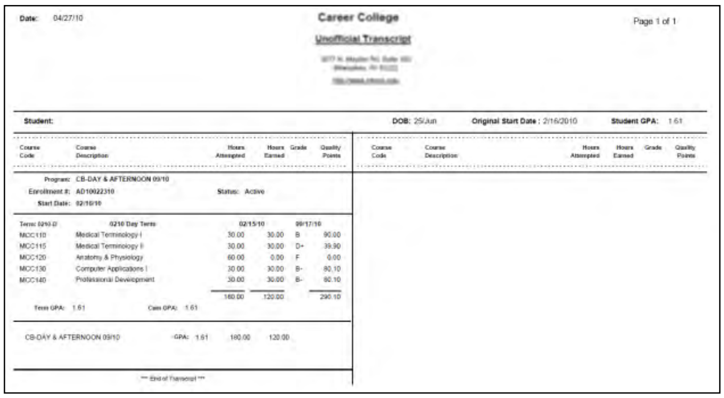
1. Click on the **Academics** menu bar
2. Click on the **Degree Audit** link
3. Go to the **Reports Section** (top of the page)
4. Click on **Unofficial Transcript**



5. Open or save your unofficial transcript file.



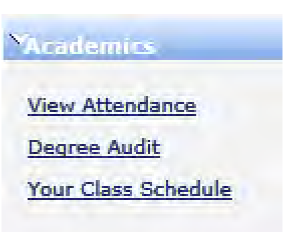
6. Your unofficial transcript is viewable in pdf.



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.

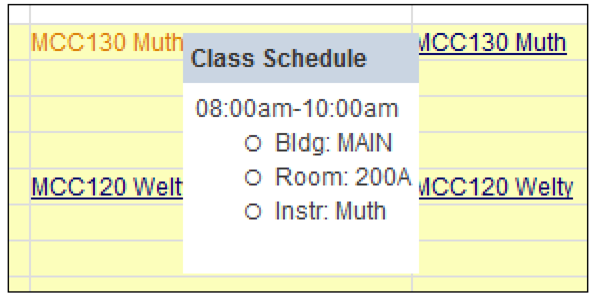
How To View Student Class Schedule



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

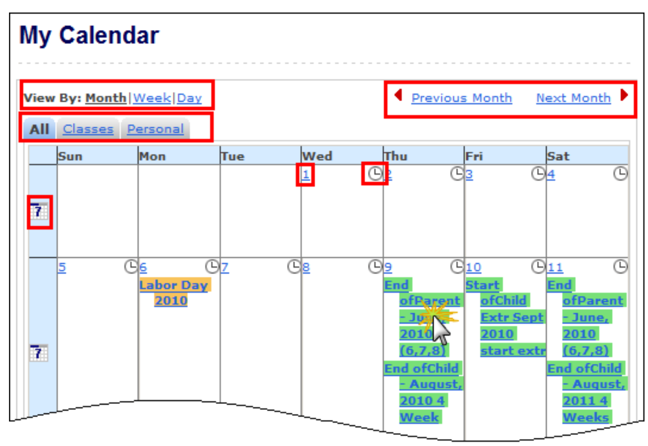
By hovering over a chosen class with your mouse, you will be able to see meeting time, building, room and instructor for that class session



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.

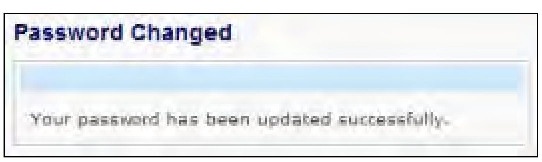
To schedule a personal event, click the icon, fill out the date, time, and description, then click the **ADD** button.

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

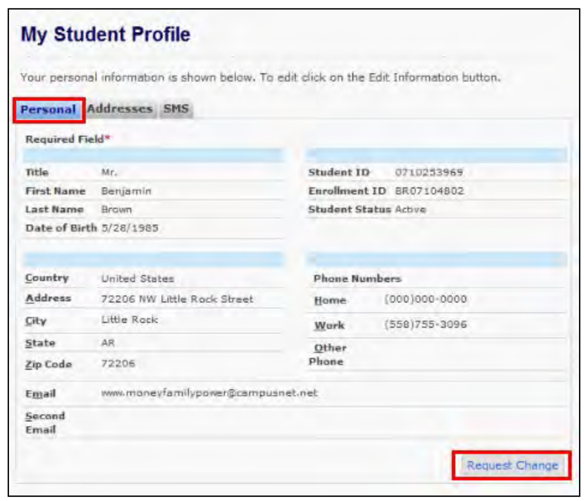
IMPORTANT: Do not share your password. HIWT is not responsible for any breaches in security. If you believe your password has been compromised report the incident to admin@welding.org. If you can, change your password immediately.

