

MyView

Basics for Student Data Inquiry



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Basics

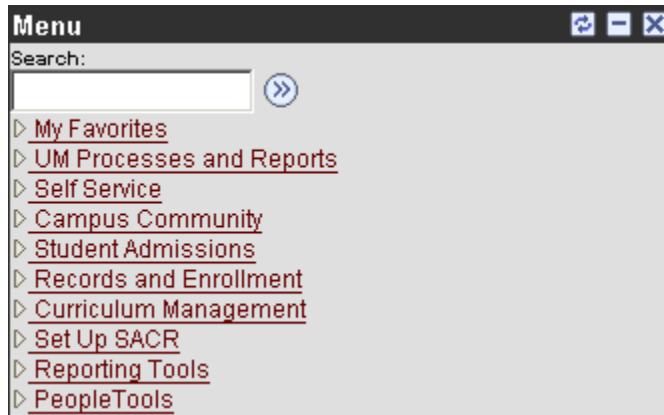
Logging in to MyView

MyView is a web-based application. Open Internet Explorer or FireFox and type the address <https://myview.umsl.edu>

Your MyView session will expire after 60 minutes of inactivity without saving your input. If you are updating a student record, be sure to save the data in a timely manner. You will receive a warning message two minutes before the session times out.

Navigating the Menu

After you login to MyView, you will see a menu similar to the one below.



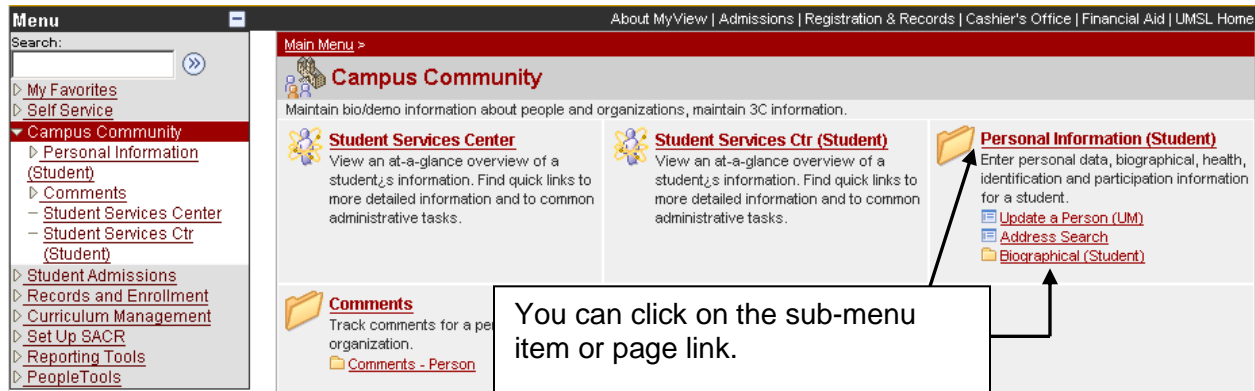
Your menu options will contain the items you have been granted security to access. Navigation using the main menu consists of a hierarchy of folders. Expanding these folders is the primary means of getting around in the MyView application.

The pivot arrow facing right ▶ indicates that there are more levels to view under that heading.





