Logging into the My.Assumption Portal

There are two ways to get into the My.Assumption portal; you can choose the way that best works for you.

1. **Type** [https://my.assumption.edu](https://my.assumption.edu) in any Web browser address bar. Save it as a favorite or as a shortcut on your desktop **OR**

2. **From the Assumption College Web site, Click on the link** MyAssumption Portal **at the top of the page.**

3. The login box will appear (may look slightly different depending on the browser you’re in). Type in your username beginning with `students\` and your password (**This is the same username/password as used for Houndmail**).

**Note:** It is **VERY** important to make sure you put `students\` before your login name. The `\` is above the Enter key. (Ex. Students\bgoven)

4. Check the box next to **remember my password** and it will remember your `username only` so that you do not need to retype students\username every time you login.

5. **Click OK** and you will be redirected to the Graduate/CCE homepage of the My.Assumption portal, where you will notice above the AC Billboard, an SSO Credentials message.

6. **Click on Enter your credentials.**

7. Enter your username (**without the students\**) and your password. This will allow access to WebAdvisor and Houndmail (AC Email). Once you have entered your credentials, you will not need to do this again, unless your password changes.
Getting your class schedule

Once you are logged into the portal and your credentials are set, you will be able to view your schedule, check out what’s happening around campus, check class cancellations among other things. The portal will be your gateway to everything Assumption!

1. To get your schedule, you will need to go to the section titled WebAdvisor. This is located above the Graduate-CCE Links Tab on the right.

2. Click WebAdvisor for Students,

3. Click Academic Profile - this will give you a list of options (some may differ depending on your security).

4. Click My Class Schedule to view the list of classes for which you are registered or waitlisted.

5. You will get a security warning which is a normal Microsoft warning, always click No when you are in the portal.

6. Select a term from the Term drop-down list to show your classes for that semester.

7. Click Submit to get your class schedule.

Note: Students on a waitlist for a course section will have a section appear at the bottom of the schedule under the heading “You are on the following waitlist(s).”
8. Click on a course in the **Course Name and Title** column to view additional information. The **Section Information** tab will open next to the **Schedule** tab.

Student Name

![Schedule Tab](image)

Chad Davies

Term

Total Registered Credits: 6.00

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Status</th>
<th>Meeting Information</th>
<th>Creds</th>
<th>CEUs</th>
<th>Pass Aud</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO-256E-01 (04778) ST: CLIMATE CHANGE</td>
<td>Add</td>
<td>05/22/2012-05/29/2012 Lecture Tuesday, Thursday 06:00PM - 08:00PM, Tesla Science Center, Room Faud</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT-357E-01 (04760) LEGAL ASPECTS OF HUMAN RESOUR</td>
<td>Add</td>
<td>05/21/2012-06/27/2012 Lecture Monday, Wednesday 06:00PM - 09:00PM, Tesla Science Center, Room 217</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Section Information Tab](image)

Title: ST: CLIMATE CHANGE
Course Section Number: GEO-256E-01
Description
Credits: 3.00 CEUs
Start Date: 21 May 2012  End Date: 28 June 2012
Academic Level: CE - Continuing Education

Meeting Information
05/22/2012-05/29/2012 Lecture Tuesday, Thursday 06:00PM - 08:00PM, Tesla Science Center, Room Faud

Faculty Name: Linda C. Johnson, Ph.D.
Phone: Extension: E-mail address: Instructorial Method: Lecture

Prerequisites
None

Supplies
None

Title: Author Publisher Copyright ISBN Price Req. Comments
To Be Determined

CLOSE WINDOW
Getting your Grades

Obtaining your grades is very similar to viewing your class schedule and is another option under Academic Profile.

1. To get your grades, you will need to go to the section titled WebAdvisor. This is located above the Graduate-CCE Links Tab on the right.

2. Click **WebAdvisor for Students**

3. Click **Academic Profile** this will give you the following list of options. Depending on your security, you **may not** see all these options.

4. **Grades** allows students to view their grades by semester.

5. Click on the semester you wish to view and click submit.

6. You will then be able to see your grades and your term GPA for that semester. Click OK when you are done viewing.
Checking your Financial Aid

The newest feature of WebAdvisor is being able to view your Financial Aid online. There are more features coming, and we will be sure to let you know as they are rolled out!

1. To see your financial aid, you will need to go to the section titled WebAdvisor. This is located above the Graduate-CCE Links Tab on the right.

2. Click WebAdvisor for Students

3. Click Financial Aid, this will give you a list of options. You can select your financial aid by year or term and also view your award letter.

4. To view by year, click that selection and enter the award year via the pull-down and click Submit.

*Notice that you can also click on the Financial Aid by Term and Financial Aid Letter from this point.*

5. Once you click submit, you will get a screen showing your awarded aid and its status/action.

6. You would complete the same process to view by term or view your award letter.

If you have questions regarding your aid amounts or the action, please contact someone in the Financial Aid office x 7158.
Getting to your team site

The Graduate Programs are introducing team sites in 2013. Team sites are a way for you to communicate with the other members of your program and a way for the program admins & directors to relay program specific information to you. You will be receiving information via your assumption email account, so please make sure you are checking this on a regular basis!

Your team site resides within the Navigation bar at the top of the screen. You will not see all the teams sites listed below, only the teams that you are a member of. Many of you will just have one.

1. Move (hover) your mouse over Team Sites on the Navigation Bar. When the pull-down appears click on the team site you want to get to.

This will bring you into your team site. This is a resource for you to get information regarding your program. A brief description of each of the sections is below:

[Image of team site interface]
• Announcements – These are important informational notices sent by the Program Administrators or Program Directors. These will come to you in your assumption houndmail account addressed from My.Assumption. These could include things like school closings, registration paperwork information, etc.
• Events – These are things going on that are specific to your program like registration dates, etc.
• Team Discussions – Here you can post a discussion that will be sent to the entire program and people in return can respond to the thread. This is a good way to have a conversation with the others in your program about a question or concern.
• Shared Documents – This is where the Program Administrator or Program Director will put documentation that pertains to your program. Things like the Viewbook, Course Schedule changes, Insurance forms, etc.
• Links – Each team site will have links to various things of value for the program. Class Cancellations will be added to each team site so that you can check during bad weather if your class is cancelled.

Other parts may be added if the program administrator decides that it is of value to the program, we will let you know if any changes occur on your team site.

*If you should have problems with the portal or any WebAdvisor function, please contact the HUB x 7060.*