

STUDENT PORTAL

The full-service student portal provides students access to their information, including online registration, transcripts, billing, financial aid, online documents, course content, grades, and more. Students can even pay their bill online.

To log into your Student Portal, go to <http://nursing.hondros.edu>.

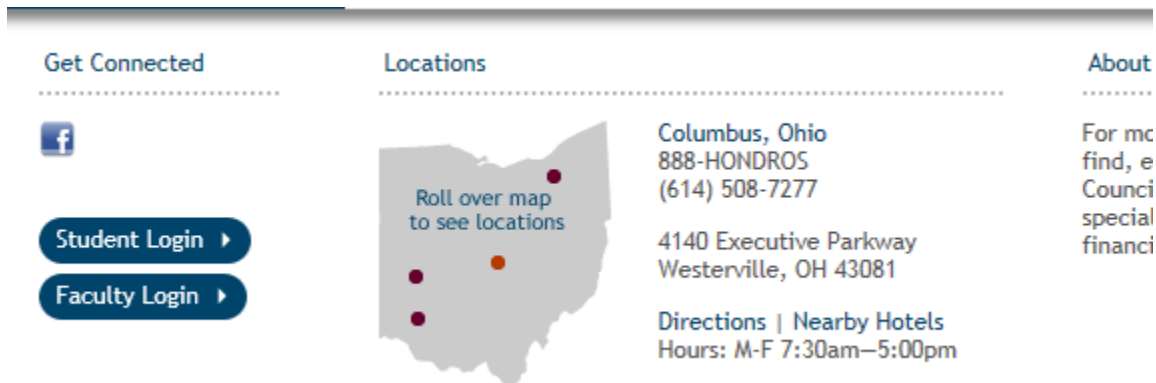


Figure 1: student portal log-in

FORGOTTEN PASSWORD

Should the student forget their password or username, they can click the **Forgot Username/Password?** link on the main login page to have this information emailed to the email address on record. The student must enter the email address on record and either their user name. The student will complete the Security Characters Image and click **RESET PASSWORD**. A link to reset the password will be sent to the email address on file.

Forgotten your portal password?

Have you forgotten your student portal password?

- 1) Click the link below.
 - 2) Fill out the requested information.
 - 3) An email will be sent to your student mail account that will allow you to reset your password.
- [Click here if you've forgotten your student portal password...](#)

Figure 2: Password Recovery Window

Step-By-Step: Student Login

The student's **Portal User Name** and **Password** are necessary to log in. These are provided to the student or were created by the student when they applied through the Student Application Portal. Students cannot modify their Portal User Name.

1. Enter the **Portal User Name** and **Password**.
2. Select **Term** then click the **Log In** button.



Student Portal Login

Student Portal Login

Note: Required fields are marked with an asterisk (*)

*Username:

*Password:

Term:

[Forgot Password?](#)
Contact your portal admin if you forgot your Username

Figure 3: Student Portal Login

Once logged in, students can change their passwords using the **Change Password** option in the upper left menu.

NAVIGATING THE HOME PAGE

Logging in will display the Student Portal home page. The portal is split into two sections, left and right. The left pane contains the student information and navigation bars. The right site displays information pertaining to the area selected in the navigation bar.

The screenshot shows the Student Portal Home Page. At the top left is the Hondros College Nursing Programs logo. The top right shows the date: Monday, December 10, 2012. Below the logo, the user's name (Carol Thomas) and Student ID (A0000000229) are displayed. The main content area is titled "Student Portal News" and features a section for "HONDROS COLLEGE GRADUATE CANDIDATES" with a welcome message and a list of class pinning ceremonies for West Chester, Westerville, Fairborn, and Independence. On the left side, there is a navigation menu with options like "My Portal", "My Email", "My Courses", and "Student Services". On the right side, there is a "Visit Your Online Learning Library" banner and a "My Courses" section showing "You have no courses this term." and a "My Calendar" section showing "December's Events (View)".

Figure 4: Student Portal Home Page with Student News displayed

STUDENT PROFILE

The Student Profile section allows the student to edit information about their student record. It is located above the navigation bar in the top-left corner of the student portal screen.

