

# HOW TO . . .



## The Student Portal

### Overview

Marywood University students will soon be able to make payments, view financial aid awards, email their advisor, search the master schedule and register for classes, and view a schedule or transcript, using the MarywoodYOU Portal.

### Log On to the MarywoodYOU Portal

1. Open a Web browser and navigate to <http://www.marywood.edu> .
2. Click on the **MarywoodYOU** link at the bottom of the Marywood home page.
3. Type your *User name* and *Password* in the dialog box. Precede your *User name* by the Domain and a backslash, **mis\**.

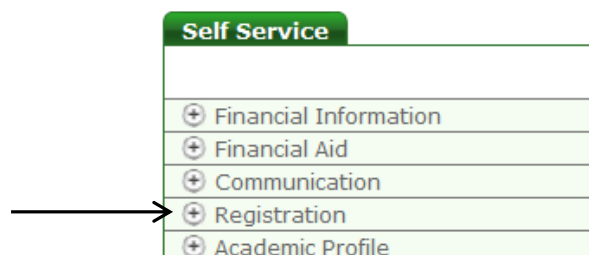
#### IMPORTANT INFORMATION REGARDING PASSWORDS

If you changed the original password that was issued to you in your first semester at Marywood, the changed password will NOT work. **You must use the original password** to enter the MarywoodYOU portal. NOTE: This is NOT the four-digit PIN number you previously used for registration. *If you do not have the original password, you may obtain it at the Registrar's Office (LAC 92). Be prepared to present a photo ID.*

4. Click the **Log On** button.
5. The MarywoodYOU Portal page displays.

## Fall Semester Registration

Locate the **Self Service** area of the Portal. Click on **Registration** to search for classes on the master schedule, register for classes, add or drop a class, and manage your waitlist.



### Search for Sections

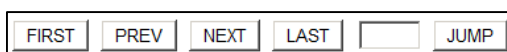
To look up classes on the master schedule, click the **Search for Sections** link.

1. Select a **Term** from the drop-down box.
2. Enter criteria for **Subjects, Course Levels, Course Number** and/or **Section** (if known).
3. Enter any additional criteria such as day of week, location, etc.
4. Click the **SUBMIT** button.
5. Section selection results display.

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	Academic Level
Spring 2012	Open	<a href="#">HIST-100-1 (252) Roots of the Modern World</a>	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate
Spring 2012	Open	<a href="#">HIST-100-2 (253) Roots of the Modern World</a>	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate
Spring 2012	Open	<a href="#">HIST-100-3 (254) Roots of the Modern World</a>	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate
Spring 2012	Open	<a href="#">HIST-100-4 (255) Roots of the Modern World</a>	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate
Spring 2012	Open	<a href="#">HIST-100-5 (256) Roots of the Modern World</a>	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate
Spring 2012	Open	<a href="#">HIST-100-8 (257) Roots of the Modern World</a>	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate

6. A navigation area at the top of the list shows available pages. Page 1 of 1

7. Buttons are also available to move to or select specific pages.



### Register for Sections

Various options exist for a student. The following are currently available:

#### Search and register for sections (Suggested Method)

This link allows a student to search for specific course sections (as in *Search for Sections* above) and register for that course.

1. Select a **Term** from the drop-down box.
2. Enter criteria for **Subjects, Course Levels, Course Number** and/or **Section** (if known).
3. Enter any additional criteria such as day of week, location, etc.
4. Click the **SUBMIT** button.
5. Section selection results display.
6. Click into the corresponding box in the **Select** column.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input checked="" type="checkbox"/>	Spring 2012	Open	<a href="#">HIST-252-1 (263) United States History to 1865</a>	Scranton	01/09/2012-05/09/2012	To be Announced		3.00	
<input type="checkbox"/>	Spring 2012	Open	<a href="#">HIST-252-4 (264) United States History to 1865</a>	Scranton	01/09/2012-05/09/2012	To be Announced		3.00	

7. Click the **SUBMIT** button.
8. The **Register and Drop Sections** screen displays. This screen lists courses you are currently registered for (**Current Registrations**) and “preferred” courses (**Preferred Sections**) you have yet to register for, but most likely want to.

Preferred Sections									
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	
<input type="checkbox"/>	Fall 2012	<a href="#">ENGL-399-01 (588) Special Topics</a>	Scranton	08/27/2012-12/15/2012	To be Announced		3.00		
<input type="checkbox"/>	Fall 2012	<a href="#">HIST-252-01 (587) United States History to 1865</a>	Scranton	08/27/2012-12/15/2012	To be Announced		3.00		
<input type="checkbox"/>	Spring 2012	<a href="#">PSYC-251-1 (444) Developmental Psychology</a>	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		

Current Registrations									
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
<input type="checkbox"/>	Spring 2012		<a href="#">BUS-123-1 (94) Management and Career Options</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		<a href="#">BUS-142-1 (98) Aeronautical Theory - Instrume</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		<a href="#">BUS-142A-1 (99) Instrument Flight Practicum I</a>	Scranton	01/09/2012-05/09/2012	To be Announced	1.50		
<input type="checkbox"/>	Spring 2012		<a href="#">BUS-312-1 (106) Operation Management/Quantitat</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		<a href="#">PHIL-302-1 (365) Greek and Medieval Philosophy</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		

9. To officially register for a course, select *Register* from the **Action** drop-down box in the **Preferred Sections** courses and click the **SUBMIT** button.

