

## **Student's Portal Menu Course Management System (CMS)**

The eStudent Portal can be accessed either 'On Campus' or 'Off Campus' by going to the Bethel University Website ([www.bethelu.edu](http://www.bethelu.edu)) and selecting the Eportal button at the top right of the page.

This will take you to the Student Portal web page where you can choose either the 'Access from within campus' or 'Access from off campus' login option:

Access from within campus:  
Student

Access from off campus:  
Student

### **Student Portal Login**

Bethel University Student Portal Login  
College of Liberal Arts

Username: \_\_\_\_\_ Example: John Smith, 123-45-6789 = JSmith89  
(1<sup>st</sup> initial of First name in CAPS; Full last name, 1<sup>st</sup> letter in CAPS; last 2 digits of social)

Password: \_\_\_\_\_ Example: 123456789 (Password is all 9 digits of SSN; no hyphens)

Term: \_\_\_\_\_ Example: 2012 Fall Term (Trad) = FA-12 or GradED = FA1-12

Login

**Welcome to Bethel University (College of Liberal Arts) Student Portal Login. Please read and understand the following before proceeding:**

Student

Please exercise caution when using this portal. Do not leave the computer with your account still logged on. Exit the browser completely when your session is done to prevent others from improperly accessing information.

**Do not share username or password with others.**

By logging into this site you are enabling access to private educational information that is protected by federal privacy law. Disclosure of that information to unauthorized parties violates the Family Educational rights and Privacy Acts. (FERPA)

You should not attempt to proceed unless you are specifically authorized to do so and are informed about FERPA. When accessing the system, you must access only information needed to complete your assigned or authorized task. You may communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.

Thank You!  
Michael Nichols, M.S.C.I.S  
CAMS Manager / DBA

Margot Creasman, B.S.C.I.S  
Asst. CAMS Manager / DBA

**For Technical Assistance – Email: Margot Creasman at [creasmanm@bethelu.edu](mailto:creasmanm@bethelu.edu) or  
Michael Nichols at [nicholsm@bethelu.edu](mailto:nicholsm@bethelu.edu)**

## **Student's Portal Menu Course Management System (CMS)**

### **Student Login Instructions:**

- **Bethel University uses the same format for all student usernames:  
First Initial, Last Name and the Last two digits of the SSN**  
  
**(Example: John Smith, 123-45-6789 = JSmith89)**
- **The password for the Student ePortal is all 9 digits of the SSN:  
(Example: 123456789)**
- **Logging into the Student ePortal:  
User Name: your username as described above**

**Password: You should change your password immediately after logging in for the first time.**

**Note: Password field should be changed immediately after login for the first time. In the interest of security, you should change your password every ninety (90) days – See Guidelines for Construction of Strong Passwords.**

### **--IMPORTANT INFORMATION--**

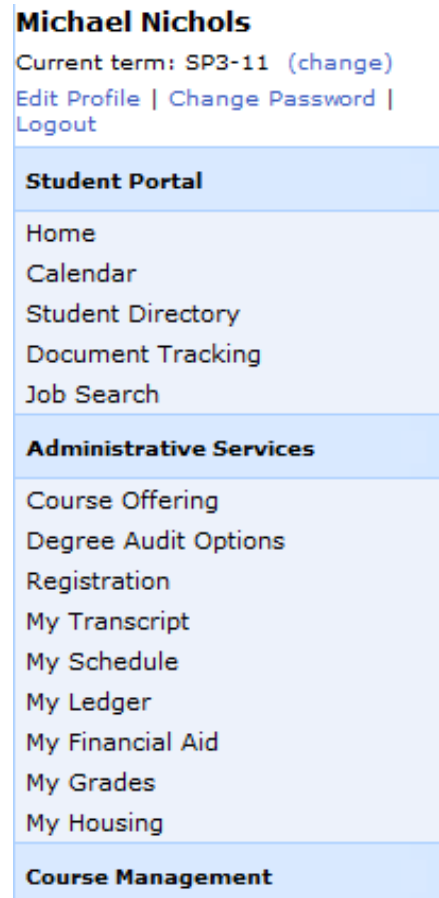
**All communication from the Administrative offices and Faculty will be to your Bethel University  
Email Address!!!**