Carol Thomas
Student ID: A000000229
 Current term: Fall 2012 (change)
[Edit Profile](#) | [Change Password](#) | [Logout](#)

Figure 5: Edit Profile's Personal Information

Edit Profile

Personal information, address information, email, and website links can be changed. The information that displays is associated with the address type that is used for the portals.

My Profile

Local Address Information

Note: Required fields are marked with a (*)

*Address 1

Address 2

Address 3

City

State

Zip

Email

Local Phone

Work Phone

Text Number Provider

Placement Information to be viewed by potential employers

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

Personal web site

Resume URL

Additional URL

Hide personal web links from employers

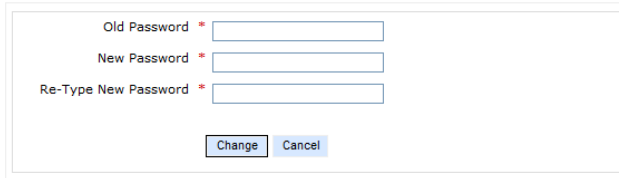
CHANGE PASSWORD

Once logged in, students can change their passwords using the **Change Password** option in the upper left menu. **NOTE: passwords must be at least six (6) characters long and contain at least one upper case letter (A - Z), one lower case letter (a - z), and one number (0 - 9).**

Student Portal Change Password

If you logged in with active directory then active directory controls your password

Note: Required fields are marked with an asterisk (*)



Old Password *

New Password *

Re-Type New Password *

Password validation requires at least one upper case letter [A-Z], one lower case letter [a-z], and one number [0-9].

No spaces, password must be a minimum of six (6) characters long.

Figure 7: Change Password window

MY PORTAL

MY COURSES

Once a student registers for classes, the list of classes displays when selecting **MY COURSES**. The students can access individual course content that the instructor has set up by clicking the “**select**” hyperlink next to the course name.

My Courses

List of Courses You Are Currently Registered

	Dept	ID	Type	Section	CourseName
select	ENG	100	ONL-A	DAY-A	English I (Composition)
select	PSY	100	ONL-A	CIN-A	Introduction to Psychology
select	PSY	133	ONL-A	DAY-A	Lifespan Development

Selecting a course takes the student into the Course Options page. There are several areas available to the student: Course Information, Course Communication, Assignments, Online Testing, Student Attendance and Reports. Some areas may not be available, depending on the class.

English I (Composition)[ENG100ONL-ADAY-A]

My Courses >Course Options

Options Not Enabled Are Determined By the Instructor of the Course

Course Information	Assignments
Course Information	Upload Documents
Course Announcements	View Graded Documents
Course Documents	View Assignments and Grades
Course Hyperlinks	
Faculty Contact Information	
Textbooks	
	Online Testing
	No Online Tests Currently Available
Course Communication	Student Attendance
Discussion Forum	Student Attendance
Email	
Reports	
My Portal Usage	

Course Information

This area displays additional information that an instructor wants students to see but is not necessary to be displayed under course announcements.

Course Announcements

Announcements the instructor feels are important for students to see are displayed on the main course page.

Course Documents

The Course Documents section allows the student to download or view any document that the instructor has made available.

English I (Composition)[ENG100ONL-ADAY-A]

My Courses >Course Options > Course Documents

Course Documents		
Document Type	Document Name	Description
Lectures	Week1_ Pronouns.ppt	Week 1 Grammar Powerpoints (Pronouns)
Lectures	Week 2_Subject-Verb Agreement.ppt	Week 2 Grammar Powerpoint (Subject-Verb Agreement)
Lectures	Week 3_Run-Ons and Comma Splices.ppt	Week 3 Grammar Powerpoint (Run-Ons and Comma Splices)
Lectures	Week4_Sounds_Alike.ppt	Week 4 Grammar Powerpoint (Sounds Alike)
Lectures	Week6_PunctuationPowerpoint.ppt	Week 6 Grammar Powerpoint (Punctuation)
Lectures	Week7_Parallelism.ppt	Week 7 Grammar Powerpoint (Parallelism)
Lectures	Week8_Adjectives and Adverbs.ppt	Week 8 Grammar Powerpoint (Adjectives and Adverbs)
Lectures	Week 8_Misplaced and Danqling Modifiers.ppt	Week 8 Grammar Powerpoint (Modifiers)

Clicking the **file name** link displays the associated file. The student must have the appropriate software installed for each file type. Students may right- click on the file name link and choose **Save As** to save the file.