Preferred Sections									
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	
<input type="button" value="Register"/>	Fall 2012	<a href="#">ENGL-399-01 (588) Special Topics</a>	Scranton	08/27/2012-12/15/2012	To be Announced		3.00		
<input type="button" value="Register"/>	Fall 2012	<a href="#">HIST-252-01 (587) United States History to 1865</a>	Scranton	08/27/2012-12/15/2012	To be Announced		3.00		
<input type="button" value="Register"/>	Spring 2012	<a href="#">PSYC-251-1 (444) Developmental Psychology</a>	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		

10. The **Registration Results** screen displays to confirm your registration.

The following request(s) have been processed:									
Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
Fall 2012	Registered for this section		<a href="#">HIST-252-01 (587) United States History to 1865</a>	Scranton	08/27/2012-12/15/2012	To be Announced	3.00		

Here are all of the sections for which you are currently registered:									
Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs		
Fall 2012		<a href="#">HIST-252-01 (587) United States History to 1865</a>	Scranton	08/27/2012-12/15/2012	To be Announced	3.00			
Spring 2012		<a href="#">BUS-123-1 (94) Management and Career Options</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			
Spring 2012		<a href="#">BUS-142-1 (98) Aeronautical Theory - Instrume</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			
Spring 2012		<a href="#">BUS-142A-1 (99) Instrument Flight Practicum I</a>	Scranton	01/09/2012-05/09/2012	To be Announced	1.50			
Spring 2012		<a href="#">BUS-312-1 (106) Operation Management/Quantitat</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			
Spring 2012		<a href="#">PHIL-302-1 (365) Greek and Medieval Philosophy</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			

### Register for previously selected sections

This option is selected when a student has not officially registered for classes but has added one or more courses to their list of *Preferred Sections*—and wishes to now register. Choosing this option displays the **Register and Drop Sections** screen.

1. Locate the **Preferred Sections** listing of courses.
2. To register for a course, select *Register* from the **Action** drop-down box in the *Preferred Sections* courses and click the **SUBMIT** button.

### Drop sections

This option is selected when a student wishes to drop a class they are officially registered for. Choosing this option displays the **Register and Drop Sections** screen.

1. Locate the **Current Registrations** listing of courses.
2. Click into the corresponding box in the **Drop** column.
3. Click the **SUBMIT** button.

Current Registrations									
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
<input type="checkbox"/>	Fall 2012		<a href="#">HIST-252-01 (587) United States History to 1865</a>	Scranton	08/27/2012-12/15/2012	To be Announced	3.00		
<input checked="" type="checkbox"/>	Spring 2012		<a href="#">BUS-123-1 (94) Management and Career Options</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		<a href="#">BUS-142-1 (98) Aeronautical Theory - Instrume</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		<a href="#">BUS-142A-1 (99) Instrument Flight Practicum I</a>	Scranton	01/09/2012-05/09/2012	To be Announced	1.50		
<input type="checkbox"/>	Spring 2012		<a href="#">BUS-312-1 (106) Operation Management/Quantitat</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		<a href="#">PHIL-302-1 (365) Greek and Medieval Philosophy</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		

4. The **Registration Results** screen displays to confirm your action.

The following request(s) have been processed:									
Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
Spring 2012	Dropped from this section		<a href="#">BUS-123-1 (94) Management and Career Options</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		

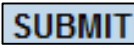
Here are all of the sections for which you are currently registered:									
Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs		
Fall 2012		<a href="#">HIST-252-01 (587) United States History to 1865</a>	Scranton	08/27/2012-12/15/2012	To be Announced	3.00			
Spring 2012		<a href="#">BUS-142-1 (98) Aeronautical Theory - Instrume</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			
Spring 2012		<a href="#">BUS-142A-1 (99) Instrument Flight Practicum I</a>	Scranton	01/09/2012-05/09/2012	To be Announced	1.50			
Spring 2012		<a href="#">BUS-312-1 (106) Operation Management/Quantitat</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			
Spring 2012		<a href="#">PHIL-302-1 (365) Greek and Medieval Philosophy</a>	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			

### **Manage My Waitlist**

Students are given the opportunity to select *Waitlist* from the **Action** drop-down box when registering for a course if the class is currently filled (see the **Available/Capacity/Waitlist** column).

When a seat opens up, the student will be notified and may register within a specified period of time.

This option will display the **Manage My Waitlist** screen.

1. Select *Register* from the **Action** drop-down box next to the corresponding waitlisted course.
2. Click the  button.
3. The **Registration Results** screen displays to confirm your action.

### ***Register and Drop Sections***

Choosing this option directly displays the **Register and Drop Sections** screen. See directions above for registering and dropping a course.

### ***Manage My Waitlist***

Choosing this option directly displays the **Manage My Waitlist** screen. See directions above for registering for a waitlisted course, once it opens.