

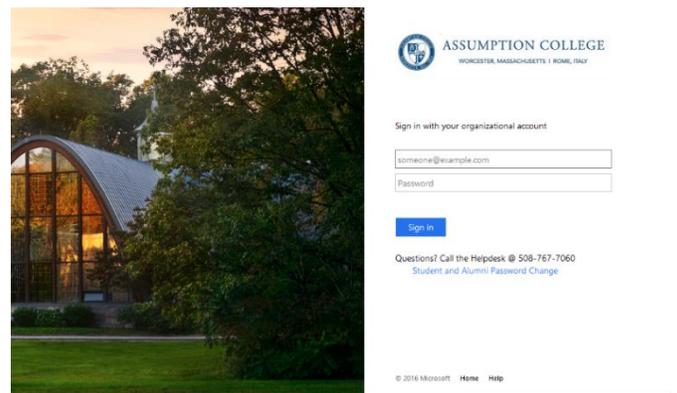
Welcome to Assumption College! We hope that you enjoy your time here at Assumption and want to start you off on the right foot with having you get to know some of the technology that will assist you during your time here. My.Assumption portal is an internal only portal designed to give you access to campus information, class registration, college news, campus events, etc.

This guide will walk you through logging in and gives basic info about getting around the system. You can use the My.Assumption portal on any device and with any browser with a few exceptions. Google Chrome will not work in some cases such as filling out online portal forms. Firefox or Chrome are the recommended browsers for portal. If you have any questions or run into any problems at any time, please contact the Helpdesk at x 7060.

Logging into the My.Assumption Portal

You can log onto the portal either by clicking the Quick Links from the www.assumption.edu website and clicking MyAssumption Portal or by typing <https://my.assumption.edu> in any Web browser address bar. Save it as a favorite or as a shortcut on your desktop.

1. The Assumption login box will appear. Type in your full username (ex. first.last@assumption.edu)
2. Enter your password (same password for Brightspace and Email)
3. Click Sign In



From here you will get to the main landing page of the portal. This landing page provides you with most of what you need as an undergraduate student. Below are some of the things you can utilize from the main (blue) menu:

Quick Links – Provides links to Houndmail, Class Cancellations, Campus Map and Student Handbook, etc.

Forms - Clery and Incident and other reporting forms

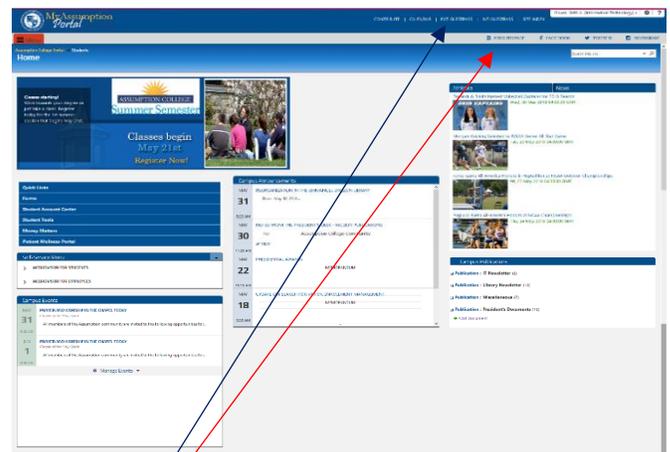
Student Account Center – To view or pay your student bill

Student Tools – Access to your online Microsoft suite containing Word, Excel, Powerpoint, and One Drive

Student Wellness Portal – Access to Health & Counseling Services

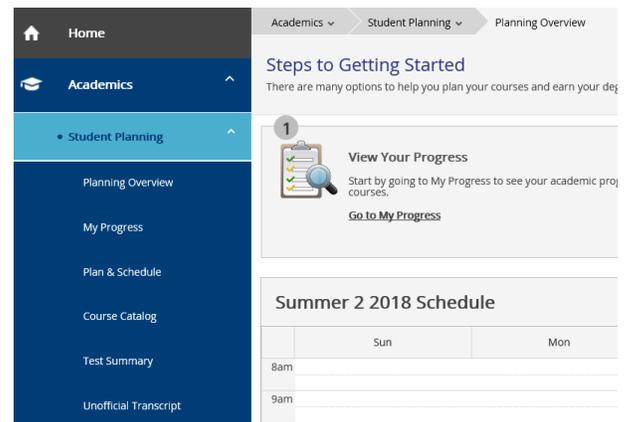
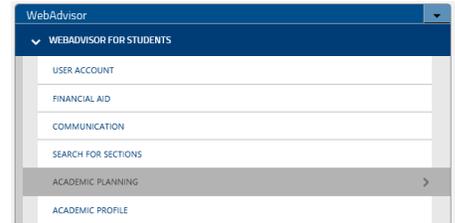
Notes from the President's Desk – To view the latest notes

