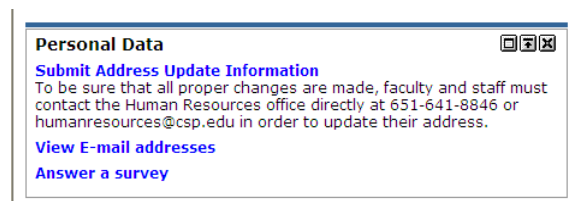


## CSPConnect Basics for Students

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

Concordia's longstanding student portal <http://concordia.csp.edu/> has been 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 (but you need your PIN to sign an on-campus timecard).

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



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.

Quick finds:

Grades: Registrar tab – student grades channel

Account Balance: Money Matters tab – My Account channel

Financial Aid: Money Matters tab – Financial Aid requirements and award channels

Bear Center: Registrar tab – Bear Center channel

Major Planning sheets: Academic Toolbox tab – Majors and Minors channel

Transcript Requests: Most tabs – Student Quicklinks channel

Faculty/staff directory: Home tab – Quicklinks channel

There are four main tabs specifically for students.

## Money Matters tab

From this tab you can access many areas that are from the Bear Path. Your financial aid awards, information on any holds and current account information are available, as is access to make a payment, sign up for a payment plan and request a term receipt. If you are a student worker, this is where you find the link to your time card.

The screenshot shows the 'Money Matters' tab selected in a student portal. The navigation bar includes 'Student Home', 'Money Matters', 'Student Resources', 'Registrar', 'Academic Toolbox', 'Library/Technology', and 'For Me Only'. The date is March 20, 2009. The main content area is divided into several sections:

- Student Quicklinks:** Includes links for 'Make a payment' (allowing 2-3 business days for processing), 'Transcript Requests', 'Number of copies left', 'Check availability of resident hall laundry machines', 'Complete a Course Evaluation/Survey', and 'Student Employment'.
- Time Reporting:** Shows 'No Records Found at this time.'
- Payments:** Contains 'Make a payment' (noting a 2-3 day processing time) and 'Payment Plan' (for spreading payments over five months).
- My Account:** Displays account balances for Spring Semester 2006 (\$0.00) and Fall Semester 2008 (\$0.00), with a total 'Account Balance' of \$0.00.
- Financial Aid:** Includes 'Financial Aid' information, 'Financial Aid Requirements' for 2008-09 (with links for 'Requirements', 'Fund Status Message', 'Financial Arrangement Form', and 'Free Application for Federal Student Aid (FAFSA) results'), a 'Choose Another Year' dropdown, and 'Financial Aid Awards'.

Copyright © SunGard Higher Education 1998 - 2007. The browser status bar shows 'Done', 'Internet', and '100%' zoom.

## Registrar Tab

The second tab dedicated to non-cohort students is titled Registrar. This tab gives you access to your grades, registration areas, course listings, and key information from the registrar's office.

The screenshot shows the 'Registrar' tab selected in a student portal. The navigation bar is the same as in the Money Matters tab. The main content area is divided into several sections:

- Student Quicklinks:** Same as in the Money Matters tab.
- Student Grades:** Shows 'No Data Found' with a 'Select Another Term' dropdown and a 'Go' button.
- Personal Data:** Includes 'Submit Address', 'Update Information' (with contact info for the Human Resources office), 'View E-mail addresses', and 'Answer a survey'.
- Registration Tools:** Includes links for 'Registration Status', 'Look Up Classes', 'Add or Drop Classes', and 'Change Class Options'.
- Registrar:** Contains 'Forms and Calendars', 'Transcript Requests', 'Visiting Student Information', 'Bear Center', and 'FERPA policy'.
- Course Information:** Includes 'Current Course Offerings', 'Academic Catalog', and 'Course Evaluations'.
- Academic Profile:** Shows 'Primary' status, 'Class Standing: Graduate', and 'Advisors' (Melissa A. Stepan). It also has a 'Select Another Term' dropdown and a 'Go' button.
- Continuing Studies information:** Includes 'General Information', 'FAQ for Continuing Studies Students', 'Search for Continuing Studies Classes', 'Registration Information', 'On-Line class Information', and 'Certificate Offerings'.

The browser status bar shows 'Done', 'Internet', and '100%' zoom.

