

LOGGING INTO SYSTEM

Go to the ETBU website (www.etbu.edu/registrar). From list of Registrar's Quick Links choose – Campus Connect – Students

http://www.etbu.edu/registrar/ in the address bar.

The first time you come to the page Click on the text that says "I forgot my PIN."

Enter your numeric STUDENT ID or SSN where prompted and check your email for your PIN at your ETBU email account.



Figure 1 - Retrieve PIN

Once you are at the above page enter your e-mail address under the 'STUDENT ID.' Enter the RANDOM PIN that you received via email. Then click "Login" to enter the system.

EX: if your e-mail address is test_student@etbu.edu and your PIN was 2548, you will enter test_student for your STUDENT ID and 2548 for your PIN.

REMEMBER: Do not enter the "@etbu.edu" for your STUDENTID.

Once logged in, you will be directed to the main menu of Campus**Connect**®.

NOTE: You can print any page within Campus**Connect**® by clicking on the printer icon.



Figure 2 - Main Student Login for Campus Connect V4

SYSTEM FEATURES

- Your PIN is only valid while you are currently enrolled.

To update your Demographic Information:

- Choose "Update Student Information"

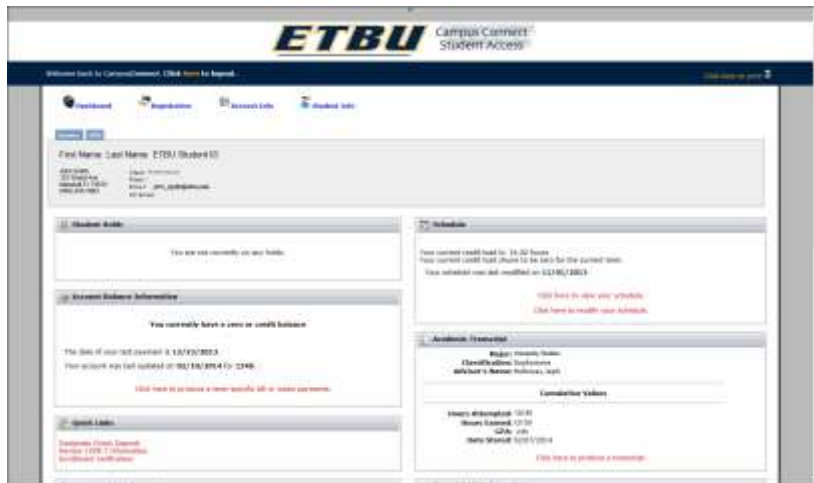


Figure 3 Main V4 Screen

To view your Account Status (Bill):

- Choose "Account Info" & "Review/Pay Account".
- Select the term and click *Submit*.
- Your account status will display to the screen.

To view your Financial Aid:

- Choose "Account Information" & "Review Financial Aid".
- Select the term and click *Submit*.
- The financial aid you received will display.

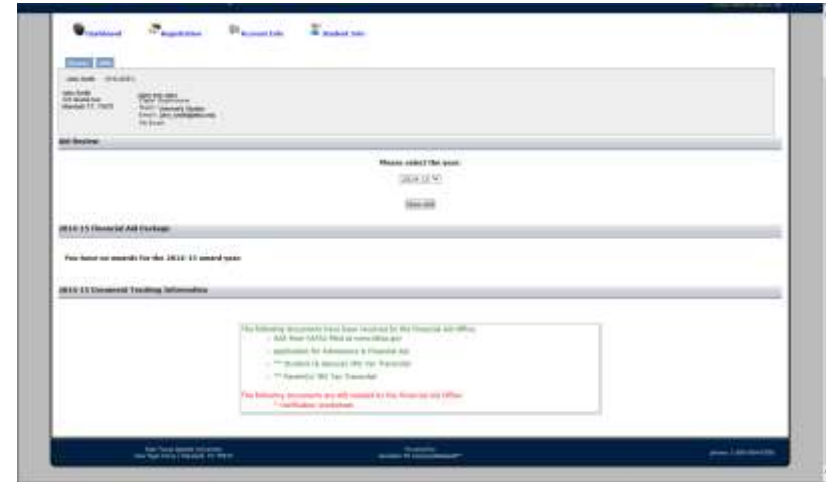


Figure 4 - Sample Financial Aid

To view the courses that are available for a certain term:

- Choose "Registration" & "Course Availability"
- Select a term and department, then click *List Courses*.
- The courses and their details will display.
- Click *List Other Courses* to view additional listings.



