

MySiena-Students

Siena Heights Home Page MY SIENA

Welcome back ([Personal Info](#) | [Change Password](#) | [Logout](#))

Home | [Clubs and Organizations](#) | [Departments and Offices](#)

You are here: Welcome to MySiena

Siena Heights University

Announcements

- [Sign Up for SHU Alerts](#)
(from Doug Goodnough)
- [Adrian Campus Parking Map and Rules](#)
(from Doug Goodnough)

[Show All Announcements](#)

Campus News Feed

- [SHU Receives CFEDAR Grant](#)
- [SHU Nursing Reaccredited for 10 Years](#)
- [SHU Again Named 'Best Online Program for Veterans'](#)
- [2015 Alumni Award Winners Announced](#)
- [Honors Convocation 2015](#)

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Available Courses	Our Heritage: Adrian Dominican Sisters
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Business Office	SHU Recognition - Give a "Paw" Today
Commencement Information	Siena Heights Athletics (SHUSaints)
Comment and Student Complaint Form	Siena Heights Faculty/Staff Directory
Copyright Guidelines	Siena Heights Homepage
Division of Information Technology (IT Help Desk)	Student Care Team Referral
Events Calendar	Student Financial Services
Financial Aid	Turnitin
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My Tools

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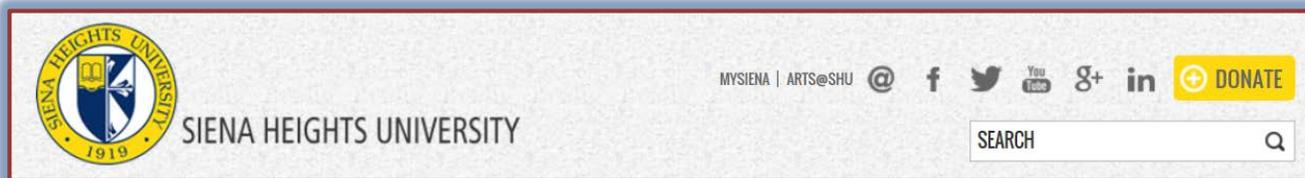
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When you are logged into My Siena, you cannot use the Browser's Back and Forward buttons to navigate from one area to another. You need to use the tabs at the top of the My Siena page or the links directly under the tabs.

This document has been developed for Siena Heights University students to explain how to use the My Siena feature of the Siena Heights University Web site.

Log In To My Siena

- ✦ Access the Siena Heights University Web site (www.sienaheights.edu).
- ✦ If you are on the **Adrian** campus, the **My Siena** page will display when the Web browser opens if the default Home Page has not been changed.
- ✦ When the page opens, click the **My Siena** link (see illustration below).



- ✦ The **My Siena** page will display.
 - ✦ The left side of the page will display **Announcements**.
 - ✦ Under the **Announcements** area, you will find the **Campus News Links** portlet and the **Quick Links** portlet.
 - ✦ On the right side of the window, you will see a list of **Frequently Asked Questions (FAQs)**.
- ✦ Click the **User Name** box at the top of the window (see illustration below).



- ✦ Input your **User Name**.
 - ✦ This usually consists of the first letter of your first name and the first seven characters of your last name.
 - ✦ If there is a “clash” with another person’s User Name, a number will be added to the end of the User Name.
- ✦ Click the **Password** box and input your password.
 - ✦ The default password is your **Siena ID** number.
 - ✦ If you have changed your password for My Siena or the Windows Network, you must use that password.
 - ✦ When you log in, you may be prompted to change your password. If you are:
 - ★ Input your old password into the **Old Password** box.
 - ★ Input your new password into the **New Password** box.
 - ★ Confirm the password in the **Confirm Password** box.
 - ✦ If you are not sure what your username and password are, please call the **Siena Help Desk** at 517-264-7655.
- ✦ Click the **Login** button.
- ✦ The **Student My Siena** page will display (see illustration on cover page).

Quick Links

This area provides links to other areas of the Siena Web page, such as the Business Office, Financial Aid, the Registrar, the Faculty/Staff Directory, WiFi Registration, and the Bookstore. Many of the Quick Links appear on the My Siena page even if you are not logged into My Siena.

My Tools

This is the area on My Siena where you can access your eCollege courses, the VMWare Virtual Desktop, Email Forwarding, and your Webmail. You also have access to your academic information, financial information, and registration information. This is the area that you access to register for courses.

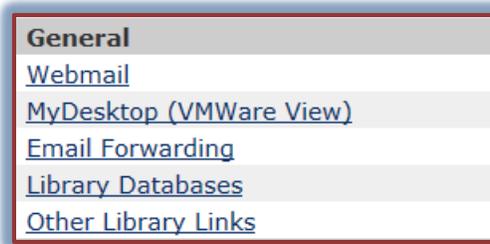
General

This area of My Siena is used to connect you to Webmail and Citrix without having to login to them. In this area, you can also specify if you want your email forwarded to a different address.

