



## CSPConnect Basics for Cohort Students

Located at <https://connect.csp.edu/>

CSPConnect replaces Concordia’s longstanding student portal as <http://concordia.csp.edu/> was discontinued and replaced with CSPConnect. With the new portal the sites are better organized, you see only what you need to see, and you can personalize the site to meet your needs. It also provides single sign-on into the Bear Path, so you no longer need to use a PIN.

You log into the portal with your network username and password.

**Personal Data** ☰ ☲ ☳

[Submit Address Update Information](#)  
To be sure that all proper changes are made, faculty and staff must contact the Human Resources office directly at 651-641-8846 or [humanresources@csp.edu](mailto:humanresources@csp.edu) in order to update their address.

[View E-mail addresses](#)

[Answer a survey](#)

Each channel has three options in the upper right corner. If the X is not grayed out, you have the option to delete the channel. You can also minimize or maximize the cell size.

There are two main tabs specifically for cohort students – Advising, and Finance and Grades.

### Finance and Grades tab

From this tab you can access many areas that are from the Bear Path. Your grades, financial aid awards, and current document account information are available, as is access to make a payment, sign up for a payment plan and request a term receipt.

The screenshot shows the 'Finance and Grades' tab in the CSPConnect portal. The navigation bar at the top includes 'Student Home', 'Finance and Grades', 'Cohort Advising', 'Library/Technology', and 'For Me Only'. The main content area is divided into several panels:

- Cohort - Quicklinks:** Contains links for 'Make a payment' (allowing 2-3 business days), 'Transcript Request', 'Number of copies left', 'Request a term receipt' (for eligible students), and 'Bear Center'.
- Financial Aid Requirements:** Shows requirements for the 2008-09 year, including 'Financial Arrangement Form' and 'Free Application for Federal Student Aid (FAFSA) results'. It includes a 'Fund Status Message' and a 'Choose Another Year' dropdown with a 'Go' button. Links for 'Holds', 'Financial Aid Status', and 'Progress' are also present.
- Financial Aid Awards:** A section for viewing 'Financial Aid Awards'.
- Financial Aid:** A section with a 'Financial Aid' link and text directing users to the department website for more information on loans, scholarships, and estimators.
- My Account:** Displays account balances for 'Spring Semester 2006' and 'Fall Semester 2008', both at \$0.00, and the current 'Account Balance' at \$0.00.
- Payments:** Includes a 'Make a Payment' link (noting a 2-3 day processing time) and 'Payment Plans' (available for 15, 18, or 22 months).
- Student Grades:** Shows 'No Data Found' and a 'Select Another Term' dropdown with a 'Go' button.
- Academic Profile:** Shows 'Primary' as the selected profile, 'Class Standing: Graduate', and 'Advisors' including 'Melissa A. Stepan'. It also has a 'Select Another Term' dropdown and 'Go' button, with links for 'Transcript' and 'Holds'.

The interface is displayed in a web browser window with a taskbar at the bottom showing 'Internet' and '100%' zoom.

## Advising Tab

The other tab dedicated to cohort students is titled Advising. This tab gives you access to information from a variety of offices on campus, including Continuing Studies, the Registrar, and the Advising offices.

The screenshot displays a web interface for the Advising Tab, organized into several sections:

- Cohort - Quicklinks:** Includes links for "Make a payment" (with a note about 2-3 business days), "Transcript Request", "Number of copies left", "Request a term receipt" (with a note about tuition reimbursement), and "Bear Center".
- Student Support:** Lists services such as "Writing Center", "Disability Services", "Career Services", "Counseling", "Diversity Affairs", "Learning Services", "Tutoring", "Health Services", and "Service Learning".
- Personal Data:** Contains "Submit Address Update Information" (with contact info for Human Resources), "View E-mail addresses", and "Answer a survey".
- Campus Services:** Lists "Parking", "Comet Card", "Eating on Campus", and "Bookstore".
- Graduation: Step by Step:** Includes "Commencement Dates", "One-Stop Grad Shop" (with a note about finalizing graduation steps), and "Application for Graduation".
- Student policies:** Lists "Student Policies Handbook", "Student Code of Conduct", "Cohort Policies", "In-progress report form", and "FERPA policy".
- Maintaining Satisfactory Progress:** Lists "Probation", "Disqualification", and "Appeal for Readmission form".
- Cohort Advising:** Includes a note about transcript submission, "Academic Advisors", "Life Experience Essays", "Information about CLEP" (with a note about the program), and "School of Continuing Studies".
- Continuing Studies information:** Lists "General Information", "FAQ for Continuing Studies Students", "Search for Continuing Studies Classes", "Registration Information", "On-Line class information", "Certificate Offerings", "AA Degree", and "Checklist".