Figure 5 - Course Available - Select Semester



Figure 6 - Course Available Listing

To view your Degree Audit:
 (May only be accessed if you have an official audit on file)
 - Choose "Registration" & "Degree Audit"
 - Your audit will display to the screen.



Figure 7 - Unofficial Degree Audit

To view your Class Schedule:

- Choose "Registration" & "Schedule"
- Select a term and click *Submit*.
- Your class schedule will be displayed to the screen.

To view your Grade Report:

- Choose "Registration" & "Grade Viewer"
- Select a term and click *Submit*.
- Your class schedule will be displayed to the screen.

To view your Unofficial Transcript:

- Choose "Registration" & "Academic Transcript"
- Your unofficial transcript will be displayed to the screen.

Don't forget to "LOGOUT" when you have completed your CampusConnect® visit.



Figure 8 - National Student Clearing House

To view your Enrollment Verification:

- Choose "NSC Degree Verification"
- Select the appropriate option at NSCL's site.
- Your enrollment verification will be displayed to the screen.

To view your Loan information:

- Choose "NSC Degree Verification"
- Select the appropriate option at NSCL's site.
- Your loan information will be displayed to the screen.

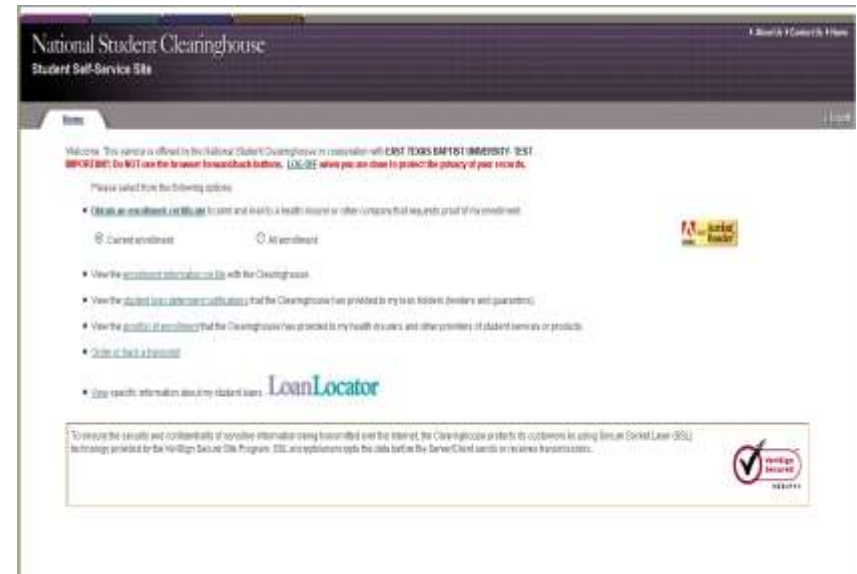


Figure 9 - National Student Clearinghouse

To view your Enrollment Verification:

- Select "Current enrollment" or "All enrollment"
- Your enrollment verification will be displayed to the screen.

To view your Loan information:

- Chose "View" Next to the LoanLocator
- Your loan information will be displayed to the screen.