Note: For details read the Privacy Portal Policy located at the bottom of the Student Portal

How To Request Change Of My Personal Information

1. Click on the **My Profile** menu bar
2. Click on the **My Information** Link

1. Click on the **Personal** Tab
2. 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**

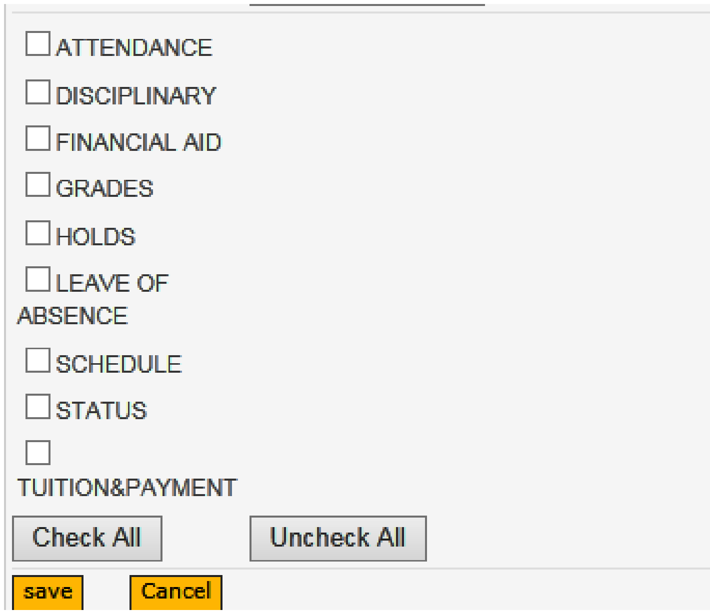
Note: You are also able to edit previously entered information

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.

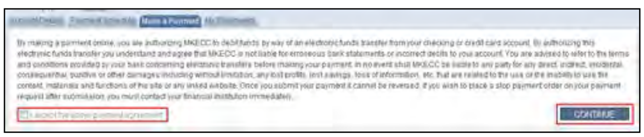
How To View Payment Arrangements

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

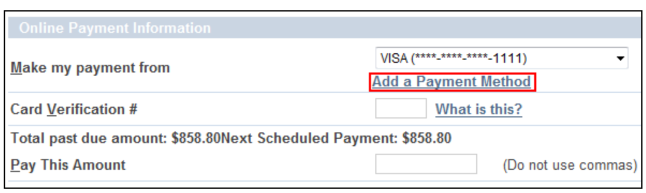
3. Click on the **Payment Schedule** tab to view your payment arrangements

How To Make A Payment Online

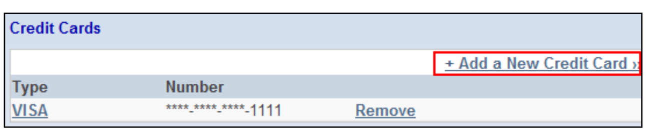
1. Click on the **My Finances** menu bar
2. Click on **Make A Payment** tab
3. Read the **Payment Disclaimer** (if required)
4. Check '**I** accept the above payment agreement' checkbox
5. Click on the **Continue** Button