**Be sure to check you're Email often and keep the inbox and deleted items folders emptied.**

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Figure 1



# Student's Portal Menu Course Management System (CMS)

Logging in will display the Student Portal home page as shown below and the portal menu option as shown in Figure 1. The News section will displays important items such as last date to drop or add a class.

## Student Portal News

March 28 to April 8 - Summer / Fall Semester Early Registration Created on 1/20/2011 12:56:55 PM	<b>My Courses</b> Course Name SEMINAR II BUSINESS ETHICS MARKETING MANAGEMENT
April 4 to April 8 - Student Evaluation Instruction Created on 1/20/2011 12:57:37 PM	
April 22- Easter Holiday - Good Friday Created on 1/20/2011 1:00:12 PM	
April 29 - Last Day of Classes Created on 1/20/2011 1:01:23 PM	
May 2 to May 6 - Final Examinations Created on 1/20/2011 1:01:52 PM	
May 6 - Spring Semester 2010 Ends Created on 1/20/2011 1:02:20 PM	
May 7 - Commencement @ 7:00 P.M. Created on 1/20/2011 1:03:04 PM	

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### --IMPORTANT INFORMATION--

All communication from the Administrative offices and Faculty will be to your Bethel University Email Address!!!  
Be sure to check your Email often and keep the inbox and deleted items folders emptied

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**Edit Profile Option** – Option to change user's profile such as personal information, portal password and to logout of the student portal.

Current term: FA-11 (change)

Edit Profile | Change Password|

Logout

### --IMPORTANT INFORMATION--

All communication from the Administrative offices and Faculty will be to your Bethel University Email Address!!!

Be sure to check you're Email often and keep the inbox and deleted items folders emptied.

**Note: Please note that your Local Email address is set automatic to your Bethel University Email and cannot be edited or changed.**

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## My Profile

### Local Address Information

Note: Required fields are marked with a (\*)

*Address 1	<input type="text" value="325 Cherry Ave"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City	<input type="text" value="McKenzie"/>
State	<input type="text" value="TN"/>
Zip	<input type="text" value="38201"/>
Email	<input type="text" value="nicholsm@bethelu.edu"/> (Email address cannot be changed by the student.)
Local Phone	<input type="text" value="731-352-4258"/>
Work Phone	<input type="text" value="731-352-4040"/>

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### Placement Information to be viewed by potential employers

Potential employers *cannot* view your placement information until authorized by career services.

Personal web site	<input type="text" value="about:blank"/>	<input type="button" value="View Personal web site"/>
Resume URL	<input type="text" value="about:blank"/>	<input type="button" value="View Resume URL"/>
Additional URL	<input type="text" value="about:blank"/>	<input type="button" value="View Additional URL"/>

Hide personal web links from employers

Figure 2 – Edit Profile

**Current term** – Use the Current term's Change link to select a different term. Every option on the navigation bar is based on the current term displayed at the upper left corner.

**Example:** An entering freshman or transfer student for the **Fall Term of 2012** would need to change the term status to **FA-12**. An entering freshman or transfer student for the **Spring Term of 2013** would need to change the term status to **SP-13**.

**Edit Profile Option** – As shown in Figure 2, the edit profile option gives access to personal information and address information can be changed here and will updated in the CAMS Software. The information that displays are associated with the address type from CAMS which is the active local address information used in the portal.

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**Change Password Option** – Once logged in, students can change their passwords using the Change Password option. Password field should be changed immediately after login for the first time. In the interest of security, you should change your password every ninety (90) days. See Guidelines for Construction of Strong Passwords document on the Bethel University website on the right side of the home page under ePortal. Located at the bottom of the Eportal Access page.