Webadvisor – Here you will use WebAdvisor for Students to access your grades, register for classes, check financial aid, and use academic planning. Brightspace, Facebook, Twitter and Instagram from the top menu as well as a visual Site Index. You will also see Campus Announcements, Events, and FYI's for things happening around campus. Student holds and Course Evaluations and will also appear here as well as Campus Publications for any documents you may need to access.

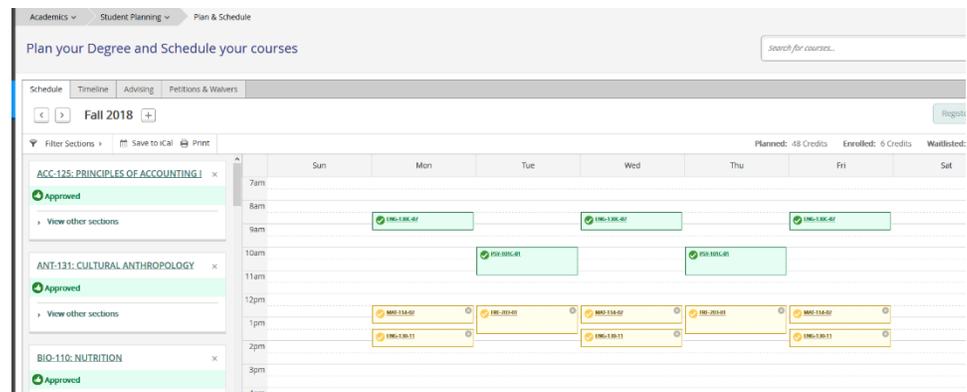


Getting your class schedule

1. [Click WebAdvisor for Students](#)
2. [Click on Academic Planning](#)
3. Click on Student Planning and Registration - This will bring you into self-service home page
4. Click the Academics link on the left
5. Click on Student Planning
6. Click on Go to Plan & Schedule



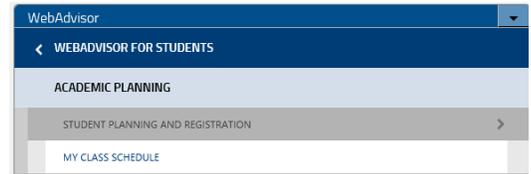
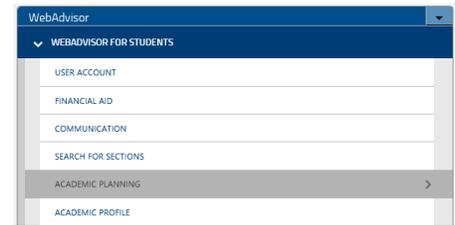
7. Click on the Timeline Tab and select the semester you want to view the schedule for