Webmail

This will take you to the Outlook Web Access page. This is the Email package that allows Siena students to access their Siena email accounts through the Internet.

✦ Click the **Webmail** link in the **General** category under **My Tools**.



✦ You will be logged into **Outlook Web Mail**.

✦ You will be able to access your email, calendar, and contacts through this page.

My Desktop (VMWare View)

This is a Web-based program that students can use to access any of the computer programs that are available to Siena students such as the Microsoft Office suite of programs as well as other programs. Documents are automatically saved to your Siena Network Folder so that you can access them when you come back to campus or at any location where you have Internet access. The link on the My Siena page allows you to install VMWare on your local computer. Once the program is installed, you can access it through the Start menu or through an icon on your desktop.

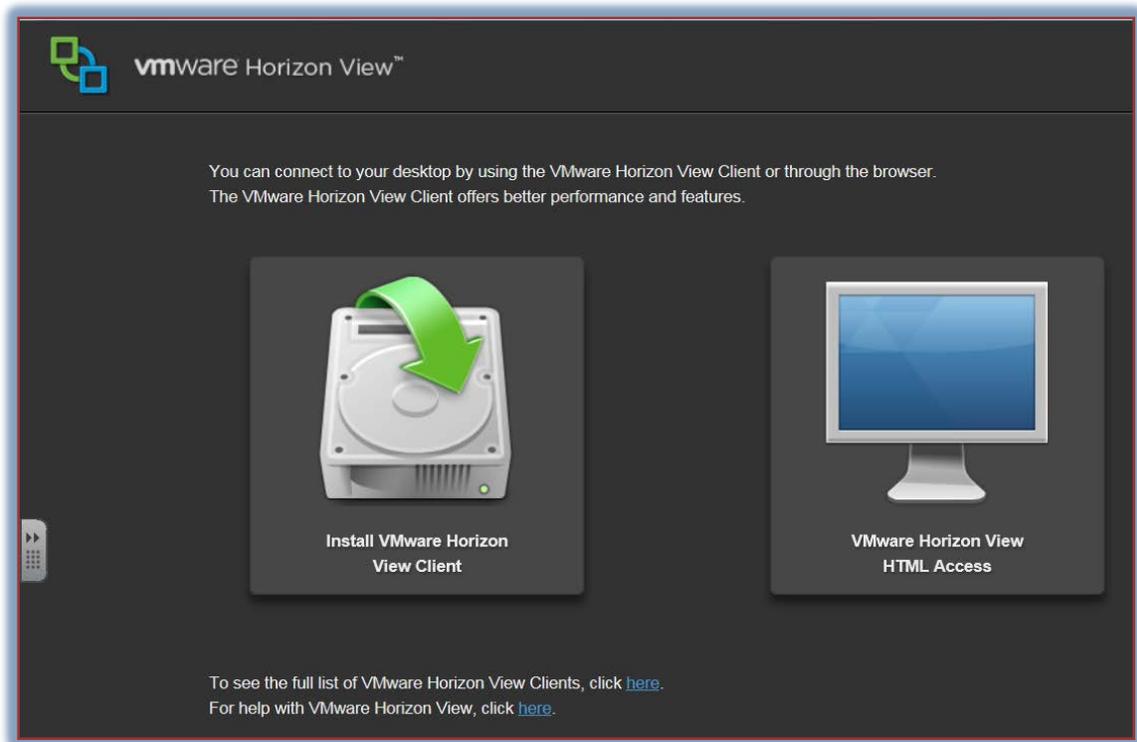
✦ Click the **My Desktop (VMWare View)** link in the **General** category under **My Tools**.

✦ The VMWare View window will display (see illustration on next page).

✦ Click the image on the left side of the window to install the program.

✦ Click the image on the right side of the window to access VMWare View from the Internet.

✦ For information on installing and working with VMWare view, go to the [Division of Information Technology FAQs](#) page. You can access this page by going to the Quick Links area on the My Siena page.



Email Forwarding

This link is used to change your default email address.

- ✦ Click the **Email Forwarding** link in the **General** category under **My Tools**.
- ✦ The **Communication Preferences** window will display (see illustration below).

Communication Preferences ⚙️ ? 🖨️

Email Address

*

[Set as Default](#)

Your email is being forwarded to:

If you set an email address other than your Siena Heights email address as the default, then all messages sent to your Siena Heights email address will be forwarded to the default address. Please allow 24 hours for forwarding changes to take effect.

NOTICE: Siena Heights University cannot assure delivery to other email providers. By creating a forward, you hereby assume all responsibility for lost messages and for confidential data forwarded to this account. To help ensure delivery of your mail to your forwarded address, don't forget to make sure that sienaheights.edu is whitelisted or set to not be flagged in your spam filter.

* denotes default email address.