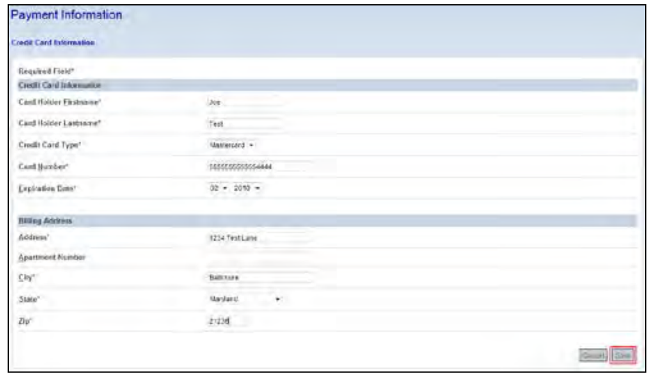
6. Click on **Add a Payment Method**



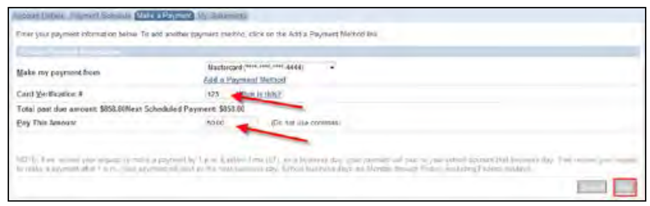
7. Click on **Add a New Credit Card**



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



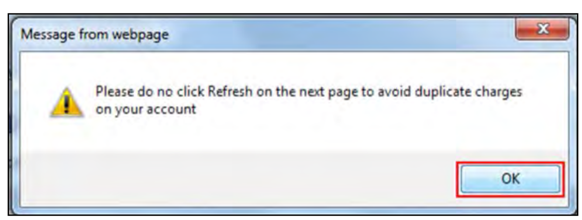
9. Return to the '**Make a Payment**' tab
10. Complete the Card Verification Number and Pay This Amount fields
11. Click the **Pay** button on the lower right hand corner



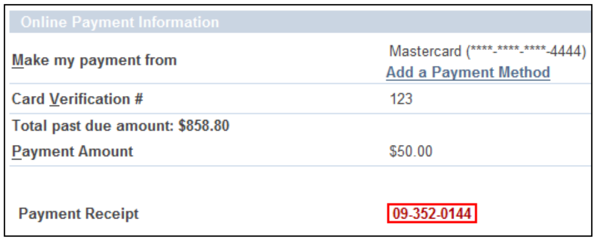
12. Verify the payment amount by clicking on **Confirm Payment** button

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

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



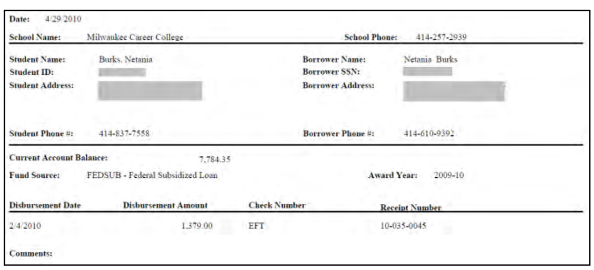
14. The transaction was accomplished successfully when the system provides you a receipt number.



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

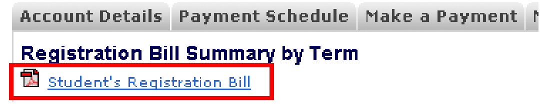
4. Wait for the **Adobe Report** Pop-up to open and follow the Adobe procedures to view the report (See last section if additional help is needed).

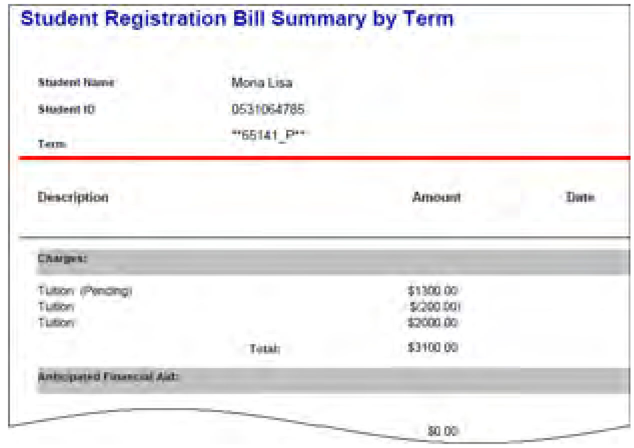


IMPORTANT: Review the **101 Troubleshooting Portal Problem** section at the end of this document to obtain further details on how to work with Adobe PDF reports.