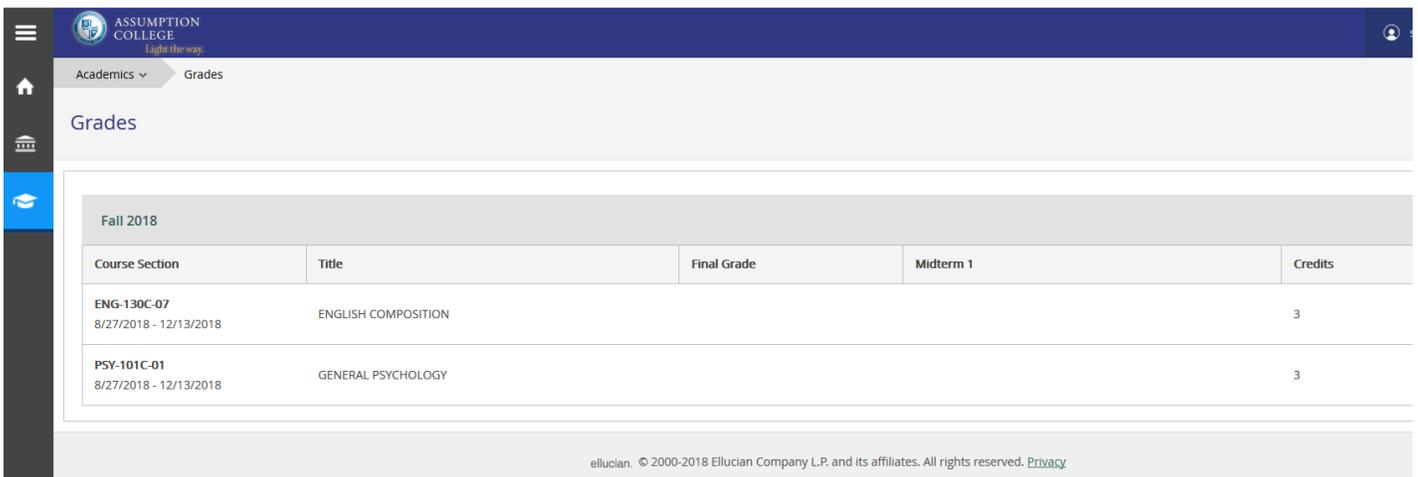
Click on a class to get detailed information on the class, times and location, and a link to text books if they are needed for the class.

Getting your Grades

1. Click WebAdvisor for Students
2. Click on Academic Planning
3. Click on Student Planning and Registration - This will bring you into self-service home page
4. Click the Home link on the left
5. Click on Grades



Here you will be able to see your mid-term and final grades by semester

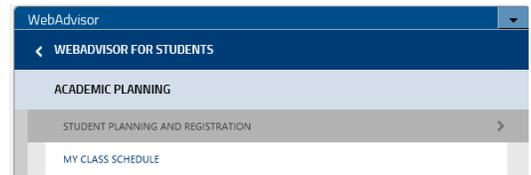
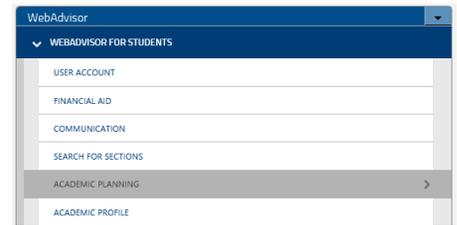


Your final grade and credits will be listed for the courses you took for that semester after they have been submitted by your instructor.

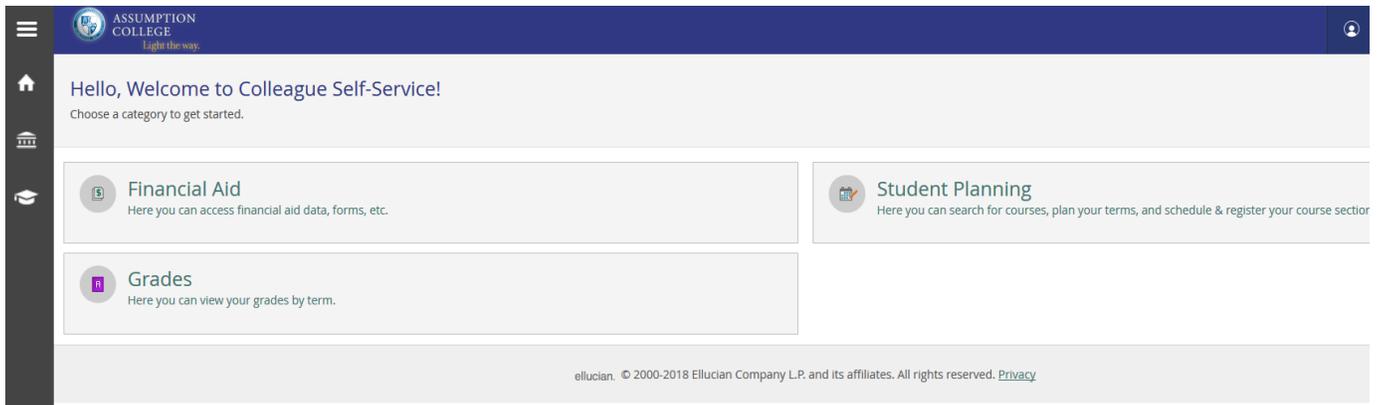
****Not completing a course evaluation may hold up your grades being shown in the system.**