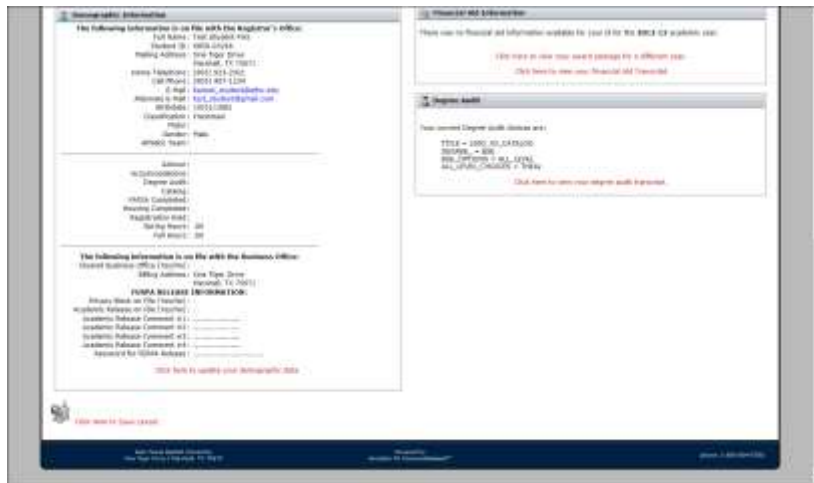


Figure 10 - Demographic Page

To view your Demographic Information on File:

- Select "Dashboard" and Scroll down to "Demographic Information"
- Your student data will be displayed on the screen.
- Including your new StudentID
- Catalog Year
- Advisor Name
- Declared Major on File
- Contact Phone and Email
- Address Information
- FERPA Release Information

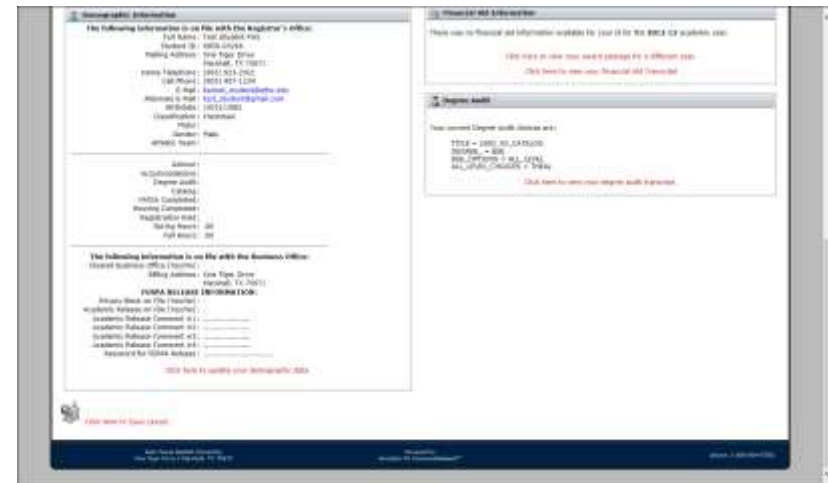


Figure 11 - Demographic Update

To update selected Demographic Information on File:

- Select "Click Here to Update Demographic Information" at the bottom of the screen
- Your updateable student data will be displayed.
- Including your new StudentID
- Billing and Mailing address
- Contact Telephone
- Cellular Phone
- Alternate Email

You are responsible for protecting your access to CampusConnect®. You should take care not to reveal information that would help someone access your STUDENTID and PIN.

For questions or comments, choose the "Help" feature through CampusConnect®. If you need additional assistance, contact the Office of the Registrar.



Figure 12 - Demographic Update

To update selected Demographic Information on File:

- Select the field you would like to update
- Update your information.
- Be sure to enter only Numbers for
- Contact Telephone,
- Cellular Phone and
- ZipCode e.g. 75670-1234 is 756701234
- Be sure to enter your complete Alternate Email
- youremail@domain.com
- Choose Make Changes if you have confirmed
- your new information
- Choose No Changes Needed if you want to go back

CAMPUSCONNECT®

*Your on-line access to Your ETBU Accounts
and Information*

User's Manual