

Manhattanville COLLEGE

“Getting Started With WebAdvisor, Mville Email, Blackboard & ePortfolio”

Set-up Your Credentials to Access Your WebAdvisor Self-Service Portal, Mville Office 365 Email and Other Online Resources

Registrar's Office - Brownson Hall, Rm. #113



Dear New Student:

The Registrar's Office welcomes you to Manhattanville College. We want to get you acquainted with the online self-service applications you will be using to view your personal records, manage your class registrations, view email access course materials. We are here to provide technical support and to enhance your registration and records management through the use of technology.

MANDATORY USE OF WEBADVISOR-YOUR ONLINE SELF-SERVICE PORTAL

Manhattanville College provides all students with a secure online self-service portal called WebAdvisor. Students may perform the following self-service functions in WebAdvisor:

- Register for courses (perform adds and drops) while registration is open (check academic calendars for specific dates)
- View term schedules, final grades, tuition status, unofficial transcript and demographic profile (name data, address/phone info, academic status)
- UNDERGRADUATES are expected to routinely use Degree Audit to check their progress fulfilling general education, distribution and liberal arts credit requirements
- View the status of accepted transfer credits, Manhattanville placement exam scores and the recording of external testing results (TOEFL, CLEP, etc.)
- Submit faculty evaluations: At the completion of a semester, faculty evaluations are administered through WebAdvisor
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WebAdvisor also hosts the College's online Schedule of Classes. This online schedule is open to the public. All students attending classes at Manhattanville College are required to setup access to WebAdvisor and use the system.

You can begin your experience by accessing WebAdvisor, and other online tools, from the Manhattanville Website, under **Student Quick Links** by clicking on "**My Mville**" followed by the "**Student**" tab.

We hope you find your Manhattanville experience satisfying and rewarding.

Sincerely,

THE STAFF OF THE REGISTRAR'S OFFICE

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Self Service Password Utility

Before You Begin:

In order to access WebAdvisor and your new Manhattanville College email account, you must first establish your login credentials using the **Self Service Password Utility**. Have these items ready:

- Your 7-digit College **ID number**. This may be found in your “Welcome” email, photo ID card, admissions documents or other correspondence from the College.
- Your College-assigned **User Name**. Normally, this is constructed by taking your full LAST NAME and adding the FIRST INITIAL of your FIRST NAME to the right of it.

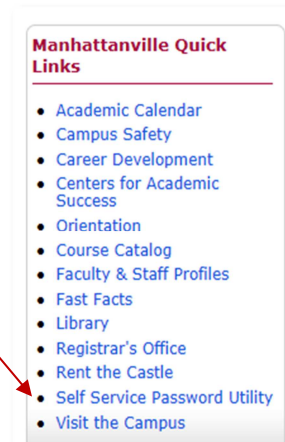
Example: Name is **Jane Smith**

User Name is: **smithj** (all in lower case letters)

If you are not sure what your User Name is, contact the IT Help Desk at 914-323-7230 (ext. 7230)

Establish Your Identity Using the Self-Service Password Utility:

On the College’s home page at <http://www.mville.edu>, click the **Self Service Password Utility** link in the “Manhattanville Quick Links” box in the lower right of the screen.



The “**Self Service Password Utility**” screen will open...

All Students:
Before you start using Office 365, please update your profile, security questions and password using this self-service password utility.
To begin, enter your current user name. User names are constructed with your full LAST NAME followed by the first letter of your FIRST NAME.
Example: Jane Smith will be smithj
Your temporary password for the self-service portal is your first name initial in UPPER case, your last name initial in lower case, and your SEVEN digit ID number (include leading zeroes).
Example: Jane Smith will be: Js0012345.