Checking your Financial Aid

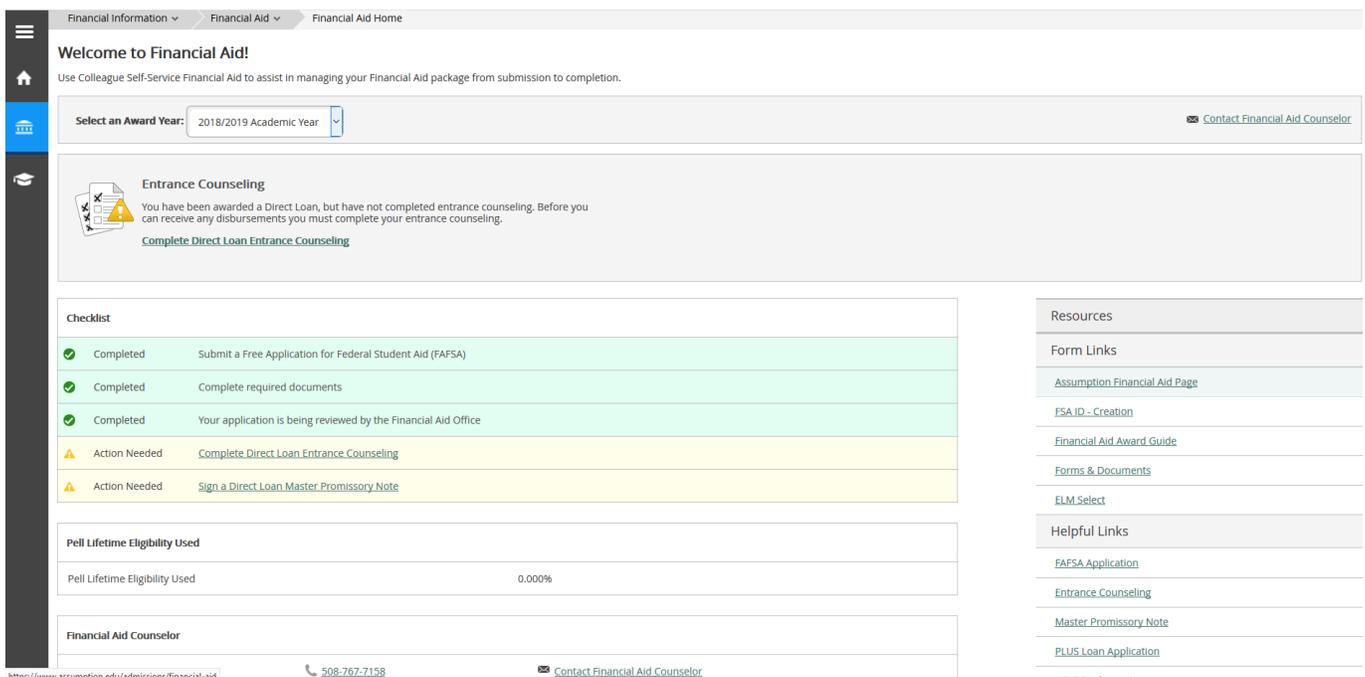
1. Click WebAdvisor for Students
2. Click on Academic Planning
3. Click on Student Planning and Registration - This will bring you into self-service home page
4. Click the Home link on the left



1. Click on Financial Aid



Here you will be able to see the status of your financial aid and any actions needed. You also have links to FAFSA, Entrance Counseling, PLUS Loan applications, award guides, etc. You can contact financial aid from this page as well if you should have any questions.



Checking your Student Bill

Click Student Account Center from the menu on the left and click Pay/View Bill/Make a payment. You will be directed into the student account center.

You will be able to view and pay your bill, setup a payment plan, share your account access with parents, etc. Any questions on the account center should be directed to the Finance office at 508-767-7453.

- Quick Links
- Forms
- Student Account Center**
- Pay/View Bill/Make a payment
- Student Tools
- Money Matters
- Patient Wellness Portal



ASSUMPTION COLLEGE

Viewing Account: Savannah Marie Taylor [Manage Account Access](#) Welcome, ▾

- Summary
- Account Activity
- Statements
- Payment Plan
- Payment Options

Account # [Print](#) [Refresh](#)

Term	Current Balance	Pending Aid	Existing Payment Plan	Amount Due
Fall 2018	\$0.00	\$0.00	\$0.00	\$0.00
Total Amount Due:			\$0.00	

Assumption College offers convenient, flexible ways to satisfy your balance.