Add Email Address to List:

Email Address:

Make Default

- ✦ Input the new **Email Address** into the appropriate box.
- ✦ Click the **Make Default** button to make this address the default email; the address that your email will be forwarded to.
- ✦ Click the **Add** button.

- ✦ The address will be added under **Email Addresses** at the top of the window.
- ✦ To make the **Siena Email Address** the default, click the **Set as Default** button beside the **Siena** address.

Library Databases

This area can be used to access the Library Databases such as First Search that are available through the Siena Heights Library.

Other Library Links

This link will take you to the Siena Heights University Library page. On this page students will have access to the Library Catalog, Library Databases, and the Interlibrary Loan Request form.

Payroll Information

This area is used to locate information about your employee pay record.



Pay Stub

To access information regarding your pay for a particular week, click this link.

- ✦ The **Paystub** window will display.



- ✦ Under **Choose Year** select a year such as 2015.
- ✦ Once the year has been input, another box will ask you to choose the **Pay Period**.
- ✦ Select the **Pay Period**.
- ✦ Your **Pay Statement** for the specified period will display.

Time Card Entry

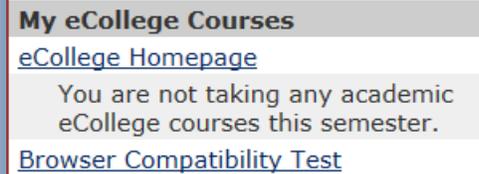
This area is by students to input the hours they work during a particular pay period.

- ✦ Click the **Time Card Entry** link under **Payroll Information**.
- ✦ The **Timecard** window will display.
- ✦ Input the information for the hours worked into the specified areas.
- ✦ Click the **Save Hours and Comments** button.

eCollege Courses

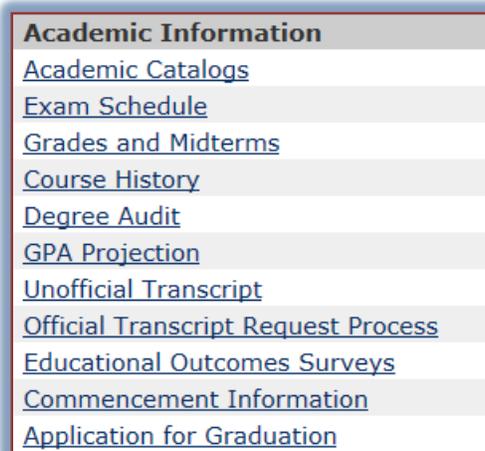
If you are taking a course that uses eCollege, your courses will display in this area directly below the eCollege Homepage link.

- ✦ When you click on any course link in this area, you will be taken directly to the eCollege course.
- ✦ When you are finished working in the course, click the browser **Close** button, the **x** in the upper right corner of the window.
- ✦ This will return you to the **My Siena** page.
- ✦ If the course is not available in this list, click the **eCollege Homepage** link.
- ✦ Look for the course under the current term. If the course is not displayed in either of these areas, it means the instructor is probably not using eCollege or that the term has not yet started.
 - ✦ Students have access to their courses in eCollege 7 days before the Start Date of the course.
 - ✦ Students have access to their courses for 14 days after the end date of the course.
- ✦ Click the **Browser Compatibility Test** link to check your Browser if you are having difficulty displaying the eCollege page.
- ✦ When the **Technical Requirements** window displays, click the **Browser Check** link.
- ✦ If the **Browser** meets all the technical requirements a check mark will appear next to **True**.
- ✦ For additional assistance with eCollege, you can:
 - ✦ Contact the eCollege Help Desk at 1-888-748-1932. The Help Desk is available 24 hours a day 7 days a week year around.
 - ✦ Send a message to eLearning_support@sienaheights.edu. This message will be send to the Siena eCollege Administrators.
 - ✦ Call the Manager, Information Technology Assistance Center at 517-264-7651.



Academic Information

This area allows you to check your grades, view an unofficial transcript, project your Grade Point Average, and audit your degree progress.



Academic Catalogs

Click this link to display a list of the Academic Catalogs that are available to students. Click the link for the Catalog that pertains to your year of admittance to Siena Heights.

