

Appendix I

UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY

WEB FOR STUDENT INFORMATION SYSTEM – GENERAL INSTRUCTIONS FOR STUDENTS

The University of Medicine & Dentistry of New Jersey is pleased to announce the implementation of the BANNER Web for Student Information System. This product provides a website which allows all current students to view their academic and financial records, as well as Schools' course schedules. Students in certain programs will be able to register on-line.

The website is available through links on the UMDNJ home page. It may be accessed using either Internet Explorer or Netscape Navigator browser software; however, some pages of the site cannot be printed using Netscape Navigator. The links to Web for Student are available on the following pages:

From the "Education" page:

<http://www.umdnj.edu/homeweb/education/edu.htm>

From the "Our University" page:

<http://www.umdnj.edu/homeweb/university/university.htm>

BEFORE YOU LOG ON:

There are a few things you need to know to effectively use the Web for Student Information System.

The website is divided into two sections, a public area, which can be accessed by anyone. It includes Course Schedules and General Student Financial Aid information. The Course Schedules will allow you to access course information offered by each School for each term. The General Student Financial Aid area will link you to the UMDNJ Student Financial Aid website.

The second section of the website is a secured area which can only be accessed by current students and *requires the entry of your Student ID and PIN. Your student ID is, in most cases, your Social Security Number and your initial PIN will be set to your date of birth (MMDDYY).* This ID and PIN should not be shared with others. An Alternate PIN is required for registration, and will be issued by advisors to students in selected programs.

The secured area is devoted to Student Services. It contains sections on Registration, Student Records, Personal Information and Student Financial Aid.

In the Registration area, students in selected programs will be able to register online. After selecting a term, students can view classes for which they have registered or enter a new registration. After registering, students can view the charges posted to their accounts.

In the Student Records area, students will be able to view their course grades and view and print an unofficial copy of a web version of their academic transcript. A view of their UMDNJ account is summarized by term and cumulatively. Student Tax Information (IRS Form 1098-T) is also available.

The Personal Information area allows students to change a PIN and view addresses and other personal data. Please review your e-mail address(es) online and indicate the preferred address if multiple e-mail addresses are listed. All e-mail communications will be sent to your UMDNJ Academic Computing Account unless a preferred e-mail address has been noted by you, therefore, it is essential that this address be correct so that you will receive these notices in a timely fashion.

WHAT TO DO IF YOU NEED HELP

For questions regarding:

Contact the following office:

<i>Your Student ID</i>	973-972-8385 GSBS Registrar
Technical issues in accessing the website.....	Service Center (732/743-3200)
<i>Lost/forgotten PINs</i>	Service Center (732/743-3200)
Admissions applications.....	973-972-4511 GSBS Admissions Office
<i>Registration, Grades, Web Transcripts</i>	973-972-8385 GSBS Registrar
Account Charges and Balances.....	your School's Cashier
<i>Student Financial Aid</i>	your Campus Student Financial Aid Office
IRS Form 1098-T.....	Student Billing/Collection Office (732/ 235-9174)
<i>Incorrect Social Security Number or Date of Birth</i>	973-972-8385 GSBS Registrar

OTHER IMPORTANT INFORMATION

Ensuring Security and Privacy of Student Records on the Web

1. After successfully logging on to the Web For Student Information System the first time, you will be prompted to change your PIN number. All PINs were automatically set as expired in order to prompt you to change your PIN to a number that only you will know. You will also be able to provide a question and answer hint to enable the Service Center to assist you if you forget your PIN.
2. Follow the on-screen instructions for changing your PIN. A PIN must be 6 digits long. You cannot use any letters or other symbols in your PIN.
3. If you fail 5 times to login correctly, web access to your student records will be denied. In order to reactivate your web access, you will need to contact the Service Center at (732) 743-3200. Press "1" for "Problems" and "2" for "Computer Desktop."
4. There is a 30-minute session inactivity timeout. This means that if you do not use the system for 30 minutes while logged onto your student record, you will receive an inactivity timeout message and you will be prompted to re-enter your student ID and PIN number to regain access to the system. This timeout is to help ensure the security and privacy of your student records.

Important Information Regarding the Use of Cookies: The Web for Student Information System requires the use of cookies to verify authorization information. Cookies are short pieces of data used by web servers to help identify web users. These cookies are only used while you are logged onto the Web. These cookies are NOT retained by your computer after properly exiting the system and closing your browser.

Logging Off the Web

When finished using the Web For Student Information System, please do the following to ensure that no one else can access your record:

- Use the "Exit" button at the top right of the screen to end your session so that no one will be able to access your records without re-entering your student ID and PIN.
- Exit your web browser completely. This step is especially important if you are accessing your record from a computer lab or other public access computer.