[View Available Payment Options](#)

- Payment Plans**
Payment plans allow for smaller, affordable payments instead of paying your balance in one large lump sum.
- One-time payment**
Make a payment for some or all of your balance via your available payment options.

Need Help?
800-279-1914
Outside U.S. and Canada
401-921-3999
[Help Center](#)
Monday – Friday
8:00am – 10:00pm (ET)

Share Account Access
Invite someone you know to become an account participant. Account participants can access the student account and take advantage of payment options to reduce or satisfy the balance due.
[Manage Account Access](#)

Important Information
For International Payments, Click [HERE](#)

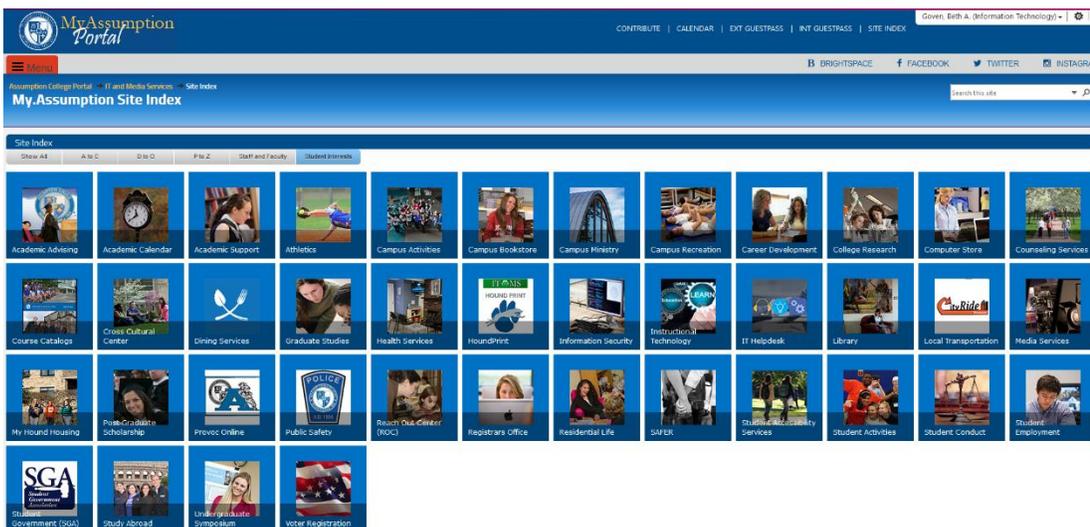
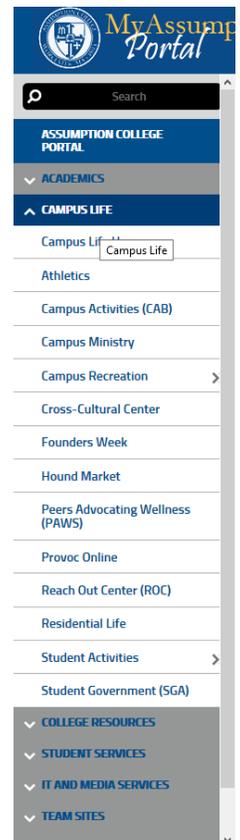
What else can I do in the portal?

The portal provides access and information to most departments on campus through the menu on the left. Each option is collapsible and will give you access to things like Campus Ministry, Student Activities and the newly released Hound Market where you can buy and sell items within the Assumption community.

You can also access the Registrar's office page to check the latest exam schedule, Academic Advising to setup an appointment or Residential Life to sign up for housing or apply to the LLC.

Want to find information a little quicker?

We now have a visual site index (link located at the top right of your page). This page allows you to re-shuffle index tiles based on your selection; alphabetically, student interests, or all! Each tile will bring you directly to that page.



Portal Communications

As Graduate and Continuing Education students, you will periodically receive Campus Announcements that will show up in your email from MyAssumption Portal. These announcements are to repay critical campus information such as school closings, delays, network issues as well as emails from the Presidents Office.

Please make sure to check these emails as they come in. If you have any questions, please contact the Helpdesk at 508 767-7060.