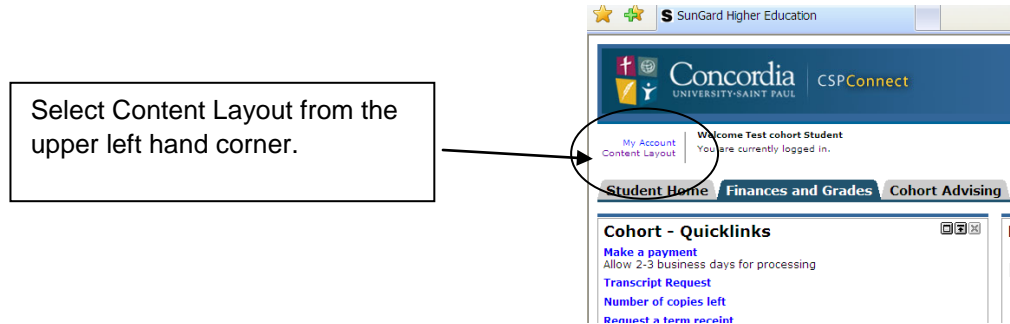
In addition to these two tabs, you also have the Student Home page, which contains the Student Quicklinks channel, where you can jump to the sites most often used by students.

Another tab links you directly to Concordia's library site. The final tab, "For Me Only" can be used to place links to other non-Concordia sites, or to other channels that aren't listed on your main tabs. Instructions on how to add channels to that tab are found below in "Personalizing your site."

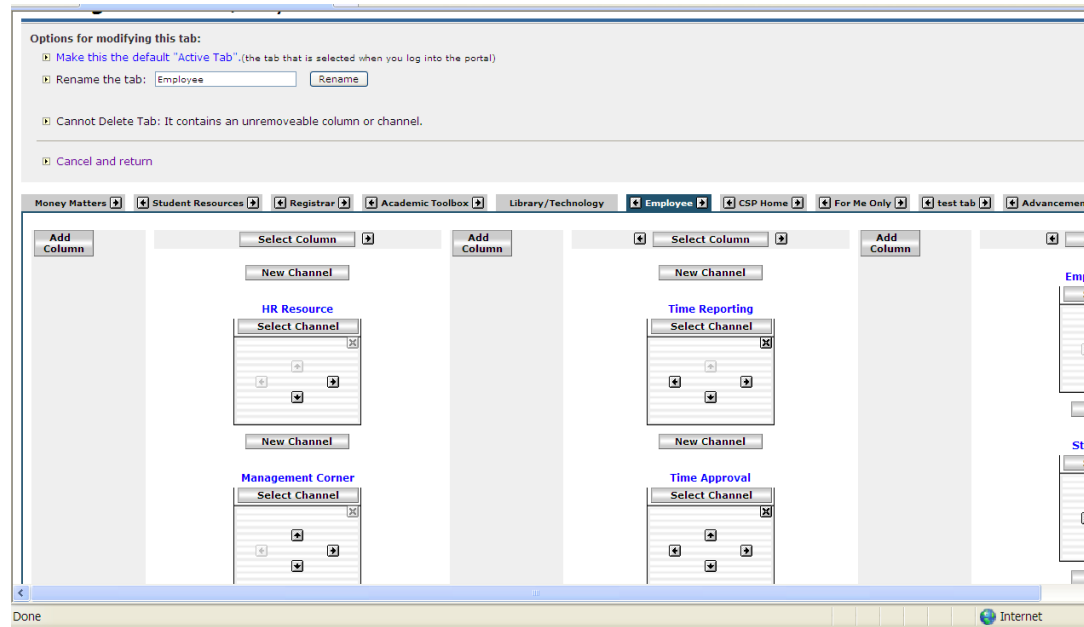
## Personalizing your site

You can personalize your site by moving channels, adding new ones, and (in some cases) removing those that you don't need.

### Editing a tab



### The content layout page



If the arrows are not grayed out, you can move the channel to around on that tab. Similarly, if the x is not grayed out, you can delete the channel. To add a new channel click on "New Channel" in the place where you want to place it. Select the category type for the channel and then simply add it to your tab. Under the News and Other categories, you'll find links to feeds from local and national news outlets.