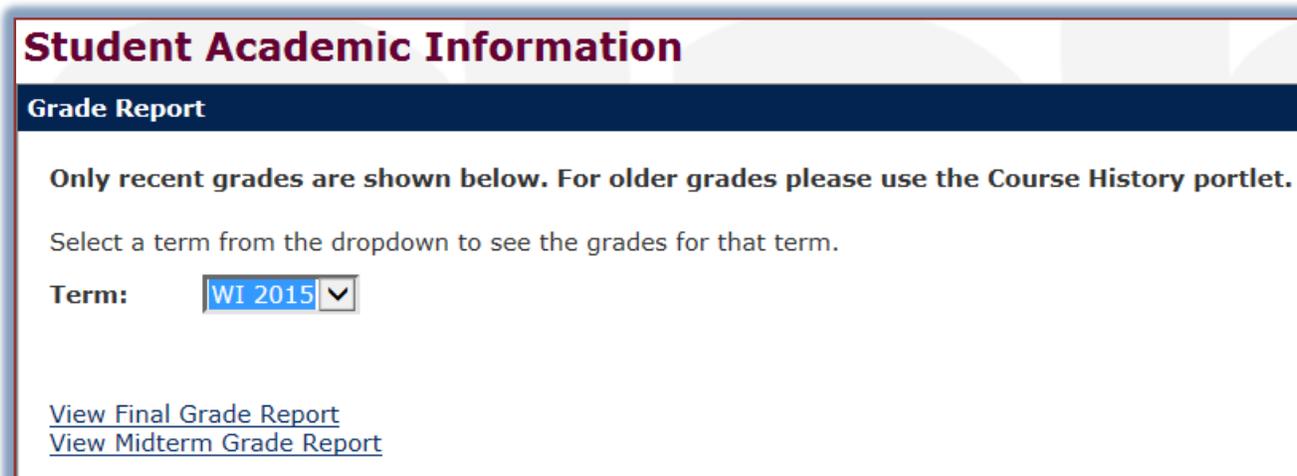
Exam Schedule

To view a copy of the Final Exam Schedule, click this link. A .pdf version of the schedule will display.

Grades and Midterms

This area allows you to access your midterm and final grades for a particular semester.

- ✦ Click the **Grades and Midterms** link.
- ✦ The **Student Academic Information** window will display (see illustration below).



Student Academic Information

Grade Report

Only recent grades are shown below. For older grades please use the Course History portlet.

Select a term from the dropdown to see the grades for that term.

Term:

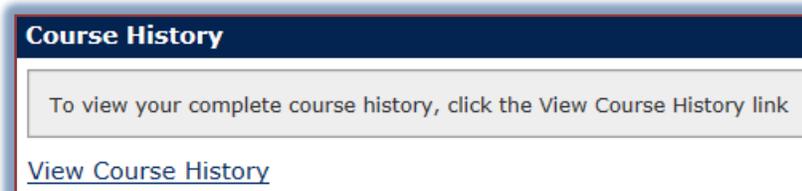
[View Final Grade Report](#)
[View Midterm Grade Report](#)

- ✦ In the **Term** list, select the term for which you want to display grades.
- ✦ Click one of the links at the bottom of the window. These are:
 - ✦ **View Final Grade Report** - This option will allow you to view your final grades for the selected term.
 - ✦ **View Midterm Grade Report** - Official grades for students on the Adrian campus are recorded at the middle of the semester as well as at the end of the semester. Students should click this link to view the Midterm Grades.
- ✦ The **Grade Report** window will display.

Course History

This link is used to display a view of all the courses you have taken at Siena along with your grades and grade point average.

- ✦ Click the **Course History** link under **Academic Information**.
- ✦ The **Course History** page will display (see illustration below).



Course History

To view your complete course history, click the View Course History link

[View Course History](#)

- ✦ Click the **View Course History** link.
- ✦ A list of the courses that you have taken at Siena will display.

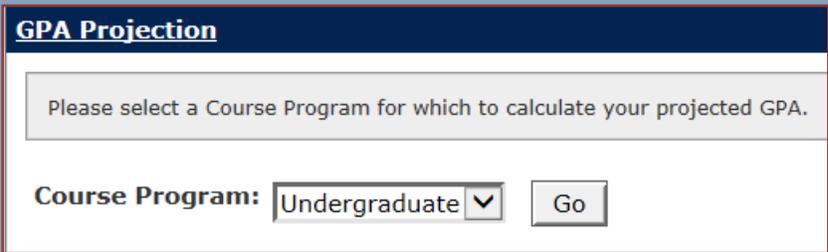
Degree Audit

This portlet allows you to see what courses need to be completed in order to receive your degree. Once you click the **Degree Audit** link, the **Degree Audit** window will display. A listing of degree requirements will display indicating what needs to be completed before you can receive your degree. If you have questions about the audit contents, please speak with the personnel in the Office of the Registrar.

GPA (Grade Point Average) Projection

This section of My Siena is used to predict what your Grade Point Average (GPA) will be if you receive a specified grade point for a certain number of credits.

- ✦ Click the **GPA Projection** link in the **Academic Information** category under **My Tools**.
- ✦ The **GPA Projection** window will display (see illustration below).



GPA Projection

Please select a Course Program for which to calculate your projected GPA.