Course Hyperlinks

The instructor may have other websites or documents that are helpful or important to the students. A list of those links is available from this location.

Faculty Contact Information

The instructor's availability and contact information are displayed here.

Text Book Information

Textbooks for the class are displayed here. This is a list of all the required textbooks.

Discussion Forums

If an instructor has enabled this section and created a discussion group, students will be able to post messages related to the topic and respond to other student's posts.

Email

Students may use this to email other students in the class or a group of students in the class.

Upload Documents

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.

Step-By-Step: Upload an Assignment Document.

1. Click **Upload Documents**. A list of assignments displays.

Allow popups in your browser in order to view documents. Right click and select save target as from view link to save documents to your local hard drive.

Due Date	Assignment Description	Total Points	Category	Upload New
10/8/2009	Quiz 1 (Pronouns)	15	Quizzes	Document upload not available
10/18/2009	Narrative Essay (Parts 1 & 2)	5	Homework	Upload Document
10/25/2009	Narrative Essay (Final Draft)	35	Homework	Upload Document
11/1/2009	Reading Response Essay (Parts 1 & 2)	10	Response Papers	Upload Document
11/5/2009	Quiz 2 (Sounds Like, Run-ons & Fragments)	15	Quizzes	Document upload not available
11/12/2009	Quiz 3 (Punctuation)	15	Quizzes	Document upload not available
11/15/2009	Reading Response (Final Draft)	30	Response Papers	Upload Document
11/22/2009	Research Essay (Part 1)	5	Research Papers	Upload Document
11/29/2009	Research Essay (Part 2)	10	Research Papers	Upload Document
12/3/2009	Quiz 4 (Adjectives & Adverbs)	15	Quizzes	Document upload not available
12/10/2009	Research Essay (Draft due 12/6 & Peer Response)	5	Research Papers	Upload Document

Click **Upload Document** for the desired assignment.

3. Click **Browse** and navigate to the completed assignment. Any electronic document can be uploaded, such as MS Word, text file, or scanned image of the assignment. Select the document and then click **Upload Document**.

The uploaded assignment is listed. The **Insert Date** displays the date and time that the assignment was uploaded, which can be used to verify if an assignment was turned in on time.

The uploaded assignment can be edited or deleted until the instructor grades the assignment. Once an assignment is graded the student will only be able to view the latest version of their uploaded assignment.

View Grades Documents

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 Assignments and Grades

If the instructor permits, students may view their grades for their assignment.

Student Attendance

If the instructor permits, students may view attendance for the course. Students may view an overview of their attendance in the course, or click on the specific attendance type to see the detail for just that type.

My Midterm/Final Grades

My Midterm/Final Grades displays student's midterm and final grades for the term. If the term has not yet gone past the midterm point, this page will not display any data. Individual assignment grades for the courses are available in the My Courses area, provided the instructor has allowed assignment grades to be viewed. It also displays term and cumulative GPA information. Course evaluations must be completed before a student can view the grade for

the course. Click the printer icon to display a printer-friendly copy of the grade report.

My Transcript

The **My Transcript** displays an unofficial transcript of the student's progress through the program. Official transcripts must be ordered through the Registrar's office. If a student has 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

My schedule shows a grid and a list of the student's courses for the term. The My Schedule page also lists instructors, class locations, and times.

My Schedule

Matrix Display

Start Time	Monday	Tuesday	Wednesday	Thursday					
Course Schedule									
Dept	Crs ID	Type	SectionCourse Name	Instructor	Days	Room	Time	Date	Credits
ENG	100	ONL-A	DAY-A English I (Composition)	Wahlin, Leah ZFACGEN, ZFACGEN		FA-Online	00:01 AM - 00:02 AM	Weekly	4
PSY	100	ONL-A	CIN-A Introduction to Psychology	Quinn, Colleen ZFACGEN, ZFACGEN		WC-Online	00:01 AM - 00:02 AM	Weekly	4
PSY	133	ONL-A	DAY-A Lifespan Development	Siegel, Cara ZFACGEN, ZFACGEN		FA-Online	00:01 AM - 11:59 PM	Weekly	4

Total Credits: 12

No waitlist courses were found.