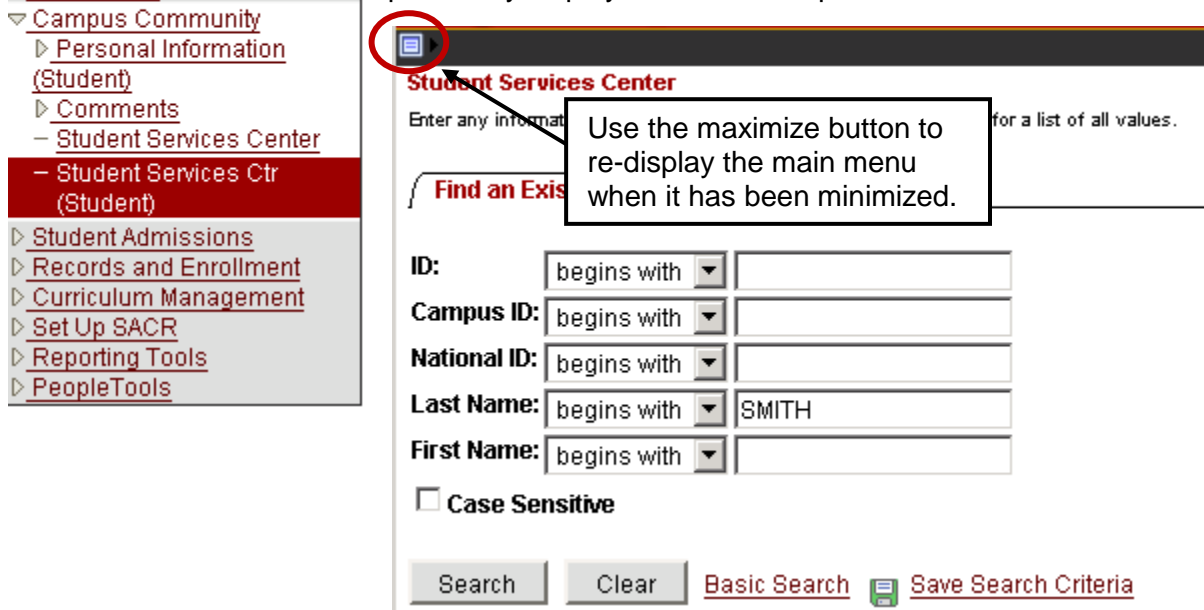
Click on a pivot arrow to expand the menu. A right facing pivot arrow means there is more under this menu item. Click the arrow ▶ to expand the menu further. A dash before a menu item indicates that it is a direct link to a page and that the menu item is fully expanded.

In addition to the main menu, the MyView application includes navigation folders which serve as an alternative way of navigating. When you click on the actual menu item word, navigation folders are displayed in the right side of the window. You can navigate by clicking on a sub-menu item or a page link.



Hiding the Main Menu

After you select an item from the menu, the top of the main menu changes and looks like the one pictured on the left. The minimize button  can be used to hide the main menu and free up space on your MyView page. You can maximize (bring back into view) the menu anytime by selecting the expand button . The expand button will be available in the upper left hand corner, where the menu was previously displayed like the one pictured below.



Searching for a Student

Search pages are used to find a specific student record. You enter your search criteria and then click the Search button. The fastest way to search is to enter the full ID number. Another good way to search is by name. If you are searching by name and the student has a common last name, it is best to search by entering all or part of the last name plus all or part of the first name. In the search example below, just the last name of SMITH was used as the search criteria. The maximum number of rows that can be displayed in the Search Results is 300. Since Smith is a popular name, the search results returned 300 rows. To limit your search results, include Smith's first name in the search.

Student Services Center
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
██████████	Smith Jr, ██████████	Male	██████ 1943	(blank)	*****8282	USA	SSN	SMITH	██████████
██████████	Smith ██████████	Unknown	(blank)	(blank)	*****	USA	SSN	SMITH	██████████
██████████	Smith ██████████	Male	██████ 1987	(blank)	*****9678	USA	SSN	SMITH	██████████
██████████	Smith ██████████	Female	██████ 1985	(blank)	*****2780	USA	SSN	SMITH	██████████
██████████	Smith ██████████	Female	(blank)	(blank)	*****5496	USA	SSN	SMITH	██████████

By clicking on the column title, you can sort the search results by that field. For example, click on Date of Birth to sort the results in order of birth date.

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
02101748	Smith ██████████	Unknown	(blank)	(blank)	*****4263	USA	SSN	SMITH	██████████
04462170	Smith ██████████	Female	██████████	(blank)	*****8448	USA	SSN	SMITH	██████████
04465997	Smith ██████████	Female	██████████	(blank)	*****9705	USA	SSN	SMITH	██████████

Look up Field Values

A magnifying glass next to a field indicates that a look up option is available for the field. When the magnifying glass is clicked, the look up page opens and you can search for and/or choose a value from the list.