Course Program: Undergraduate ▼ Go

- ✦ Select either **Undergraduate** or **Graduate** from the **Program** list.
- ✦ Click the **Go** button.
- ✦ The **Current Term Projection** window will display.
- ✦ Click the **GPA Calculator** tab.
- ✦ The **GPA Calculator** window will display.
- ✦ Choose from one of the two options:
 - ✦ Use your actual Career GPA/Credits.
 - ✦ Use the results from the Projection Tab.
- ✦ Input the desired data into the three boxes to calculate the GPA.
- ✦ Click the **Calculate** button.
- ✦ The projections will appear at the bottom of the window.
- ✦ Click the **Reset** button to perform another calculation.
- ✦ Click the **Home** tab to return to the **Main My Siena** page.

Unofficial Transcript

This area is used to view your academic record during your time at Siena. It displays your overall Grade Point Average (GPA) along with a listing of the courses and grades by semester.

Official Transcript Request Process

To obtain information on how to obtain a copy of your official transcript, click this link. A page describing the different ways of obtaining a printed or online copy of your transcript will display.

Educational Outcomes Surveys

This area displays a list of the courses for which the General Education Outcomes Survey must be completed. To complete the surveys, click the link for each course. The survey will appear in the window. When the survey is completed click the **Submit Survey** button at the bottom of the window.

Commencement Information

Click this link to display the Commencement page. This page will provide all the information needed for the Commencement Ceremony for your Siena graduation.

Graduation Application

To view information about applying for graduation, click this link. A detailed explanation of the steps you need to complete to apply for graduation will display.

Registration

This area is used to register for courses, to search for courses, to display your course schedule, or to view your grades.



Important Information

To access information about Graduation, Registration, and Commencement click this link.

Add/Drop Courses (Register for Courses)

This area is used to add a course to your schedule, to change a course, or to drop a course.

Add a Course

- ✦ Click the **Add/Drop Courses (Register for Courses)** link in the **Registration** category under **My Tools**.
- ✦ The **Course Schedule - Add/Drop Courses** window will display (see illustration below).

A screenshot of a web application window titled "Course Schedules - Add/Drop Courses". The window has a dark blue header bar with the title in white. Below the header is a light blue bar with the text "Add/Drop". The main content area is white and contains the following elements:

- Term:** A dropdown menu with "FA 2015" selected.
- Student Program:** A dropdown menu with "Undergraduate" selected. To the right of the dropdown is the text: "Select the Student Program for this registration and then select the Course Program to find a course."
- Registration Status:** A paragraph stating: "Add/Drop course period is **OPEN**. You do not have clearance to register. You must first see your advisor. Student registration is open from 03/16/2015 to 10/30/2015."
- Credits:** A line of text: "You are currently registered for **0 credits**."
- Course Program:** A dropdown menu with "Graduate" selected. To the right of the dropdown is the text: "Select which courses will be displayed in the searches below."

- ✦ In the **Term** list, select the term for which you are registering.
- ✦ In the **Program** list, select either **Graduate** or **Undergraduate**.
- ✦ Under **Add by Course Code**, start inputting the **Course Code** that is to be added, such as BAM.

Add by Course Code Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:

1. 2.

3. 4.

5. 6.

Add Course(s)

- ✦ When the program code is input, a list of courses that are available for that program will appear.
 - ✦ Click the course that is to be added.
 - ✦ Click the arrow at the bottom of the list to locate additional courses.
- ✦ Continue this process until all the courses have been added.
- ✦ Click the **Add Course(s)** button (see illustration above).
- ✦ The course(s) should appear in the **Your Schedule** list.

Search for Courses

If you are not sure of the Course Code, you can search for the course by Title. Other search options are also available through the Course Search tab.

- ✦ Click the **Course Search** tab next to the **Add by Course Code** tab.
- ✦ The **Course Search** window will display (see illustration below).

Add by Course Code **Course Search**

Title:

Course Code:

Term:

Department:

Search [More Search Options](#)

- ✦ Input information into the appropriate box for the search.
- ✦ The Title and Course Code have four options available for the search. These are:
 - ✦ **Begins with** - The course Title or Course Code must begin with the specified text. For instance, under Course Code you could input EDU.
 - ✦ **Ends with** - The course Title or Course Code must end with the specified information, such as 421.
 - ✦ **Exact Match** - The text input into the box must match exactly the Title or Course Code.
 - ✦ **Contains** - The Title or Course Code information must contain the specified data.
- ✦ Click the **Search** button.
- ✦ Click the **More Search Options** link to apply additional search criteria.

- ✦ Information about the course will appear in the **Results** window.
- ✦ Click the **Add/Drop Courses** link to return to the **Add/Drop Courses** window.
- ✦ Input the **Course Code** into the **Course Code box** to specify the course that is to be added.

Drop Courses

- ✦ Click the check box next to the course that is to be dropped.
- ✦ Click the **Drop Selected Courses** button.
- ✦ The course will be removed from the list.

NOTE: Multiple courses may be removed at one time by clicking the check box next to each course before clicking the Drop Selected Courses button.

Course Availability

- ✦ In the **Registration** category, click **Available Courses**.
- ✦ The **Course Availability** window will display (see illustration below).