My Calendar

My Calendar displays a calendar grid. 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.

My Calendar

December 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8

Note: If a student deletes an instructor calendar item it will not be added again if the instructor changes it.

My Documents

My Documents displays list of required documents that must be completed for each student. Students can view a list of documents that are required to be provided to the institution and the status of each document, along with the department requiring the information, the document name and the date it is due. Documents with IMG links can be viewed and printed from this page. Right-click the **IMG** link and choose **Save As** to save the document.

My Documents

Include Completed Items?

Image	Department	Date	Document	Description	Document Status	Completion Date
	ADMISSIONS	7/16/2012	Technology Package	Cleared To Receive		
	ADMISSIONS	7/16/2012	Adm-LPN License	LPN License	Optional	
	ADMISSIONS	7/16/2012	Adm-Essay	Essay	Required	
	ADMISSIONS	7/16/2012	Adm-HESI Entrance Exam	HESI Entrance Exam	Required	
	ADMISSIONS	7/16/2012	Adm-High School Transcript	High School Transcript	Required	
	ADMISSIONS	7/16/2012	Adm-Photo ID	Adm-Photo ID	Required	
	ADMISSIONS	7/16/2012	Adm-State Board Disclosure Form	State Board Disclosure Form	Required	
	ADMISSIONS	7/16/2012	Adm-Application	Application	Required	
	ADMISSIONS	7/16/2012	Adm-Background Check	Background Check	Required	
	ADMISSIONS	7/16/2012	Adm-Enrollment Agreement	Enrollment Agreement	Required	
	HEALTH	7/16/2012	HLT - Hepatitis Declination	Hepatitis - STUDENT DECLINED SHOT	Optional	
	HEALTH	7/16/2012	HLT - MMR - Titer	Measles, Mumps, Rubella - Titer	Optional	
	HEALTH	7/16/2012	HLT - Preganancy Waiver	Preganancy Waiver	Optional	
	HEALTH	7/16/2012	HLT - TB - Chest Xray	TB - Chest Xray	Optional	

My Ledger

The **My Ledger** option shows the student a detailed account ledger of all transactions distributed to the ledger and currently in the Billing Batch since enrollment. For more information on the My Ledger page, contact the Accounting Office or your financial aid representative.

My Billing Ledger

Billing Ledger						
Term	Date	Description	Debits	Credits	Balance	Ledger/Pre-Bill
Fall 2009	11/23/2009	Hesi Admission Assessment Study Gd v2	\$35.00	\$0.00	\$35.00	LEDGER
Fall 2009	11/23/2009	Tax -Hesi Admissn Assessment Study Gd v2	\$2.28	\$0.00	\$37.28	LEDGER
Fall 2009	11/23/2009	Payment-Credit Card	\$0.00	\$37.28	\$0.00	LEDGER
Fall 2009	11/24/2009	Payment-Cash	\$0.00	\$32.02	(\$32.02)	LEDGER
Fall 2009	11/24/2009	Hondros College Nursing Polo	\$15.00	\$0.00	(\$17.02)	LEDGER
Fall 2009	11/24/2009	Hondros College Nursing Polo	\$15.00	\$0.00	(\$2.02)	LEDGER
Fall 2009	11/24/2009	Tax - Hondros College Nursing Polo	\$1.01	\$0.00	(\$1.01)	LEDGER
Fall 2009	11/24/2009	Tax - Hondros College Nursing Polo	\$1.01	\$0.00	\$0.00	LEDGER
Fall 2009	12/10/2009	Hesi Admission Assessment Study Gd v2	\$0.00	\$35.00	(\$35.00)	LEDGER
Fall 2009	12/10/2009	Tax -Hesi Admissn Assessment Study Gd v2	\$0.00	\$2.28	(\$37.28)	LEDGER
Fall 2009	12/15/2009	Credit Card Refund	\$37.28	\$0.00	\$0.00	LEDGER

[Show Pending Financial Aid](#)

