


## Accessing your myUrsuline Account

All students have 24/7 access their class schedule, grades, student account and financial aid information through their myUrsuline account. To access your account, click the link at the bottom of the Ursuline website page as shown below.

**Ursuline**  VALUES·VOICE·VISION

Welcome to Ursuline College! Learn more about **Orientation** and **Welcome Week**. >>

[About](#) [Academics](#) [Admissions & Aid](#) [Resources](#) [Athletics](#) [Social](#) [Give](#)

**NEWS**


- Accreditation.** MSN program seeks public comments
- Academics.** Ursuline hires full-time Department Chair of Art Therapy Undergraduate Program
- Gift.** College receives \$200,000 to endow scholarship in honor of alumna
- Awarded.** Ursuline~St. John College Alumnae Association honors two outstanding women >>

**EVENTS**

- August 29 - October 31**  
The Best Closet in Cleveland Exhibition
- September 20**  
Family Fun Fest
- September 28**  
3rd Annual Walk for Water: One Mile Run/Walk
- October 2**  
An Evening with Author Amanda Flower >>

**AT URSULINE**

- High School Students.** 2019.
- Transfer Students.** today.
- Adult Students.** You
- Graduate Students**
- Learn more.** Take a

[Calendar](#) | [Contact Us](#) | [Site Map](#) | [Privacy Policy](#) | [MyUrsuline](#) | [Email](#) | [Desire2Learn](#) | [Library](#) 



## Logging On

When you click the link, the myUrsuline sign on page will open. To sign on, you need to use your Ursuline username and password. Your user name is firstname.lastname and the password are the initials of your first and last name with the first 5 digits of your social security number. Example:

Mary Smith, SSN 123-45-6789

Username: mary.smith

Password: ms12345

Student Ursuline e-mail address: [mary.smith@ursuline.edu](mailto:mary.smith@ursuline.edu)

For those students who enrolled at Ursuline before the Summer 2013 semester, your username and e-mail address are a bit different. It includes just your first initial and full last name:

Username: msmith

E-mail: msmith@ursuline.edu

**Ursuline**  **VALUES·VOICE·VISION**

User Name:  Password:

**Home** **Admission**

You are here: Home

**MyUrsuline**

**Home**

- [Welcome](#)
- [Student Handbook 2014-2015](#)

**Quick Links**

- [Desire2Learn LMS](#)
- [Office 365 Link](#)
- [Ursuline Calendar](#)
- [Ursuline College home page](#)

**MyUrsuline**

**Welcome**

MyUrsuline is the College's secure portal. It allows 24/7 access to various resources.

To enter the portal, you need your Ursuline login. If you do not have a login, you can apply for one.

If you do not have an Ursuline login, you can apply for one.

**Sign Up Now for Ursuline Emergency Alerts**

**URSAAlert** is Ursuline College's emergency notification system for other emergencies. It is used ONLY in the case of emergencies.

In order to receive official emergency notifications from the College, you must create a new account. You will create your own user name and password.

Thank you for registering.

**Student Handbook 2014-2015**

# Student Tab – Student Home page

Once signed in, you will be on the myUrsuline Home Tab, you will need to click on the Students Tab along the top of the screen (just under the logo and your name) to access most of the information that you will need. This tab will default to the Student Home information where you can view your schedule, grades and other academic information.

Student Tab

Student Home link is the default for the Student Tab

The screenshot shows the Ursuline Student Home page. At the top, the Ursuline logo and tagline 'VALUES·VOICE·VISION' are displayed. Below the logo, a navigation bar includes 'Home', 'Campus Life', 'Students', 'Academics', 'Faculty', 'Admission', 'Business Office', and 'My Pages'. The 'Students' tab is highlighted. A breadcrumb trail reads 'You are here: Students > Student Home'. The left sidebar contains a 'Students' menu with 'Student Home' selected, and a 'Student Services' section with links like 'Add a Page', 'Context Manager', and 'Usage Statistics'. The main content area is titled 'Students' and contains several panels: 'Student Schedule' (showing 'Course Schedule for Mary Lynn Perri BA' with a 'View Details' link and a message 'No Courses to display.' for Fall 2014), 'All My Courses' (showing 'Current Courses' and a message 'You don't have any current courses.'), 'GPA Projection' (with a 'Division: Graduate' dropdown and a 'Go' button), and 'My CoursEval' (with a message 'CoursEval™ information is not available at this time. Please try again later.'). The right sidebar contains 'Academic Information' (showing 'GRADUATE' and 'Intended Majors: Liberal'), 'Grade Report' (with a 'Term: Fall 2014' dropdown and links for 'View Final Grade Report' and 'View Midterm Grade Report'), and 'Unofficial Transcript' (with a 'Division: Graduate' dropdown and a 'View Unofficial Transcript' link). Annotations with blue lines point to the 'Students' tab in the navigation bar and the 'Student Home' link in the left sidebar.

