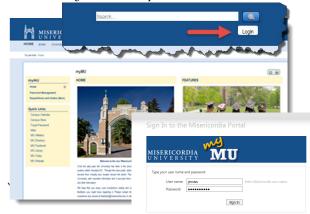
# myMU Quick Reference Guide

- ✓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



✓Use the tabs to navigate through myMU



 $\checkmark \text{Use the Launchpad to access other interfaces to myMU, such as email and Blackboard$ 





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.

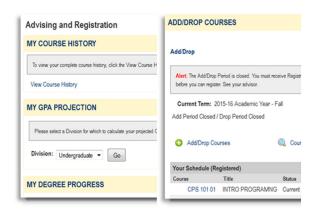
You are here: Students > Advising and Registration

#### Students

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

HOME		I V E F	SITY STUDENT LIFE
IY COURSE So Course Schedule			
			View Details
	fear - Fall - All Divisions	Heats	View Details
2015-16 Academic Y Course CPS 101 01	Title	Meets MWF -8:00 - 8:50 AM	View Details
Course	Title INTRO PROGRAMING		View Dotais
CPS 101 01 FA 204 07	Title INTRO PROGRAMING	MWF -8:00 - 8:50 AM	Vew Debis
CPS 101 01 FA 204 07 FYE 101 10	TIEN INTRO PROGRAMING BEAUTY/UGLINESS	MWF -8:00 - 8:50 AM MWF -2:30 PM - 3:20	Vew Debis

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



	Employee
Employee	IMPORTANT LINKS
Home 🗉	Links
MU Discounts	Speaker Notification Forr
IT Quick Reference Page HUMAN RESOURCES	Event Manager
	Behavioral Intervention R
	Dorfoot Trookor

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 $\checkmark$  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 C	OURSE CENTE	R	
Faculty Course (	Center > Default View		
Course List f	or Professor Smi	th	
🔍 View D	etails		View My Faculty Sched
2015-16 Aca	demic Year - Fall		
Course	Title	Go Directly To	
CPS 101 01	Intro Programng	Select Area 🗸	<b>`</b>
CPS 101 02	Intro Programng	Select Area 🗸	Select Area Course Details
CPS 222 01	Int Comp Organ	Select Area 🗸	Class List Grade Entry
CPS 341 01	Intro Game Prog	Select Area 🗸	Textbooks
CPS 485 01	Special Topics	Select Area 🗸	

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

ADVISEE ROST	rer
Search for Advise	e(s)
Registered,' 'Need / Registered.' Selectir term. Additionally, th Clearance column.	ear and term if you select one of the following Ag Advisor Approval, "Need Registration Clearance or of the other Advisee Status options will in the options where no year and term is available of
Advisee Status: ID:	All •
Last Name:	Adams
Division:	All 🔻
	Search 🔍 Advanced Search

#### 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.

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

	Faculty Inf
Faculty	E-ACHIEVE
Faculty Information	
Faculty Home	
Faculty Committees	
Adjunct Faculty	e-Ac
Quick Links	
Quick Links Campus Calendar	
-	FACULTY D
	FACULTY D
Campus Calendar Campus Store	FACULTY D Resources

# Search for a Course

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

ourse Search >		- 8
ourse Search		- 8
Current Term: 2015-1	6 Academic Year - Fall	- 8
Add Period Open / Drop	Period Open	- 8
	Q Course Se	arch

 $\checkmark$  Search by Term, Department, Time, Days, Faculty and much more.

Term:	2015-16 Academic Year - Fall	•
Department	All	
ourse Number Range:	▼ to ▼	
Title:	Begins With 🔻	
Course Code:	Begins With 💌	
Division:	All	
Time:	<b>•</b> To: •	
	<ul> <li>Meets on any day(s)</li> </ul>	
	Meets only on the selected days	
	Monday	Friday
	Tuesday	Saturday
	Wednesday	Sunday
	Thursday	
Faculty:	All 🔹	
Campus:	All 👻	
Building:	All 👻	
Section Status:	Open or Full 🔻	