Accessing the MyNIU Student Center

After successful login to MyNIU portal at http://myniu.niu.edu:

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<tr>
<td>1.</td>
<td>Select <strong>MyNIU Student Center</strong> from the <strong>MyNIU Quick Links</strong> area. This link opens directly to the <strong>Student Center</strong> page.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="MyNIU Quick Links" /></td>
</tr>
</tbody>
</table>
| 2.   | 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 |
| 3.   | In the **Academics** section, you will see current class enrollment information. Additional links will take you to Search, Plan, Enroll, and My Academics information.  
  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 at [http://www.niu.edu/erptraining/myniu-sa/studentcenter.shtml](http://www.niu.edu/erptraining/myniu-sa/studentcenter.shtml)  
  To use these choices, make a selection from the list and click the **Go** button. |

Date Created: 2/28/2012  
http://erptraining.niu.edu  
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| 4.   | In the **Finances** section, you will see current financial information. Areas include: My Account, Financial Aid, and other financials options.  

In the **Financial Aid** area, you can also Accept/Decline Awards.  
In the bottom left-hand corner, 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  

To use these choices, make a selection from the list and click the **Go** button. |
| 5.   | The **Personal Information** section provides links to your **Demographic Data**. Items include Contact information, emergency contact, names, and additional links through the dropdown menu.  

You may view and update your **Personal Information** using the links provided.  
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  

To use these choices, make a selection from the list and click the **Go** button. |
<p>| 6.   | <strong>Note:</strong> If you need to navigate to another page, use the <strong>go to ...</strong> dropdown list located at the top of the page. Select the area needed, then click the <strong>&gt;&gt; (GO!)</strong> button. |
| 7.   | In the <strong>Admission</strong> section, you can view your Application status. |
| 8.   | In the Application area, you may accept or decline the admission offer. See the Accepting an Admission Offer handout for more details. |</p>
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| 9.   | 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 may find:  
- Search for Classes  
- Holds  
- To Do Lists  
- Enrollment Dates  
- Advisor  
- Important links  
- Other Links  
- Other NIU Information |
| 10.  | The **Search for Classes** button allows you to search for additional information. For more details, see the Registering for Classes handout.  
Click the **Search for Classes** button. |
| 11.  | To Add, Drop, Swap a course, please see separate help sheet, see the Registering for Classes handout. |
| 12.  | 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. |
| 13.  | **Note:** If you need to navigate to another page, use the **go to ...** dropdown list located at the top of the page. Select the area needed, then click the **>> (GO!)** button. |
| 14.  | Click the **To Do list** expand list button to view any items to be completed. See the Viewing the To Do List handout.  
Click the **To Do List** button. |
| 15.  | 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.  
Click the **To Do List** button. |
| 16.  | The **Enrollment Dates** area will tell you information about upcoming enrollment periods.  
Click the **Open Enrollment Dates** link to see more details. |
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<td>17.</td>
<td>The <strong>Advisor</strong> area will give you information about your advisor. &lt;br&gt;<strong>Note:</strong> Not all departments assign and advisors in this area. &lt;br&gt;Click the <strong>details</strong> link to find out more information about your assigned advisors.</td>
</tr>
<tr>
<td>18.</td>
<td><strong>Important links, Other Links</strong> and <strong>Other NIU Information</strong> links are located on the lower right-hand side.</td>
</tr>
<tr>
<td>19.</td>
<td><strong>Note:</strong> If you need to navigate to another page, use the <strong>go to ...</strong> dropdown list located at the top of the page. Select the area needed, then click the <strong>&gt;&gt; (GO!)</strong> button.</td>
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<tr>
<td>20.</td>
<td>Use the <strong>MyNIU Portal Home</strong> link to select different options from the portal or to sign out of MyNIU.</td>
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<tr>
<td>21.</td>
<td>You have completed the Accessing the MyNIU Student Center topic. <strong>End of Procedure.</strong></td>
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