Sign in
User Name:
Password:
Log on to: ---Select Domain---

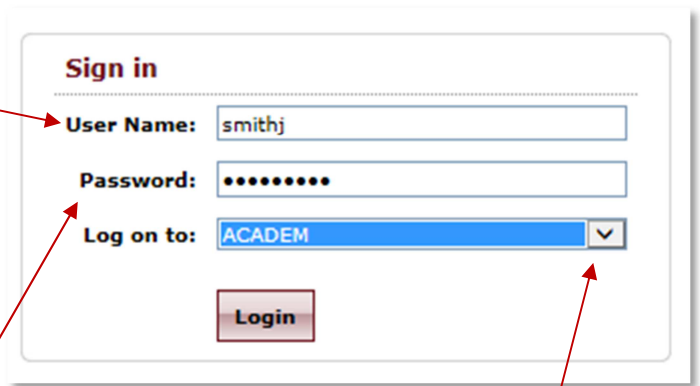
Students: Choose STUDENT in the 'Log on to' drop down box.
Staff/Faculty: Choose ACADEM in the 'Log on to' drop down box.

Self-Service Account Management :
 Manage your Profile
Enroll and manage your profile
 Reset Password
Reset your forgotten password
 Unlock Account
Unlock your locked out account

Using the “**Sign In**” box, type in your:

User Name: Example “**smithj**” (all lower case)

Password: Your temporary password for the self-service portal is your first name initial in UPPER case, your last name initial in lower case, and your SEVEN digit ID number (include leading zeroes). Example: If Jane Smith’s ID # is 0012345, her temporary password will be: **Js0012345**



The screenshot shows a 'Sign in' form with the following fields: 'User Name' containing 'smithj', 'Password' with masked characters, and a 'Log on to' dropdown menu with 'ACADEM' selected. A 'Login' button is located below the dropdown. Red arrows point from the text instructions to each of these elements.

After you type in your User Name and Password, select “**ACADEM**” from the dropdown list and then click “**Login**”

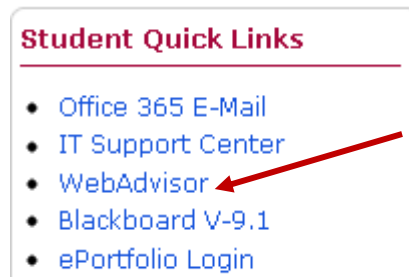
On the next screens, the **Self-Service Password Utility** will prompt you to:

- **Select TWO security questions.** Make your answers EASY TO REMEMBER because they will be needed to recover your account access or change your password in the future.
- **Create a new PERMANENT password.** Follow the instructions for password creation using the proper number of characters and a mix of alpha and numeric text to create a strongly-encrypted password.

After you complete the Self-Service Password Utility steps, you’re ready to log in to WebAdvisor!

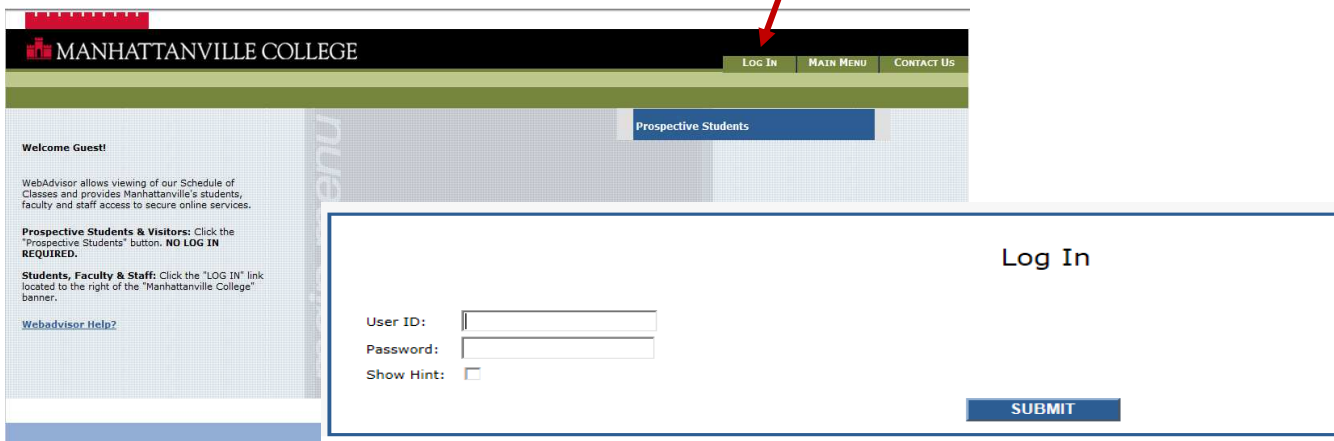
WebAdvisor

WebAdvisor provides online self-service access to important information. Students can search for classes, see grades and schedules; faculty can submit grades and view class rosters; budget staff can view budget information and process requisitions; and Continuing Education students can search for classes, then register and pay online.