How To View Registration Bill

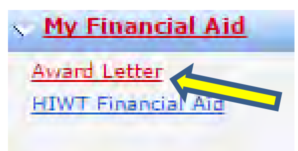
1. Click on the **My Finances** menu bar
2. Click on the **Account Information** link
3. Click on the **Registration Bill** tab
4. Select a **Term** to view the details
5. Select **Statement Date** to view historical statements in PDF format
6. To print the **Student Registration Bill Summary by Term,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

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

3. Click on **View** to open

4. Your Award Letter will be displayed with each award being in the A=Approved status

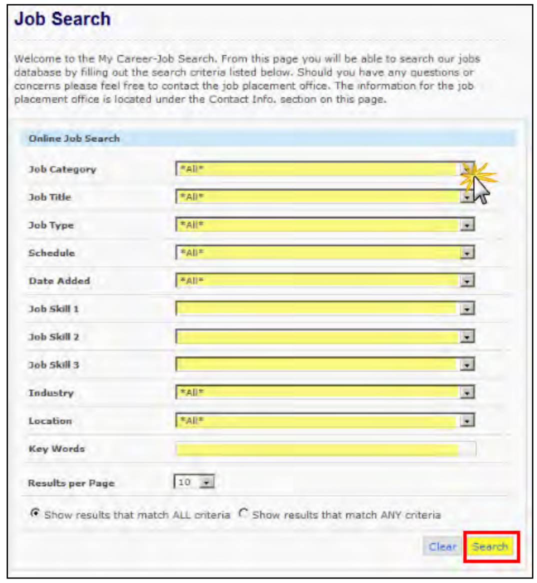
Important: The ability to make changes to the Award may vary by campus. Please contact your FA advisor if you see any information that you do not agree with.

How To Conduct A Job Search

1. Click on the **My Career** menu
2. Click on the **Job Search** link to start a search

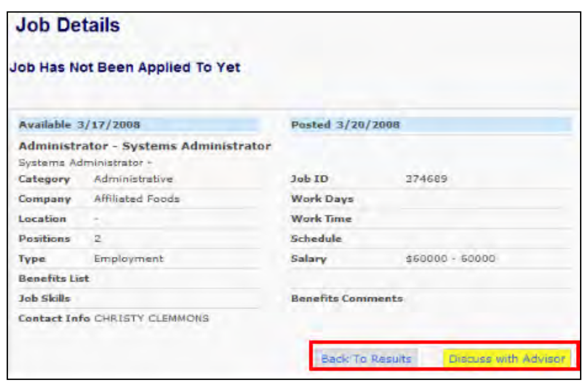
Important: Please contact the Career Development Team if there are issues.

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

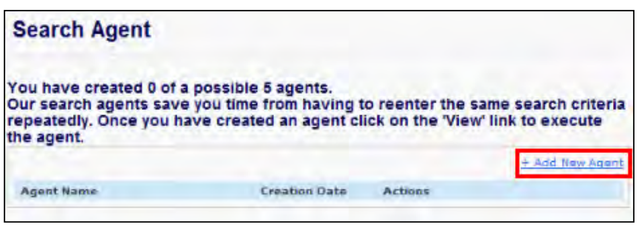


8. Click on the **Discuss with Advisor** button to contact the Career Development Team

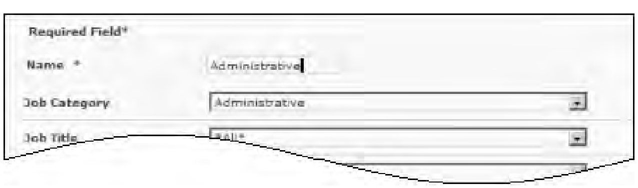
9. Enter your notes and Click on **Submit to Advisor**

How To Set Up A Search Agent

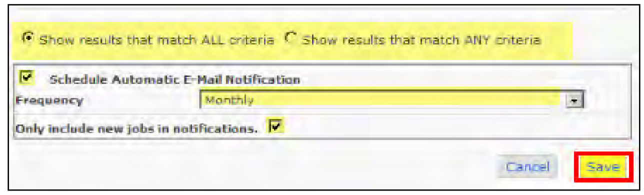
1. Click on the **My Career** menu
2. Click on the **Search Agent** link to open the Search Agent screen