# Course Information Page

Along the bar on the left hand side of the page, you will find links to other office information. The top link is Course Information. You will use this link when on-line registration is open to add and drop classes. You can also use this link to view the class offerings and descriptions for the semester. Registration is only open at certain times during the semester. You will meet with your advisor to review class options for the coming semester and be informed of when your assigned registration period will be at that time.

Course Information page

**Ursuline**  **VALUES·VOICE·VISION**

Welcome back **Mary Lynn Perri BA** ( [Personal Info](#) | [Logout](#) )

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You are here: [Students](#) > [Course Information](#)

**Students**  
**Course Information**




- [Announcements](#)
- [Course Schedules](#)
- [Course History](#)
- [Course Search](#)

**Financial Aid**


**Student Accounts**

**Student Home**

**Student Services**

-  [Add a Page](#)
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**Quick Links**

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**Course Information**


**Announcements**

[Budget reports online](#)  
(from JICS Administrator)

[Show All Announcements](#)



**Course Schedules**

**Add/Drop**

 [Admin this portlet](#)

**Alert:** The Add and Drop Period is closed but you may be able to add or drop one or more registers.


**Current Term:** Fall 2014  
Add Period Closed / Drop Period Closed

 [Add/Drop Courses](#)  [Course Search](#)

## Financial Aid Page and Net Partner

The second link is Financial Aid – this page includes information on how to sign on to Net Partner to access your financial aid award. The Net Partner system includes your financial aid award for the year, all financial aid documents and forms, information on your student loan indebtedness, information needed to complete your file, and special messages about your aid award. Click the link labeled ‘Net Partner’ at the bottom of the page to access the system.

Financial Aid page




**Ursuline**  **VALUES·VOICE·VISION**

Welcome back **Mary Lynn Perri BA** ( [Personal Info](#) | [Logout](#) )


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You are here: [Students](#) > [Financial Aid](#)

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### Financial Aid

#### Instructions

**Sign in to Net Partner to review your Financial Aid Award using**

To access the online system, enter your **social security number in the Student ID field**. Ursuline ID is included on all of your statements from the Business Office, any previous IDs have already been set in the system for you so there is no need to use the *First Time* option.

You must have a financial aid record already established in order to use this system. If you have not completed the [Free Application for Federal Student Aid](#) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Enter your information and receive a copy.

Once your award is complete, you will receive an e-mail from us (via your Ursuline email address). If you are having difficulties accessing your account, please call the Student Service Center at 800-833-8333. **please hit the Net Partner link below:**

[Net Partner](#)




# Student Accounts – Statements and Payments

You can view your account information, payment plans and statements through the Student Account Tab. To view just the balance for your account, click on the My Account Balances link. Full .pdf copies of your monthly statements are available through the 'Go to CashNet' link.

Student Account page

Link to CashNet to make on-line payments

**Ursuline**  **VALUES·VOICE·VISION**

Welcome back **Rhonda Austin BA** ( [Personal Info](#) | [Logout](#) )

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You are here: [Students](#) > [Student Accounts](#)

**Students**

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- [MY 1098-T Info](#)
- [My Account Info](#)
- [Payment Plan Information](#)
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**Quick Links**

- ⊕ **My Pages**
- [Desire2Learn LMS](#)

## Student Accounts

**My Account Info**

**CashNet**

[Go to CashNet to:](#)

- [View/print your statement](#)
- [Make a payment \(A service fee of 2.75% is applied for all Credit Card tr](#)
- [Set up an authorized user \(such as a parent\)](#)

# CashNet – Making Payments and Authorizing Payors

In order to make on-line payments, you need to click the link to CashNet. You can view account activity through this webpage as well as view and print copies of your monthly statements, see recent payments you have made, and set up a user account for parents and/or spouses to make payments. Please note that on-line credit card payments are assessed a 2.75% fee in addition to your payment, but electronic check payments have no additional fee.

Make payments and view account detail

Set up account for parents/spouse to make payments on-line for you

Review/print copies of your monthly statements

The screenshot shows the Ursuline Student Account Online interface. At the top, the Ursuline logo and the tagline "VALUES·VOICE·VISION" are displayed. Below the logo is a navigation bar with links for "your account", "view bills", "make payment", "Shopping Cart", "help", and "sign out". The main heading is "Student Account Online". The user's name, "Mary Lynn", is shown in the top right corner. The interface is divided into several sections:

- Your Account:** Shows a current balance of \$0.00. It includes links for "Click here to make a payment" (with a note that zero or credit balances are not displayed) and "Click here to view your Account Activity Details for the last 30 days".
- Your Recent Online Payments:** States "You have no recent payments." with a "View All" link.
- Parent/Authorized Payors:** States "You currently have no Parent/Authorized Payors set up." with an "Add New" link.
- Your Bills:** States "There are currently no bills for your account." with a "View All" link.
- Saved Accounts:** States "You have no saved payment methods." with an "Add New" link.

Callout lines from the text above point to the "make payment" link, the "Add New" link under Parent/Authorized Payors, and the "View All" link under Your Bills.