**Logout Option** – The option will log you out of eStudent portal.

**Student Portal Section:** (The following items are accessible by clicking the corresponding link as shown in Figure 1)

**Calendar** – The calendar can be used as a day planner. Enter items by clicking on the blue date hyperlink in the top left corner of each day. Faculty can also add calendar entries to all their students' calendars to remind them of important class events.

**Student Directory** – The student directory displays only those students who have the option "Show on Directory" in CAMS Enterprise set to yes.

**Document Tracking** – Provide a list of documents that are required to be provided to the institution and the status of each document.

**Administrative Services Section:** (The following items are accessible by clicking the corresponding link as shown in Figure 1)

**Course Offering** - Students can use the filter to search for courses to see what is available for the term. Students can change the Term field to see courses being offered for the next semester.

Degree Audit Options is **not available** at this time.  
Registration on the student portal is **not available** at this time.

**My Transcript** – Students may view and print unofficial transcripts from this location. If students have a hold or alert on which Stop Transcript is indicated, the student will not be able to access Transcripts. A message will display indicating that a hold is preventing viewing of the transcript.

**My Schedule** – The student schedule will display in a 7-day grid of scheduled classes. This graphical display will help you in registering for additional classes.

**My Ledger** – This option will show a student detailed account ledger of all transactions distributed to the ledger and currently in the Billing Batch.

**My Financial Aid** – This option will allow a student to accept or decline his or her financial aid for the appropriate term. You must complete the following steps in order to

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accept your Financial Aid. Your Financial Aid will not be processed until ALL steps are finished:

### --IMPORTANT FINANCIAL AID INFORMATION --

**DEADLINES:** ALL NEW undergraduate students (freshman, transfers, and readmits) must complete the financial aid process BEFORE registration. Current undergraduate students must complete the financial aid process by July 31<sup>st</sup>.

**NEW FOR 2011 – 12:** You only need to DECLINE the award(s) you do not wish to accept and complete any required documentation listed in Step 2. If you do not decline any of the aid listed within 14 days, then all aid will be processed once you are registered for classes for the upcoming term.

**Step 1:** Decline any award you do not wish to accept by checking the Decline box next to the award. If you would like to accept a different amount for a Direct Subsidized or Unsubsidized loan or wish to update a previously award, you must contact the Financial Aid Office at the appropriate email below.

The following awards are based on your DORM status. To view Commuter and On Campus costs, please download our cost sheet.

Financial Aid Awards and/or Scholarships

Accept All <input type="checkbox"/>	Decline All <input type="checkbox"/>	Year	Term	Date	Award Type	Status	Description	Amount
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	FA-09	8/17/2009	ATHLETIC ACADEM	AWARDED	Athletic Academic Scholarship	\$3,000.00
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	FA-09	8/17/2009	STAFFORD/UNSUB	AWARDED	Payment of Unsubsidized Stafford Loan	\$2,722.50
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	FA-09	8/17/2009	VOLLEYBALL	AWARDED	Volleyball Participation Grant	\$3,100.00
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	SP-10	1/11/2010	ATHLETIC ACADEM	AWARDED	Athletic Academic Scholarship	\$3,000.00
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	SP-10	1/11/2010	STAFFORD/UNSUB	AWARDED	Payment of Unsubsidized Stafford Loan	\$2,722.50
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	SP-10	1/11/2010	VOLLEYBALL	AWARDED	Volleyball Participation Grant	\$3,100.00
<b>Total</b>								<b>\$17,645.00</b>

**Step 2:** Respond to each question accordingly. Some forms require printing before completion. Please fax completed forms to 731-352-3407 or mail to:

