


# 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 the Marywood homepage.
2. Click on the **MarywoodYou** link at the bottom of the Marywood homepage.
3. Type your **User name** and **Password**. Then, click .

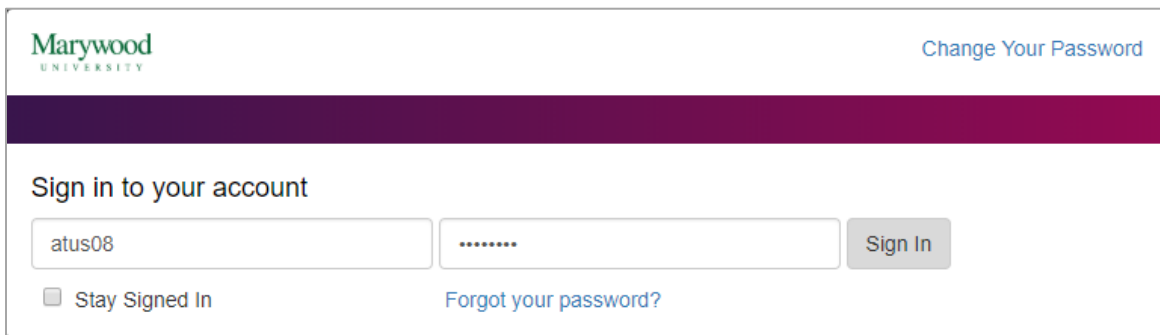
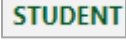



Figure 1 Screenshot of Portal Login Page

### 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.

*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. On the page that displays, click  to see the **Student Portal**.
5. Locate the **Self-Service Menu** on the left.
6. Expand . Select **Registration** to view available links.

They are listed as follows: **Search for Sections**, **Register for Sections**, **Register and Drop Sections**, and **Manage My Waitlist**.

## SEARCH FOR SECTIONS

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

1. Choose at least a **Term** and **Subject** from the dropdown boxes.
2. Enter additional criteria for **Course Levels**, **Course Number** and/or **Section**, if known.
3. Enter any additional criteria such as day of week, location, etc.
4. Click the  button.
5. Section selection results display.

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	Academic Level
Spring 2019	Open	ENGL-160-01 (36338) Composition & Rhetoric	Scranton	01/17/2019-05/09/2019 Moodle-Supplemental Instruct Tuesday, Thursday 10:00AM - 11:30AM, Room to be Announced  <b>Course Description:</b> Course lays strong foundations for college-level argumentative and inquiry-based writing by increasing rhetorical awareness, analytical skills and research proficiency. Through guided practice with process-based academic writing, students produce original arguments that employ research to engage in ongoing academic conversations.	S. Brown	20 / 20 / 0	3.00		Undergraduate
Spring 2019	Open	ENGL-160-02 (36339) Composition & Rhetoric	Scranton	01/17/2019-05/09/2019 Moodle-Supplemental Instruct Tuesday, Thursday 11:30AM - 01:00PM, Room to be Announced  <b>Course Description:</b> Course lays strong foundations for college-level argumentative and inquiry-based writing by increasing rhetorical awareness, analytical skills and research proficiency. Through guided practice with process-based academic writing, students produce original arguments that employ research to engage in ongoing academic conversations.	S. Brown	20 / 20 / 0	3.00		Undergraduate

Figure 2 Screenshot of Search for Sections

6. A navigation area at the top of the list shows available pages.
7. Buttons are also available to move to or select specific pages.



Figure 3 Screenshot of Navigation Buttons

## REGISTER FOR SECTIONS

You can select from various registration options. The following instructions are specifically for the **Search and Register for Sections** and **Register for Previously Selected Sections** methods:

### SEARCH AND REGISTER FOR SECTIONS (SUGGESTED METHOD)

This link operates exactly like **Search for Sections** above. It allows a student to search for specific course sections and register for that course.

1. Choose at least a **Term** and **Subject** from the dropdown box.
2. Enter additional criteria for **Course Levels**, **Course Number** and/or **Section**, if known.
3. Click the  button.

- Section selection results display.
- For all courses you want to register for, click the corresponding checkbox in the **Select** column.

Select	Term	Status	Section Name and Title	Location
<input type="checkbox"/>	Spring 2019	Open	ENGL-160-01 (36338) Composition & Rhetoric	Scranton

Figure 4 Screenshot of Select Checkbox

- Click the  button.
- The **Register and Drop Sections** screen displays. The course(s) you checked boxes for in the previous steps appear under **Preferred Sections**, and courses you are currently registered for appear under **Current Registrations**.

Preferred Sections										
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs		
<input type="button" value="Register"/>	Spring 2019	ENGL-160-01 (36338) Composition & Rhetoric	Scranton	01/17/2019-05/09/2019 Moodle-Supplemental Instruct Tuesday, Thursday 10:00AM - 11:30AM, Room to be Announced	S. Brown	20 / 20 / 0	3.00			
Current Registrations										
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs		
<input type="checkbox"/>	Fall 2018		ART-399U-01 (35557) ST. History of Visual Comm.	Scranton	08/28/2018-12/13/2018 Lecture/Discussion Tuesday, Thursday 10:00AM - 11:30AM, Shield Cntr for Visual Arts, Room 210	S. Brower	3.00			
<input type="checkbox"/>	Fall 2018		ART-405-01 (35578) Advanced Typography	Scranton	08/27/2018-12/12/2018 Lecture/Discussion Monday, Wednesday 06:00PM - 09:00PM, Shield Cntr for Visual Arts, Room 136	K. O'Neill	3.00			

Figure 5 Screenshot of Register and Drop Sections

- To officially register for a course, select **Register** from the **Action** dropdown box next to a class under **Preferred Sections** and click the  button.


Action	Term	Section Name and Title
<input type="button" value="Register"/>	Spring 2019	ENGL-160-01 (36338) Composition & Rhetoric

Figure 6 Screenshot of Action Dropdown

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


## REGISTER FOR PREVIOUSLY SELECTED SECTIONS

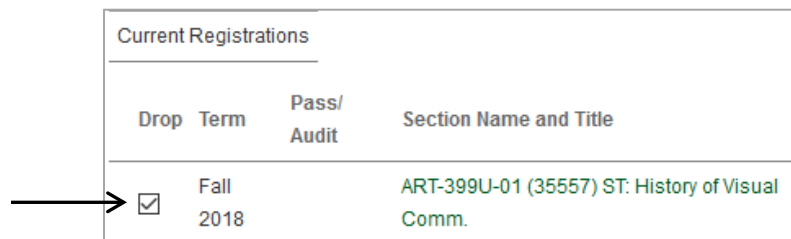
This option is selected when a student has not officially registered for classes but has added one or more courses to their list of **Preferred Sections** and wishes to register. Choosing this option displays the **Register and Drop Sections** screen, as described in the previous section.

1. Locate the **Preferred Sections** listing of courses.
2. To register for a course, select **Register** from the **Action** dropdown box under **Preferred Sections** and click the  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  button.




Current Registrations			
Drop	Term	Pass/ Audit	Section Name and Title
<input checked="" type="checkbox"/>	Fall 2018		ART-399U-01 (35557) ST: History of Visual Comm.

Figure 7 Screenshot of Drop Checkbox

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

## MANAGE MY WAITLIST

Students are given the opportunity to select **Waitlist** from the **Action** dropdown 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** dropdown 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, as explained on pages 3 and 4. See directions above for registering and dropping a course.

## MANAGE MY WAITLIST

Choosing this option directly displays the **Manage My Waitlist** screen, as explained on page 4. See directions above for registering for a waitlisted course, once it opens.