In addition to these two tabs, you also have the **Student Resources** and **Academic Toolbox** tabs. These two areas provide access to information about campus events, policies, and advising. They also are the go-to sites for links to timelines, major planning sheets, and graduation information.

Also available is 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.”

## Groups

CSPConnect allows you to create and/or join a group that is open to anyone on campus to join. You can see a list of the available groups by clicking on the Groups icon in the upper right corner and then choosing Groups Index. Any group with a green flag next to it is open to anyone to join. If there is a yellow flag next to it, membership of the group is restricted. You may still request to join that group, but the group leader can determine whether or not you meet the criteria. An example of a public group would be most student clubs. An example of a restricted group could be the student senate.

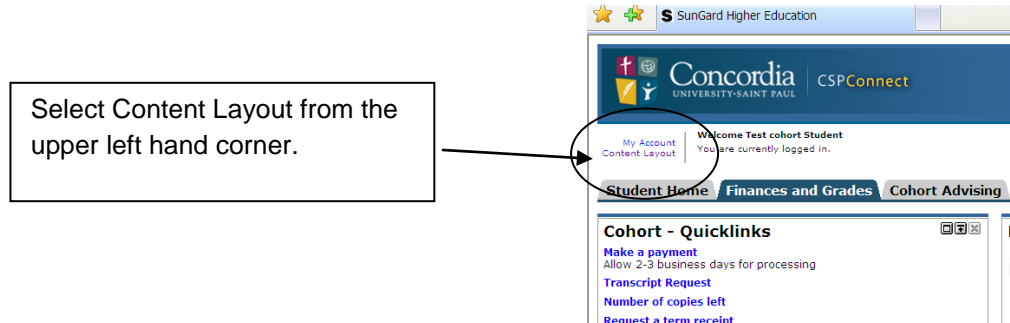
As a group member, you can submit photos, news, links, and files to the group. However, before they are posted, the group leader needs to approve them. A student can be a group leader, but each student group must have a faculty or staff member serving as a co-leader to ensure continuity.

Group leaders can also send out announcements just to members of the group. These announcements show up in the Personal Announcements channel on your home page.

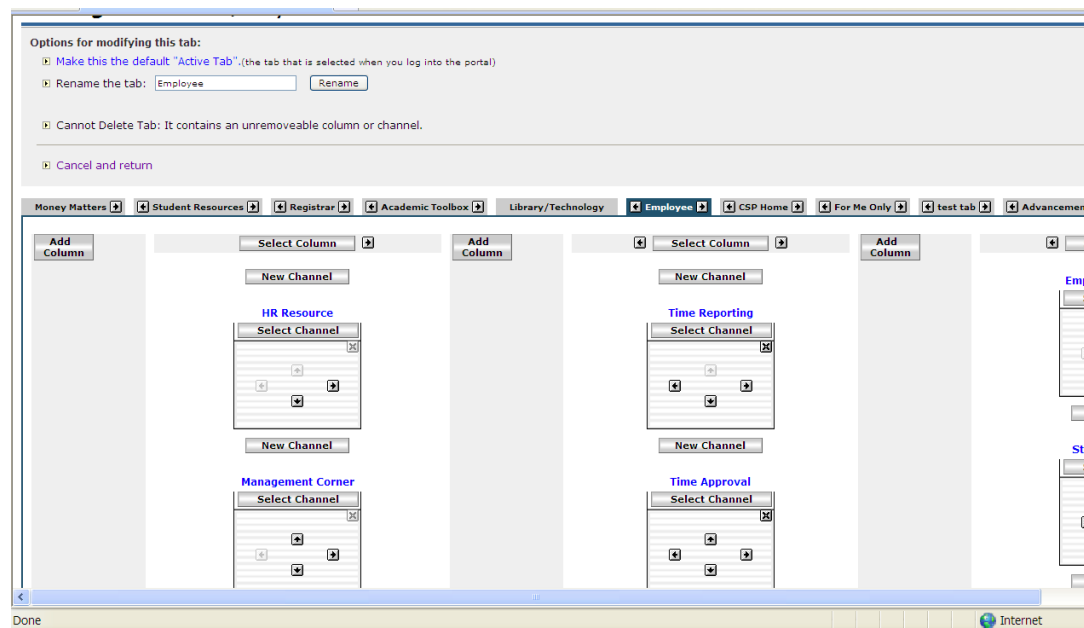
## Personalizing your site

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.