Bethel University  
Financial Aid Office  
325 Cherry Ave  
McKenzie, TN. 38201

1. Were you awarded the TN Lottery Scholarship? If so, complete this form. **IMPORTANT:** Bethel University **MUST** be listed on the FAFSA as your first school of choice in order for Bethel to receive your TN Lottery and TSAC funds.
2. Were you awarded a Federal Direct Subsidized or Unsubsidized Loan? If so, are you a new student or current student?
3. Were you awarded a Cumberland Presbyterian Grant? If so, complete this form.
4. Were you awarded a Cumberland Presbyterian Ministerial Scholarship (first time recipient)? If so, complete this form.
5. Were you awarded a Cumberland Presbyterian Ministerial Scholarship (current recipient)? If so, complete this form
6. Were you awarded a Federal Work-Study? If so, complete this form.
7. Will you receive any funds from an outside source (such as outside Scholarships, Grants, Awards, Veterans benefits, State Vocational Rehabilitation benefits, or Employer Tuition Reimbursement)? If so, complete and return this form.
8. Are you a new student at Bethel? If so, you must "accept" the Confirmation award if you are committing to Bethel University.

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Questions regarding Financial Aid?

New undergraduate students contact Kim Borneman at: [bornemank@bethelu.edu](mailto:bornemank@bethelu.edu)  
**Current** undergraduate students contact Angie Hollowell at: [hollowella@bethelu.edu](mailto:hollowella@bethelu.edu)  
PA Students contact Brenda Bradshaw at: [bradshawb@bethelu.edu](mailto:bradshawb@bethelu.edu)

Step 3: By clicking the Submit button below, I am confirming I have read and understood my financial aid awards and have completed all necessary steps.

I

**My Grades** – The grades section of the Student Portal displays the registered classes for the specific term and any grades entered. It also displays term and cumulative GPA information.

**My Housing** – Once a student has registered this link will show room assignment, roommate(s) information and room charge.

**Course Management Section:** (The following items are accessible by clicking the corresponding link as shown in Figure 1)

**My Courses** – Once a student has registered for classes, those classes will display when you select *My Courses*. Then you can access the course content that the instructor has set up by clicking the *select hyperlink* next to the course.

In the **Course Information** section an instructor can provide course information such as:

- Attendance Policies
- Course Goals
- Course Materials
- Course Project
- Frequently Asked Question
- Grading Policies
- Meeting Time
- Objectives
- Overview
- Syllabus (Also available in Course Documents)
- Test Information

In the **Course Announcements** section an instructor can create announcements online for students to view.

**Course Documents** is a place in which an instructor can upload documents that normally may be passed out in class. Students can download these documents from any location where they may have internet access. Instructors can also post file types other than documents for students to download. The eFaculty Portal allows uploading of



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all types of files. Files can be organized into categories and sorted by file type. Types of documents available is:

- Assignments
- Lectures
- Readings
- Resources
- Syllabus

**Course Hyperlinks** is a section in which an instructor can add links to internet content. This can include documents, media and external course content.

**Faculty Contact Information** – The Instructor's office hours, office location and other contact information is displayed here.

**Text Book Information** – Textbooks for the class is displayed here given the author name, publishing company, ISBN number, and the college retail price of the textbook

**Course Communication** - Faculty and Students can communicate in eFaculty Portal through the email and discussion group functions within the Course Management system. Discussion groups are an excellent place for students and/or instructors to exchange ideas of discuss class related topics. The instructor creates and moderates the discussion group – if enabled students will be able to post messages to related topics and respond to other student's posting.

**Assignment** – There are three options under the assignments, Upload Documents, View Graded Documents, View Assignments and Grades.

Upload Document – If an instructor permits the uploading of course assignments students can upload their completed assignment using either the original electronic version of their assignment such as a Word Document or a scanned image.

View Graded Document – An instructor can upload a graded assignment for the student to view. This is a separate version of the student's uploaded assignment, which allows the student to see their version and the instructor's graded version at the same time.

View Assignment and Grades – If the instructor permits, students may view their grades for their assignment.