



Manhattanville COLLEGE

“Getting Started With WebAdvisor, Office365 Email, Blackboard & ePortfolio”

(Version June 2016)

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 technology applications you will be using to view your personal/ academic records, manage your class registrations and access Mville email.

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)
- Submit and maintain FERPA waivers
- 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

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 may begin your experience by accessing WebAdvisor, and other online tools, from the Manhattanville Website at <http://www.mville.edu>. There, click the "My Mville" link in the upper right corner. Then, click the "Student" menu link.

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**. This is also in your “Welcome” email. The Username is normally constructed by taking your full LAST NAME and adding the FIRST INITIAL of your FIRST NAME to the right of it.

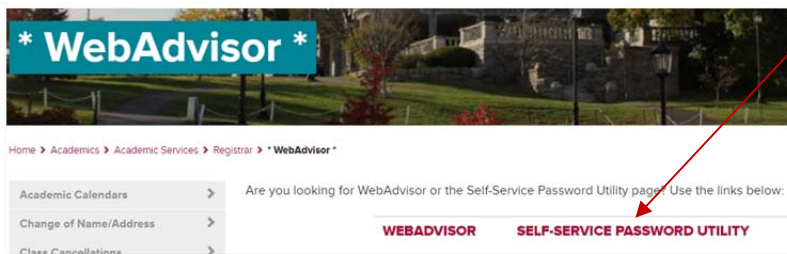
Example: Name is **Jane Smith**

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

- **Not sure of your User Name? Contact the IT Help Desk at 914-323-7200 (ext. 7200)**

Establish Your Identity Using the Self-Service Password Utility:

- Visit this URL: <https://selfservice.mville.edu> or the Registrar’s Office portal on the College website at: <http://www.mville.edu/registrar>
- Scroll down and click the *WebAdvisor* left menu link. On this page, click **“SELF-SERVICE PASSWORD UTILITY”** in the center panel.



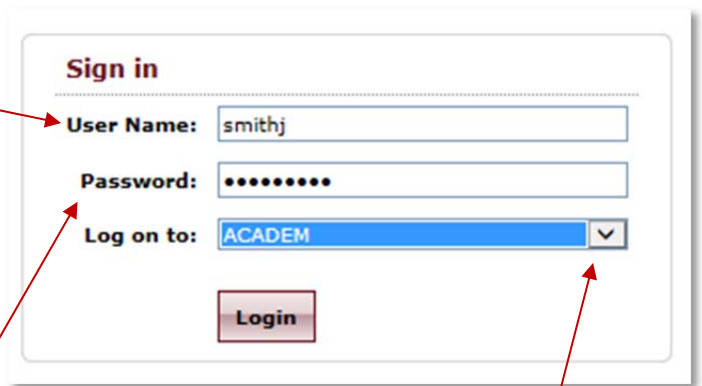
The “Self Service Password Utility” screen will open...

A screenshot of the 'Self-Service Password Utility' login screen. The top left features the Manhattanville College logo. The main content is divided into three sections. The left section, titled 'All Students:', provides instructions for creating a user name and password, including an example: 'Jane Smith will be smithj' and 'Jane Smith will be: Js0012345.'. The middle section, titled 'Sign in', contains a form with fields for 'User Name', 'Password', and a 'Log on to:' dropdown menu with options for 'STUDENT' and 'ACADEM'. A 'Login' button is below the form. The right section, titled 'Self-Service Account Management:', lists three options: 'Manage your Profile', 'Reset Password', and 'Unlock Account', each with a corresponding icon and a brief description.

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' containing seven dots, and a 'Log on to' dropdown menu with 'ACADEM' selected. A 'Login' button is located below the dropdown. Red arrows point from the text on the left to each of these four elements.

After you type in your User Name and Password, new students select “**STUDENT**” from the dropdown list and then click “**Login**”. New staff and faculty select “**ACADEM**” 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.

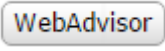
After you complete the Self-Service Password Utility steps, you’re ready to log in to WebAdvisor!