** Previous Balance: \$0.00

** Current Balance: \$0.00

Pending Financial Aid: \$0.00

** Overall Balance: \$0.00

*** Balance may include Pre-Bill items.

Previous Ledger Balance is the balance from previous terms as shown in the student's ledger

- **Term** that the transaction was associated with
- **Date** of the transaction
- **Description** of the charges
- **Debits/Credits** are the amounts of the charges/credits
- **Balance** column shows the cumulative amounts after each transaction
- **Ledger/Pre-Bill** is where the transaction is located. Ledger means the transaction is in the student's ledger and Pre-Bill means the transaction is in a Billing Batch.
- **Over All Balance** is the current balance as of this date from the student's ledger and any billing batches
- The **Make Payment** link only displays if the student has a debit overall balance.
- **Show Pending Financial Aid** shows the pending Financial Aid awards

Pay Online

A student with a debit balance can pay online using the Online Payment Option.

Step-By-Step: Pay Online

1. Click **Make Payment**. The **Credit Card Payment** page displays.
2. The payment option dropdown can allow a student to mark the payment for a specific type of transaction; tuition, housing, full payment, etc.
3. Enter the correct billing information.
4. Click **Make Payment**.
5. Once the payment has been authorized the student will receive notice of a successful transaction.

My Financial Aid

My Financial Aid lists all financial aid awards that are available, and provides the option of accepting or declining the award. If a student's financial aid awards are packaged for the year (vs. just a single term) under a single financial aid status record then all the awards for that package will display in the student portal under their financial aid section. For example, if a student was packaged and received an award for \$2000 dollars split 50/50 over FA-10 and SP-11 then when the student goes to the student portal for FA-10 they will see both awards for both terms.

My Financial Aid

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"/>	Winter 2010	1/11/2010	FA-TAA	Cancelled	OH Dept of Job and Family Services-TAA	\$0.00
Total							\$0.00

[Submit](#)

A student can **Accept** or **Decline** each award that is available to them. Once the award has been accepted or declined and submitted, the student cannot modify the selection in the portal. You will need to contact your financial aid officer to change your selection.

STUDENT SERVICES

Online Orientation This page contains important information you will need to understand prior to beginning your program. Click on the links to view the tutorial or presentation.

School News This page contains recent news at Hondros College.

2012-2013 Catalog

The **Catalog** displays the current catalog for the program.

Student Directory

The **Student Directory** displays only those students who have elected to be displayed in the directory. Only the current term displays, unless the **Include all terms** option is selected. Click the email link to open an email message with the email address populated in the To field of the message.

Commonly Used Forms

The **Commonly Used Forms** page displays forms that are not required for each student, but may be used by a student to address a particular need, like changing their address or their name. Students may be directed to this page to retrieve documents needed by staff members to complete a student request.

Course Offering

The **Course Offering** section displays dates/times of classes that are being offered for the specific term selected when logging in, called Current Term.

The **Set class filter** option can be used to view a specific range or type of classes. This option can help find classes that are needed and will fit into existing class schedules.

You can select any combination of days and times, such as, classes on Monday and Wednesday that are between 12 PM – 8 PM. You can also include filter criteria by Campus, Departments and/or Divisions.

If you select only Monday then classes meeting on Monday will display. Classes that are on Monday *and* Wednesday also display in the list. If Monday and Wednesday are used as

filtering criteria then all Monday and Wednesday classes, Monday only classes, and Wednesday only classes will display.

Unofficial Registration

Online registration is accessed via the **Unofficial Registration** link of the Navigation bar. The first page provides course filter search options, so only desired courses are displayed.

Follow the instructions provided by your Campus Director and/or the Registrar's office. These are typically posted into the News section of the Student Portal a few days before unofficial registration starts for the next term.

Financial Aid Office

The **Financial Aid Office** displays information pertaining to the Financial Aid office.

CAMPUS SERVICES

Virtual Library

The **Virtual Library** page displays our online library with links to many online library resources

Information Technology

The **Information Technology** page provides additional help and assistance to students with campus technology resources. Information on student printers, Microsoft Office training and other items are located here. This page also contains information on the Helpdesk, how to contact the Helpdesk and hours of operation.

Hondros College Apparel and LandsEnd

The **Hondros College Apparel** links to the order page for your personalized apparel and products.