Course Availability

Course Search

Term:

Department:

Course Number Range: to

Title:

Course Code:

Course Program:

Teaching Format: (Teaching format - Classroom, Blended or Online)

Course Area:

Time: From: To:

Meets on any day(s)

Meets only on the selected days

Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Faculty:

Campus: (For a list of all Totally Online courses, please use Teaching Format)

Building:

Section Status:

Min/Max Hours: to

- ✦ Fill in one or more of the fields in the window.
- ✦ Click the **Terms** list arrow and select the term in which to search such as Fall 2015.

- ✚ Click the **Department** list arrow and select a department from the list, such as Business Administration.
- ✚ To select a range of course numbers, click the **Course Number Range** list arrows. Leaving the option at **All** will display every course on the schedule for the selected **Term**.
- ✚ Click the **Title** list arrow and select one of the options.
 - ✚ **Begins With** - The title of the course begins with the information that is input into the second Title box.
 - ✚ **Ends With** - The title of the course ends with the information that is input into the second Title box.
 - ✚ **Exact Match** - The title for the course contains the exact information that is input into the second Title box.
 - ✚ **Contains** - The title for the course contains the information that is input into the second Title box. The title doesn't necessarily begin or end with the information.
- ✚ Input the text from the title in the second **Title** box.
- ✚ Click the **Course Code** box list arrow and select from one of the four options.
 - ✚ **Begins With** - The course code begins with the letters that are input into the second Course Code box.
 - ✚ **Ends With** - The course code ends with the letters that are input into the second Course Code box.
 - ✚ **Exact Match** - The course code matches exactly the information that is input into the second Course Code box.
 - ✚ **Contains** - The course code contains the information that is input into the second Course Code box. The course code doesn't necessarily begin or end with the information.
- ✚ In the second box for this option, input the code for the course. An example of a course code is ENG101.
- ✚ In the **Program** list, select from one of the options below.
 - ✚ **All** - All the courses in the schedule that match the previous search options will display.
 - ✚ **Graduate** - Only the graduate courses that match the previous search options will display.
 - ✚ **Undergraduate** - Only the undergraduate courses that match the previous search options will display.
- ✚ In the **Teaching Format** list, select from one of the options. These are:
 - ✚ **All** - When this option is selected, all the available courses will display that match the previous search options.
 - ✚ **Classroom** - All of the instruction is held in the classroom. The course may be Web Enhanced, but the instruction takes place in the classroom.
 - ✚ **Blended** - The course instruction will take place in both the classroom and online.
 - ✚ **Online** - The course instruction will take place totally online. Students will not meet in a classroom situation or will meet only a couple of times during the semester.
- ✚ To search for a class that meets at a specific time:
 - ✚ Click the **Time** list arrow to select the beginning time for a course as shown in the illustration on the next page.
 - ✚ Click the **To** list arrow to select the ending time for a course.

Time: From: To:

Meets on any day(s)
 Meets only on the selected days

Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

- ✦ In the **Time** section, select from the following options.
 - ✦ **Meets on any day(s)** - Click this option button to display all the classes that meet during the specified times.
 - ✦ **Meets only on the selected days** - This button should be clicked to search by specific days of the week.
- ✦ To search for courses by a specific faculty member, click the **Faculty** list arrow and then select the faculty member's name.

Faculty:

Campus: (For a list of all Totally Online courses, please use Teaching Format)

Building:

Section Status:

Min/Max Hours: to

- ✦ Click the **Campus** list arrow to select the campus where the course is being offered.
- ✦ To select from the following options, click the **Section Status** list arrow.
 - ✦ **Open and Full** - When this option is selected, all the classes in the schedule will display that meet the other specified criteria.
 - ✦ **Open** - Select this option if only the classes that have open seats should be displayed.
 - ✦ **Full** - To display only classes that are full, choose this option.
- ✦ Fill in the **Min/Max Hours** boxes to search by number of hours for a course.
- ✦ When all the information has been specified, click the **Search** button.
- ✦ A list of courses matching the selected criteria will display.
- ✦ To reset all the options, click the **Reset** button.

Student Schedule

This area is used to display your course schedule for the specified semester. To change the current session, click the **Term** list arrow. Click the **Program** list arrow to select from either Graduate or Undergraduate. Click the **View Your Schedule** link to view a copy of your schedule for the specified semester.

Housing Registration

This link allows students to register for rooms in the Residence Halls. Click the link and follow the instructions in the portlet to register.

Paying for College

This section allows students to check on their account information, check on financial aid awards, track financial aid documents, and look for student employment opportunities.