3. Click on the **Add New Agent** link
4. **Enter** the **Name** of the new search template

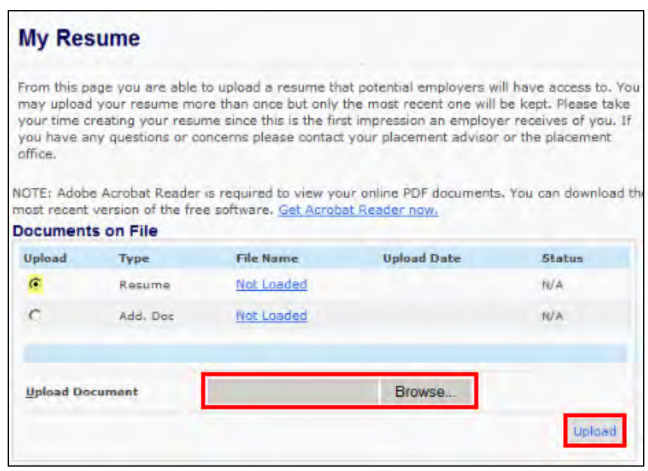


5. Select the needed criteria
6. Create the automatic E-Mail notification event
7. Click Save



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

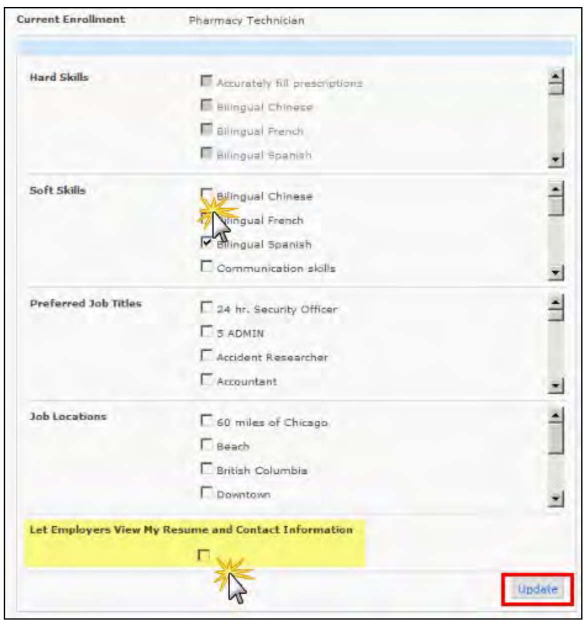


How To Modify My Employment Profile

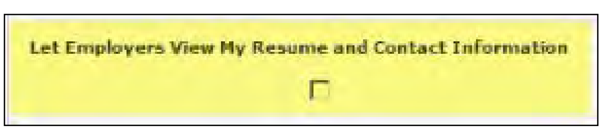
Employment Profile is a list of qualifications that you possess that may be of interest to an Employer

1. Click on the **My Career** menu
2. Click on the Employment Profile link

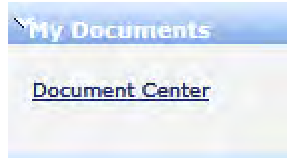
3. **Click** on each checkbox to select or deselect an option
4. **Click** on the **Update** button to save



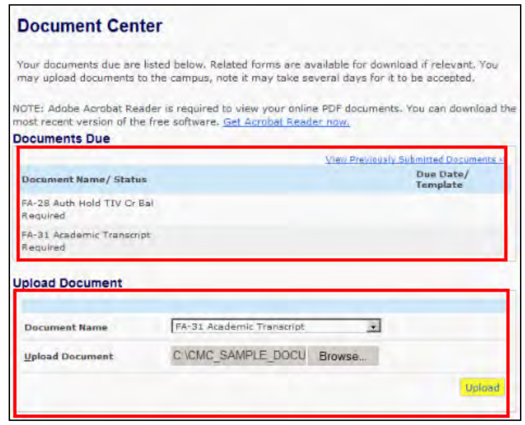
Note: Employers will not be able to see your information if you do not 'Opt in' on this screen



How To Upload Required Documents

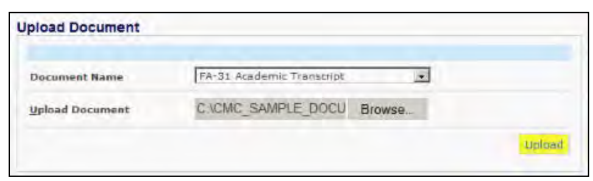


1. Click on the **My Documents** menu
2. Click on the **Document Center link** to open it



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