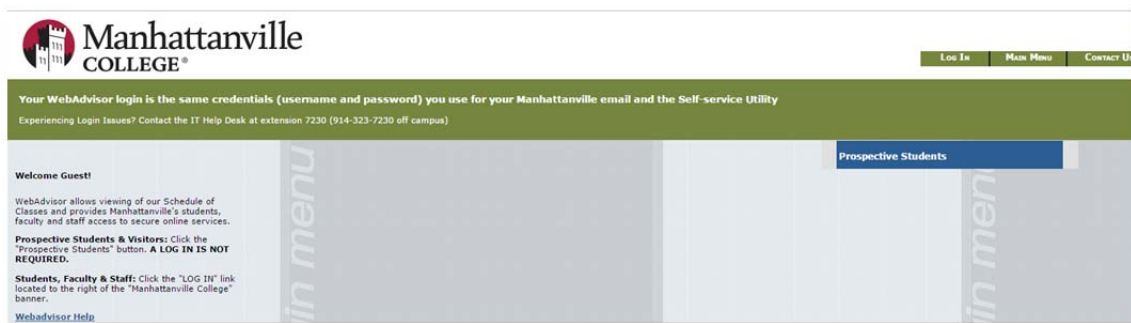
WebAdvisor

WebAdvisor provides online self-service access to important information. Students may search for classes, see grades and schedules; faculty submit grades and view class rosters; staff may view employment information. How do you access WebAdvisor?

Direct URL is <http://www.mville.edu/webadvisor>

Links are also available on the Registrar's Office website: <http://www.mville.edu/registrar>

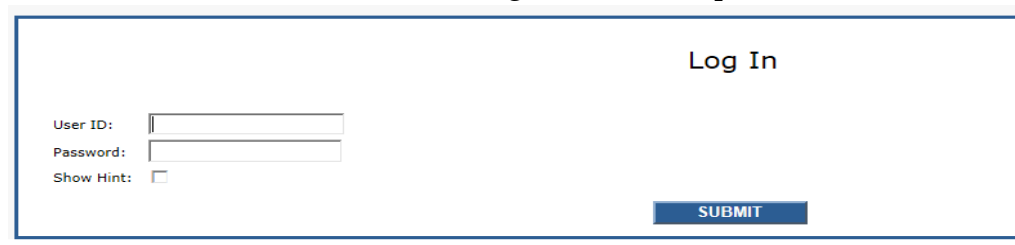
...or by clicking the  button on the "MyMville" web page.



Click the "Log In" link in the top tool bar



WebAdvisor's Log In window opens...



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 Password Utility

Student Email

E-mail is an essential resource, where you will receive emails from your professors as well as important announcements and updates from the Manhattanville community. **ALL STUDENTS ARE REQUIRED TO SETUP & MONITOR MVILLE EMAIL!**



Manhattanville College uses the email and collaboration tools from Microsoft Office 365. Office365 provides you with tools to create sophisticated reports and presentations, collaborate in real time with classmates and share/edit documents.

Getting Started With Office 365

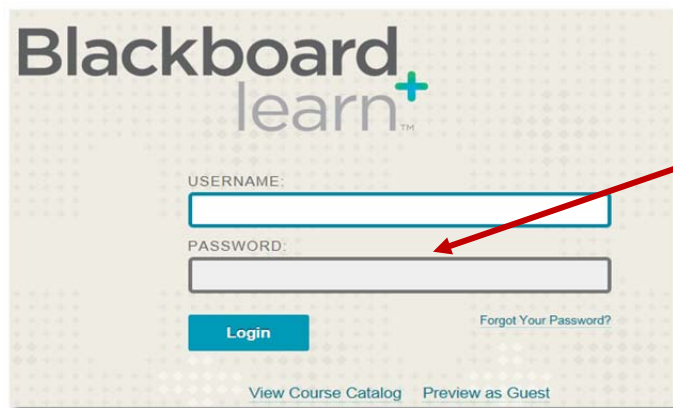
1. After completing your Self-service Password Utility setup, login to Office365 at: <http://outlook.com/owa.student.mville.edu> or visit MyMville > Students, and in the Student Quick Links box and click [Office 365 E-mail](#).
2. **Username:** Use the same user name you used for the Self-Service Password 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

Manhattanville uses **Blackboard** as its learning management system and some placement exams. Once you register in one or more classes, you will see the course materials in your Blackboard account.

Accessing Blackboard:

1. After completing your Self-service Password Utility setup, visit the Blackboard login page at: <https://blackboard.mville.edu/>
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.



IMPORTANT:

For your first access to Blackboard, use your Username and your permanent new Password created in the Self-service Utility

After you login, you may explore Blackboard's features or navigate to your registered courses and materials under the "My Courses" menu.

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

ePortfolio


ePortfolio is an online repository for your academic body of work. One of the most important uses of ePortfolio is to actively engage in your academic career planning, examine the work you have completed and showcase your accomplishments.

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

Student Quick Links

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

Home | e-Portfolios Directory Login | HELP?



Manhattanville
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Username: Password: Remember me:

[Forgot your password? Click here.](#)

Attention Students:

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