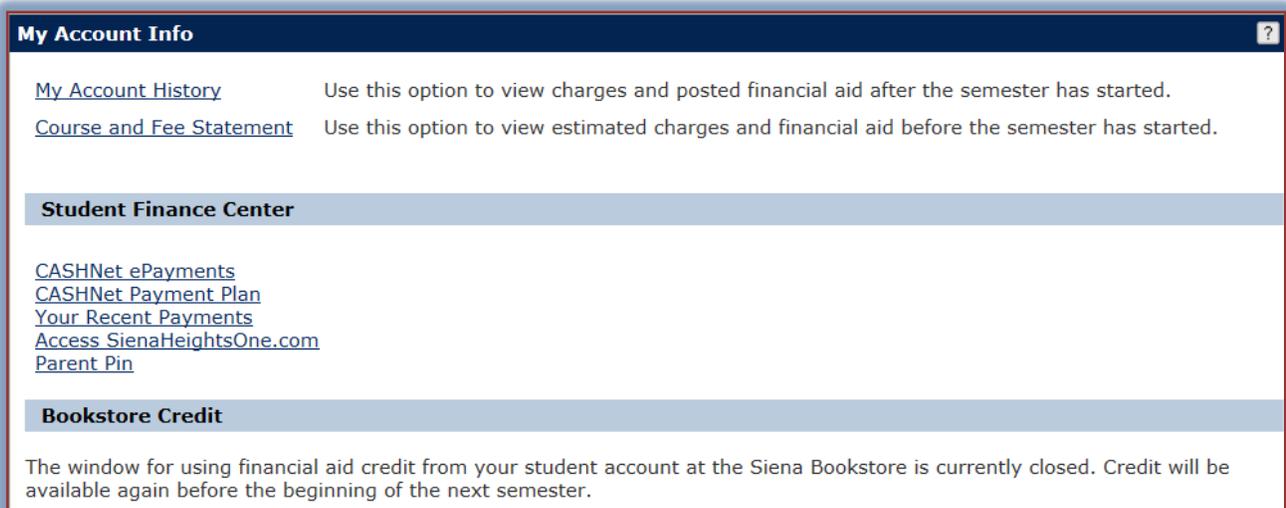
My Account History and Course and Fee Statement

This area is used to complete the following tasks.

My Account Balances

This option is used to view posted charges and payments made to your account. This information is available after the semester has started.

- ✦ In the **Paying for College** category under **My Tools**, click the **My Account History and Course and Fee Statement** link.
- ✦ The **Paying for College - My Account Info** page will display (see illustration below).

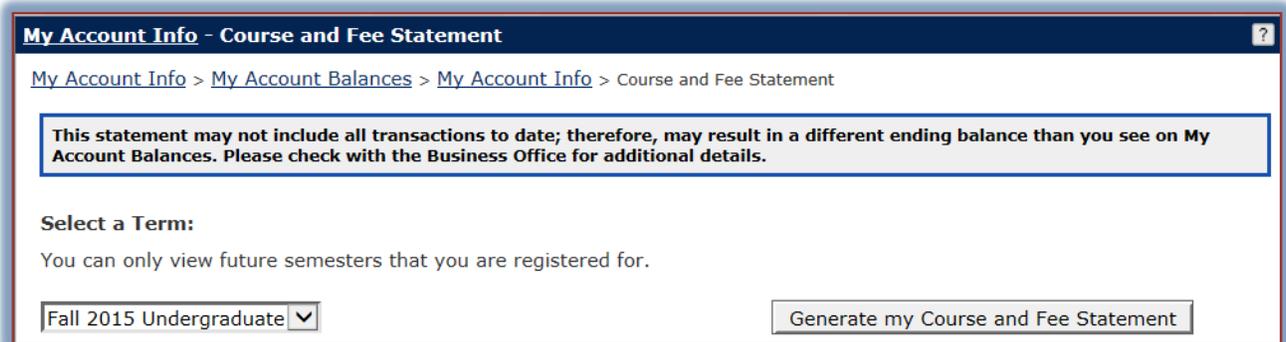


- ✦ Click the **My Account History** link.
- ✦ The **My Account Balances** page will display.

Course and Fee Statement

To view estimated charges and financial aid before the start of the semester, click this option.

- ✦ In the **Paying for College** category under **My Tools**, click the **My Account History and Course and Fee Statement** link.
- ✦ The **My Account Info** page will display (see illustration above).
- ✦ Click the **Course and Fee Statement** link.
- ✦ The **Course and Fee Statement** page will display (see illustration below).



- ✦ In the **Select a Term** list, select the term for which the statement is to be generated.
- ✦ Click the **Generate by Course and Fee Statement** button.
- ✦ A link to a PDF file will display as shown in the illustration below.

Select a Term:
 You can only view future semesters that you are registered for.

Fall 2015 Undergraduate ▼

Generate my Course and Fee Statement

[View my Course and Fee Statement for Term: Fall 2015 Undergraduate](#)

- ✦ Click the link to generate the statement.

CashNet ePayments and Payment Plans

This area is used to make online payments to your student account. When this link is clicked, the **Paying for College** page will display. In the **Student Finance Center** area, select one of the payment types. The page for that option will display. Fill out the information on that page and then the option to make the payment.

