

myMU Quick Reference Guide

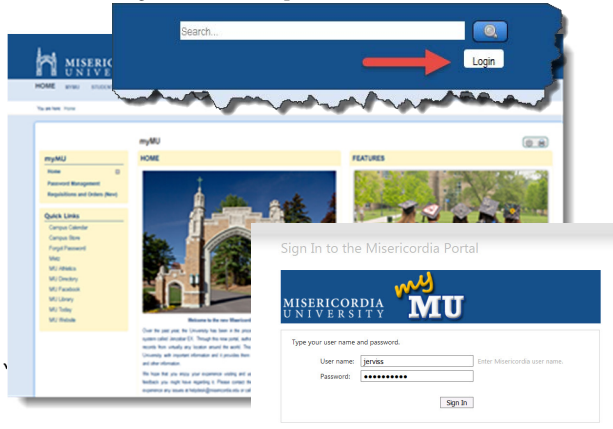
✓The url for myMU is <http://mymu.misericordia.edu>

-----Click on the Login button-----

✓ Log in using your username and Password.

First time logging in? Your initial password is the first initial of your first name, the first initial of your last name followed by the last four digits of your social security number.

Not working? Contact our HelpDesk at 570-674-8087.



Answer the security questions

Login - Modify Challenge Questions

Please create your challenge questions in the event you forget your password the next time you log into the portal.

What is the name of your favorite pet?

What is the name of your first school?

What is your favorite color?

✓Use the tabs to navigate through myMU



✓Use the Launchpad to access other interfaces to myMU, such as **email** and **Blackboard**



Email

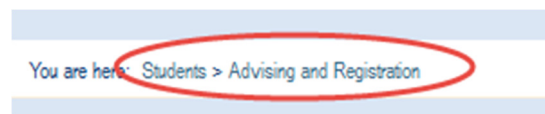
✓Click on the email app to access OWA Outlook email.

More about Tabs and pages...

✓After clicking on a Tab, access pages and areas of myMU using the links on the left side of the page, such as, Advising and Registration or Campus Ministry. **Note: Global links**, such as, Campus Calendar and Metz Menus, are displayed in every sidebar, regardless of what page you are on.

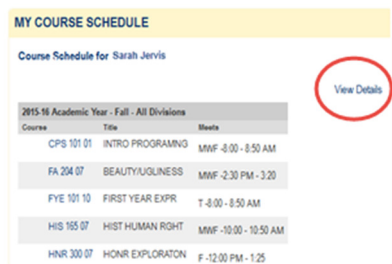


✓You can always see where you are or where you have been by looking at the **Breadcrumb** trail that displays directly beneath the myMU tabs. This trail is preceded by the words "You are here". Click on the link to take you back to where you would like to go back to. Please **DO NOT** use the Back Button on your browser.

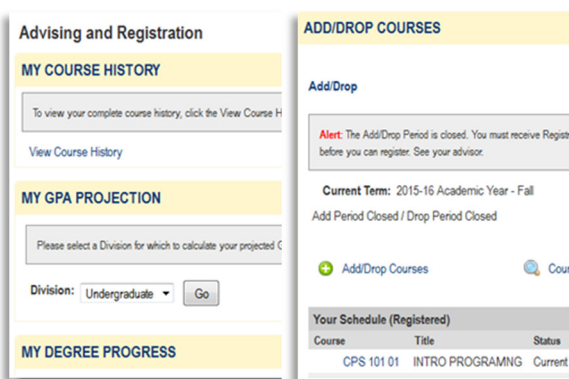


Students

✓Students can click on the Students tab to access Student information, such as, documents, links or academic information.



✓ Students can access other academic information, such as course history, degree progress, add/drop courses, by clicking on the Advising and Registration link



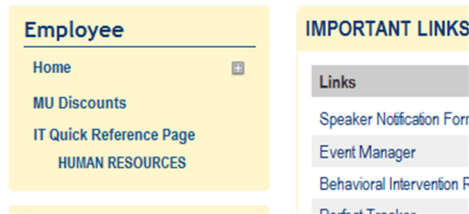
Employees

✓Employees will see more tabs across the top of the page

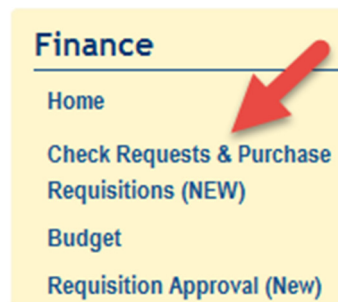


✓Employees will be able to access different areas of the portal in the right column and also find all the portal forms, documents and links under the Employee tab.

Employee



✓Create a **Purchase order** or **Check Request** online by accessing the FINANCE tab.

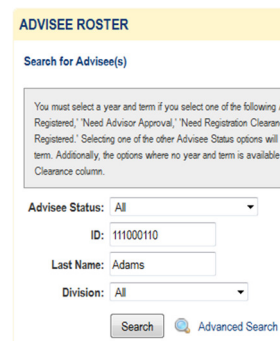


Faculty

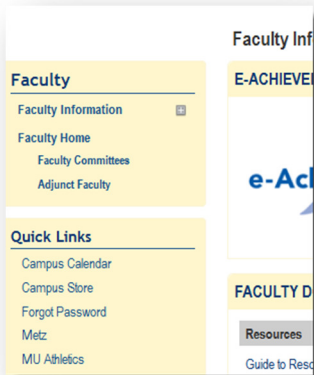
✓The Faculty tab will automatically access a page to see their courses, class schedule, along with information for working with the advisees.



✓Faculty can work with their advisees using the Advising area of myMU.

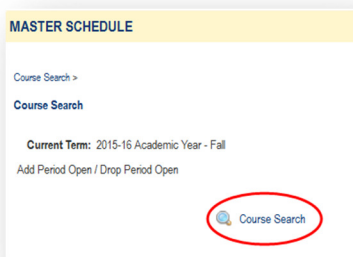


✓Faculty can access Faculty information under the Faculty tab along with important faculty information such as e-achievement, committee minutes, meeting dates, etc.



Search for a Course

✓Click the Course Search link. The link can be found inside and on the login page of myMU.



✓Search by Term, Department, Time, Days, Faculty and much more.