From the “Manhattanville” or “Student Quick Links” click on [WebAdvisor](#)

Click the Log In link in the top tool bar



Username: Use the same user name you used for the Self-Service Password Utility; Your full last name plus the first initial of your first name (in most cases).

Example: smitha

Password: Use the same secure password you also created in the Self-Service Password Utility

Student Email

E-mail is a critical resource, where you will receive important email from your professors as well as important informational announcements from the Manhattanville community.



Manhattanville College now has a powerful email, web, and collaboration tools for all former and current students. Microsoft Office 365 has your favorite Office features online and allows you to create sophisticated reports and presentations, collaborate in real time with classmates, and share and edit documents. Accessing your office 365 from your smart phone coming soon!

Getting Started With Office 365

1. Log in at: <http://outlook.com/owa.student.mville.edu> or visit MyMville > Students, and in the Student Quick Links box and click [Office 365 E-mail](#).
2. **Username:** Use the same user name you used for the Self-Service Password Utility; Your full last name plus the first initial of your first name (in most cases). For example: smitha.
3. **Password:** Use the same secure password you also created in the Self-Service Password Utility

Blackboard

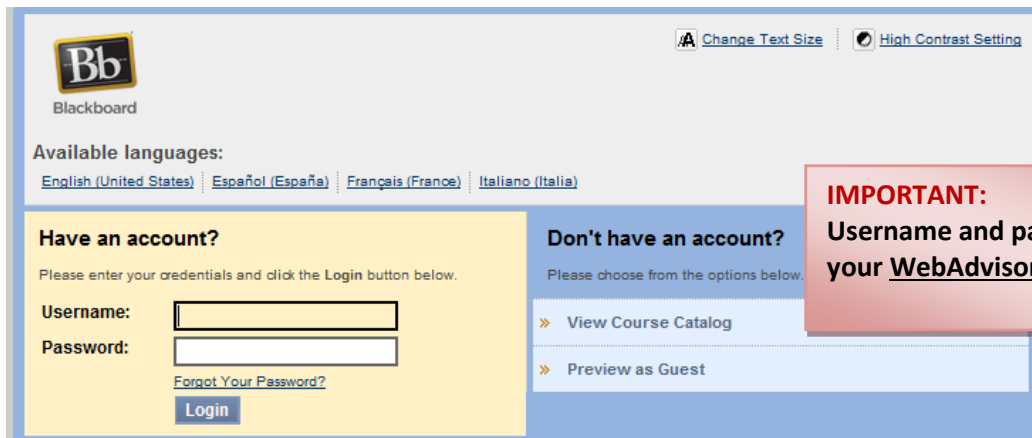
Blackboard is a tool that allows faculty to add resources for students to access online to enhance teaching and learning. If you are enrolled in a class, you are automatically enrolled in Blackboard. All your courses will appear on your home page.

For first time users, please follow the instructions below to access Blackboard.

From the Student Quick Links, click on Blackboard V-9.1

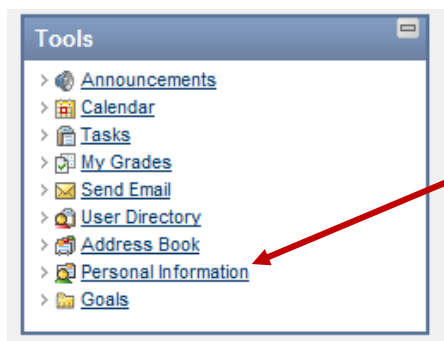
Student Quick Links

- [Office 365 E-Mail](#)
- [IT Support Center](#)
- [WebAdvisor](#)
- [Blackboard V-9.1](#)
- [ePortfolio Login](#)