Bookstore Credit

This area provides information on the amount of financial aid credit you will be able to use to purchase books and other school supplies at the Siena Bookstore.

Financial Aid Summary

Click this link to obtain a listing of the financial aid you will receive or have received for the specified academic year.

- ✦ Click the **Financial Aid Summary** link in the **Paying for College** category under **My Tools**.
- ✦ The **Financial Aid Awards** window will display (see illustration at right).
- ✦ Click the **Financial Aid Awards** link.
- ✦ The **Aid Awards List** will appear.
- ✦ In the **Award Year** box, click the **Academic Year** that you want to generate information for.
- ✦ Click the **View Financial Aid Awards** button.
- ✦ The awards for the specified academic year will appear in the window.

Financial Aid Awards

Award Year: 1516 - UNDG ▼

View Financial Aid Awards

Missing and Received Financial Aid Documents

To display a list of financial aid documents that are still needed by the Financial Aid Office, click this link.

- ✦ Click the **Missing and Received Financial Aid Documents** link in the **Paying for College** category under **My Tools**.
- ✦ The **Financial Aid Document Tracking** window will display.
- ✦ Click the **View Financial Aid Document Tracking** link (see illustration below).

Financial Aid Document Tracking

[View Financial Aid Document Tracking](#)

- ✦ The **Missing/Received Documents** page will display.

- ✦ A list of the **Financial Aid Documents** for the academic year will display under **Received Documents**.

FAFSA Waiver Form

This area displays a form that needs to be completed if you are not planning to file a FAFSA (Federal Student Aid) form for the current academic year.

Student Employment

This area provides information on how to apply for Work Study positions and what information is needed in Human Resources in order for you to be employed at Siena. It also contains links to listings for Work Study positions.

My 1098-T Info

The 1098-T form is used by eligible educational institutions to report information about their students to the IRS as required by the Taxpayer Relief Act of 1997. It serves to alert students that they may be eligible for federal income tax education credits. It should not be considered as tax opinion or advice.

1098-T FAQs

Information about the 1098-T form, its purpose and its use is available in this area.

Personal Information

This area of My Siena is used to view your personal information, such as your Biographical Information and your Academic Record. It is possible to specify which personal information to display on My Siena.

- ✦ Click the **Personal Info** link at the top of the **My Siena** page (see illustration below).



- ✦ The **My Info** page will display.
- ✦ Click the **Biographical Info** tab.
- ✦ Review the information on this page.
- ✦ To make changes to the information:
 - ★ Click the **Edit** button (pencil shape) next to **Name, Address, and Personal Details** (see illustration below). This area appears in the top left corner of the page.



- ★ The **Update Personal Information** page will display.
- ★ Make the changes in the designated boxes.
- ★ Click the **Submit** button to save the changes.
- ★ Click the **Cancel** button to return to the **My Info** page without making any changes.
- ✦ Click the **Academic Info** tab to review information about your degree and competencies.
- ✦ Click the **Exit Admin** link to return to the main My Siena page.

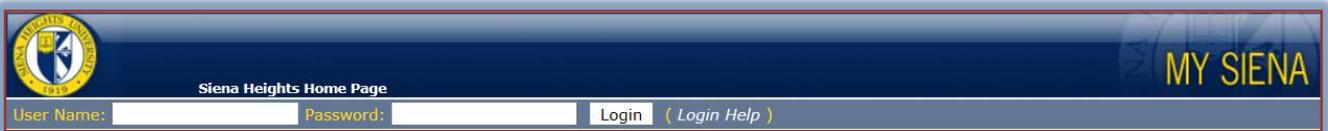
Change Password

While in My Siena, it is possible to change your password and other personal information.

- ✦ Open your Internet browser window and go to the **Siena Heights University** web page (www.sienaheights.edu).
- ✦ Click the **My Siena** link in the top frame of the window (see illustration below).



- ✦ The **My Siena** page may display instead of the **Siena Home Page** when you open the browser window.
- ✦ If this happens, you don't have to click the **My Siena** link.
- ✦ The **My Siena** page should display.
- ✦ Input your **Username** and **Password** in the appropriate boxes (see illustration below).



- ✦ Click the **Login** button.
- ✦ Log into **My Siena**.
- ✦ Click the **Change Password** link (see illustration below).



- ✦ The **Change Password** window will display (see illustration below).

- ✦ In the **Username** box, input the username that was assigned to you when you enrolled at Siena.
- ✦ In the **Old Password** box, input your **Student ID** or the **new password** that you **created earlier**.

- ✦ In the **New Password** box, input a **new password**.
- ✦ In the **Confirm New Password** box, input the **new password** again.
- ✦ Click the **Change Password** button.
- ✦ The new password will be used the next time you log into the **Windows Network** and **My Siena**.