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 <u>www.assumption.edu</u> website and clicking MyAssumption Portal or by typing <u>https://my.assumption.edu</u> 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 thing 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

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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

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WebAdvisor

✓ WEBADVISOR FOR STUDENTS

STUDENT PLANNING AND REGISTRATION

ACADEMIC PLANNING

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		WebAdvisor	-
2.	Click on Academic Planning		WEBADVISOR FOR STUDENTS USER ACCOUNT FINANCIAL AID COMMUNICATION SEARCH FOR SECTIONS	
3.	Click on Student Planning and Registration - This will bring you into self-service home page	u	ACADEMIC PLANNING ACADEMIC PROFILE WebAdvisor WEBADVISOR FOR STUDENTS	>
4.	Click the Home link on the left		ACADEMIC PLANNING	
5.	Click on Grades		STUDENT PLANNING AND REGISTRATION MY CLASS SCHEDULE	>
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	ello, Welcome to Colleague Self-Service!			
•	B Financial Aid Here you can access financial aid data, forms, etc.		Student Planning Here you can search for courses, plan your terms, and schedule & register your	course secti
	Grades Here you can view your grades by term.			
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Here you will be able to see your mid-term and final grades by semester

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•	Academics 🗸 Grades				
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·~	Fall 2018				
	Course Section	Title	Final Grade	Midterm 1	Credits
	ENG-130C-07 8/27/2018 - 12/13/2018	ENGLISH COMPOSITION			3
	PSY-101C-01 8/27/2018 - 12/13/2018	GENERAL PSYCHOLOGY			3
		ellucian. © 20	00-2018 Ellucian Company L.P. and its affilia	ates. All rights reserved. <u>Privacy</u>	

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

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4.	Click the	Home	link on	the left

 WebAdvisor

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 ACADEMIC PLANNING

 STUDENT PLANNING AND REGISTRATION

 MY CLASS SCHEDULE

1. Click on Financial Aid

≡	ASSUMPTION Lightheways	٩
♠	Hello, Welcome to Colleague Self-Service! Choose a category to get started.	
\$	Financial Aid Here you can access financial aid data, forms, etc.	Student Planning Here you can search for courses, plan your terms, and schedule & register your course section
	Grades Here you can view your grades by term.	
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Here you will be able to see the status of your financial aid and any actions needed. You also have links to FASFA, Entrance Counseling, PLUS Loan applications, award guides, etc. You can contact financial aid from this page as well if you should have any questions.

Financial Information v Financial Aid v Financial Aid Home	
 ➡ Welcome to Financial Aid! ↑ Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion. 	
Select an Award Year: 2018/2019 Academic Year	🕿 Contact Financial Aid Counselor
Complete Direct Loan Entrance Counseling Complete Direct Loan Entrance Counseling.	
Cheddist	Resources
Completed Submit a Free Application for Federal Student Aid (FAF5A)	Form Links
Completed Complete required documents	Assumption Financial Aid Page
Completed Your application is being reviewed by the Financial Aid Office	FSA ID - Creation
Action Needed Complete Direct Loan Entrance Counseling	Financial Aid Award Guide
Action Needed Sign a Direct Loan Master Promissory Note	Forms & Documents
	ELM Select
Pell Lifetime Eligibility Used	Helpful Links
Pell Lifetime Fligibility Used 0 000%	FAFSA Application
	Entrance Counseling
Financial Aid Counselor	Master Promissory Note
	PLUS Loan Application
https://www.assumption.edu/admissions/financial-aid	NSI DS Information

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

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Assumpt	tion College offers	convenie Available	ent, flexible Payment Op	ways to satisfy your	balance.		Share Account Access
Assumpt	Tion College offers View Payment Plans Payment plans allow f balance in one large l One-time payment	s convenie Available i for smaller, af ump sum.	ont, flexible Payment Op	ways to satisfy your ptions ents instead of paying your	balance.	I I I I I I I I I I I I I I I I I I I	Share Account Access Notes someone you know to become an account participant. Account participants can access the student account and take divantage of payment options to educe or satisfy the balance due. Anage Account Access

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 your 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.