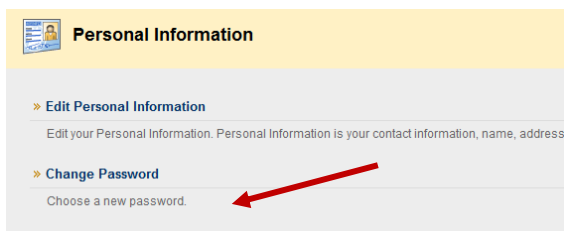
The image shows the Blackboard login page. At the top left is the Blackboard logo. To the right are links for 'Change Text Size' and 'High Contrast Setting'. Below the logo, it says 'Available languages:' followed by links for 'English (United States)', 'Español (España)', 'Français (France)', and 'Italiano (Italia)'. There are two main sections: 'Have an account?' and 'Don't have an account?'. The 'Have an account?' section has fields for 'Username:' and 'Password:', a 'Forgot Your Password?' link, and a 'Login' button. The 'Don't have an account?' section has links for 'View Course Catalog' and 'Preview as Guest'.

IMPORTANT:
Username and password is your WebAdvisor Username



The image shows a 'Tools' menu with the following items: Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, and Goals. A red arrow points to 'Personal Information'.

Once you have logged in, change your password in your Personal Information Section



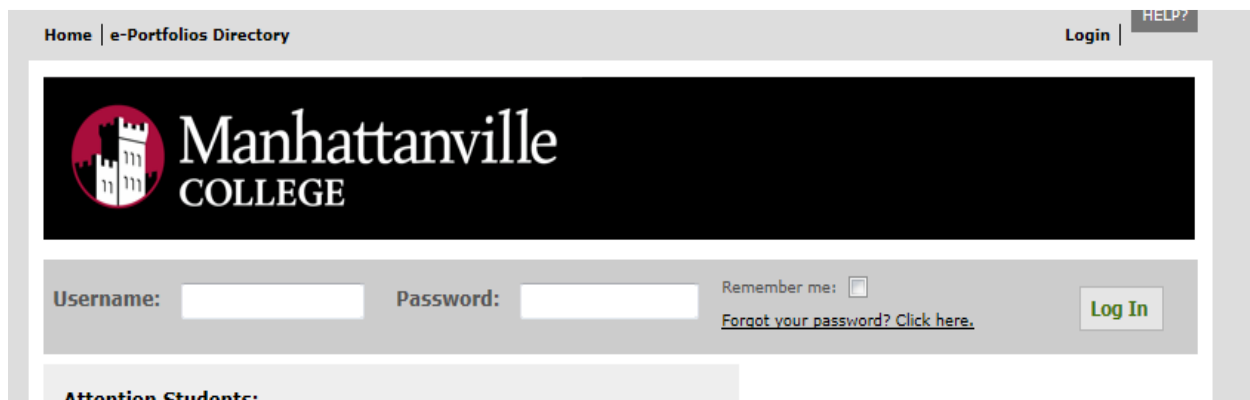
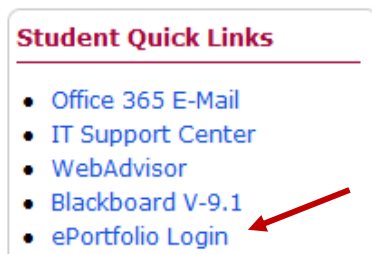
The image shows the 'Personal Information' section. It has a yellow header with the text 'Personal Information'. Below the header are two options: 'Edit Personal Information' and 'Change Password'. The 'Change Password' option has a red arrow pointing to it.

For additional Blackboard resources go to <http://ondemand.blackboard.com/students.htm>

ePortfolio

ePortfolio is an electronic presentation of your work and yourself. One of the most important uses of ePortfolio is the opportunity to actively engage in your academic career, carefully examine the work you have completed, showcase your accomplishments, and create a plan of study and work online with your advisor.

From the **Student Quick Links** click on ePortfolio Login



Your username and password is the same as Email and WebAdvisor

Username: last name first initial (in most cases). **For example smitha**

Password: Your initial password is:

- Your first name initial in CAPS,
- Your last name initial in lower case, and Your full 7 digit student ID number.

For example: Andrew Smith's password would be: As1234567