Accessing the MyNIU Student Center

After successful login to http://myniu.niu.edu:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Navigation:**  
      | Main Menu > Self Service > Student Center |
| 2.   | Click the **Self Service** link. |
| 3.   | Click the **Student Center** link. |
| 4.   | There are many sections for the student to use in the Student Center. In the main sections, you will find:  
      | • Academics  
      | • Finances  
      | • Personal Information  
      | • Admissions |
| 5.   | In the **Academics** section, you will see current class enrollment information. These links will take you to additional information such as the Search, Plan, Enroll, and My Academics.  
      | In the bottom left-hand corner of the **Academics** area, you may use the dropdown arrow in the **other academic...** box to select additional choices.  
      | To use these choices, select the item then click the "Go" button. Items found include:  
      | • Apply for Graduation  
      | • Class Schedule  
      | • Degree Progress Report  
      | • Enrollment: Add  
      | • Enrollment: Drop  
      | • Enrollment: Edit  
      | • Enrollment: Swap  
      | • Grades  
      | • Transcript: View Unofficial  
      | • Transfer Credit: Report  
      | **Note:** There are additional job aids for these topics on our website.  
<pre><code>  | Make a selection from the list and click the **Go** button. |
</code></pre>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6.   | In the **Finances** section, you will see current financial information. Areas included are My Account, Financial Aid, and other financials options. In the Financial Aid area, you may view Financial Aid information as well as Accept/Decline Awards. In the bottom left-hand corner of other financial, you may use the dropdown arrow in the **other financial...** box to select additional choices. Items include:  
• Charges due  
• Payments  
• Pending Financial Aid  
• View 1098-T  
Make a selection from the list and click the **Go** button. |
| 7.   | The **Personal Information** section provides links to your Demographic Data. Contact information, emergency contact, names, and additional links through the dropdown menu. You may view and update your **Personal Information** using the links provided. Items in this area include:  
In the bottom left-hand corner of Personal Information, you may use the drop-down arrow in the **other personal...** box to select additional choices.  
• Addresses  
• Email Addresses  
• Phone Numbers  
• Privacy Settings  
Make a selection from the list and click the **Go** button. |
| 8.   | After moving to another page, you may navigate back to the **Student Center** page. Use the "**Go**" box and select the Student Center and then click "**Go**".  
**Example:** Click the **Go** button.  
| 9.   | In the **Admission** section, you can view your Application status.  
<p>| 10.  | In the Application area, you may accept or decline the admission offer. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 11.  | There are several areas on the right-hand side of the page for you to use in the Student Center. On the right-hand side you will find.  
• Search for Classes  
• Holds  
• To Do Lists  
• Enrollment Dates  
• Advisor  
• Important links  
• Other Links  
• Other NIU Information |
| 12.  | The **Search for Classes** button allows you to search for additional information.  
Click the **Search for Classes** button. |
| 13.  | On the **Search** tab, you are able to select the **Term** you wish to use and then select either Search for classes or the Browse the catalog button.  
Click the **Term** list.  
Spring 2011 |
| 14.  | Select at least 2 search criteria. Then click **Search** to view your results.  
Results from your search will show the course, section number, days and times, room, instructor and meeting dates as well as if the course is open or closed.  
**Example:** Click the **Course Subject** list. |
| 15.  | To Add, Drop, Swap a course, please see separate help sheet, see the Orientation Login page. |
| 16.  | In the **Holds** area, you may click on the details link to find additional information regarding any hold on your records.  
Click the **Hold expanded list** button. |
| 17.  | To navigate back to the **Student Center** page, you can use the "Go" box.  
**Example:** Click the **Go** button.  
Click the **Student Center** link.  
Student Center |
| 18.  | Click the **To Do list expand list** button if needed to view items to be completed.  
To Do List |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 19.  | Check your **To Do List**, on the right-hand side, to find out what items you need to complete.  
     | Click the **details** link to see more information. |
| 20.  | The **Enrollment Dates** area will tell you information about upcoming enrollment periods.  
     | Click the **Open Enrollment Dates** link to see more details. |
| 21.  | The **Advisor** area will give you information about your advisor.  
     | **Note:** Not all departments assign and advisors in this area.  
     | Click the **details** link to find out more information about your assigned advisors. |
| 22.  | **Important links, Other Links** and **Other NIU Information** links are located on the lower right-hand side. |
| 23.  | To navigate back to the **Student Center** page, you can use the "**Go**" box.  
     | **Example:** Click the **Go** button. |
| 24.  | You have completed the Accessing the MyNIU Student Center topic.  
     | **End of Procedure.** |