1. Use the look up icon for term.

2. Choose a value from the search results.

Enrollment Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

ID: begins with
 Academic Career: = Undergraduate
 Academic Institution: begins with STLOU 
 Term: = 
 Campus ID: begins with
 National ID: begins with
 Last Name: begins with
 First Name: begins with
 Term Alternate Key: = 

Case Sensitive

[Basic Search](#)

Look Up Term

Academic Institution: STLOU
 Academic Career: UGRD
 Term: begins with
 Description: begins with
 Short Description: begins with
 Term Begin Date: = 

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and [View All](#) First 1-100 of 300 Last

Term	Description	Short Description	Term Begin Date
9999	End Term - Svc Indicator Use	DE9999	01/01/9999
3943	2011 Fall Semester	FS2011	08/15/2011
3935	2011 Summer Semester	SS2011	06/01/2011
3927	2011 Spring Semester	WS2011	01/01/2011
3843	2010 Fall Semester	FS2010	08/15/2010
3835	2010 Summer Semester	SS2010	06/01/2010


Opening New or Multiple Windows

There may be times when it would be handy to have multiple MyView windows open at the same time. Say you are in the process of looking up an enrollment summary for a student record when your phone rings and someone wants you to look up something else. Rather than leaving the Enrollment Summary page before you are finished, you can click the [New Window](#) hyperlink. When New Window is selected, another browser window opens in the MyView application. The new window displays a copy of the page you were using. From there, another menu item, sub-menu, or page may be selected.

University of Missouri-St. Louis Home | Add to Favorites | Sign out

MyView@UMSL

[About MyView](#) | [Admissions](#) | [Registration & Records](#) | [Cashier's Office](#) | [Financial Aid](#) | [UMSL Home](#)

Search:
[New Window](#) [Help](#) 

Enrollment Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: begins with 12201262

NOTE: Although there is no limit to the number of windows you may have open, it is best to close additional windows when you are done with them because having multiple windows open can be confusing.

Setting User Defaults

Setting user defaults allows MyView to populate some fields for you automatically. You can change your user defaults as often as is necessary.

To set user defaults, follow these steps:

1. Select menu options **Set Up SACR > User Defaults**.
2. On the **User Defaults 1** tab set **Academic Institution** to **STLOU**.
3. Other field values on the User Default 1 tab are optional. If you set a value for a field, it will limit the search results. For example, if you set Career to Undergraduate and you search for a Graduate student, that student will not appear in your search results unless you change Career to Graduate on the search page.
4. On the **User Defaults 2** tab set **SetID** to **STLOU**.
5. On the **User Defaults 4** tab select the **Carry ID** box (should be a check mark in the box).
6. On the **User Defaults 4** tab type in your InfoPrint printer name. Your printer should have a label on it with the name. You only need to enter an InfoPrint printer name if you print on-official transcripts and/or student schedules. Printing class rosters *does not* require an InfoPrint printer.

Student Administration Modules


The MyView Student Administration application consists of several modules: Campus Community, Admissions, Student Records, Financial Aid, and Student Financials.

Campus Community consists of shared biographical and basic demographic information about each of the persons in the database. Campus community data is integrated with and shared by all modules within the system and therefore is accessible to any user who has the proper security authorization to view or update it. This reduces the amount of redundant data entry and ensures consistent data for reporting and analysis. An additional benefit is in student service – a prospect, applicant or student needs to change their address or other demographic data only once for all functional areas to have the correct updated information. Access to these changes is real-time and immediate.

Student ID Numbers

All persons in the database are identified by a unique ID number called an EMPLID. This number is assigned at the person's first contact with the university and is used throughout the system. An EMPLID assigned to a person does not change as that person moves through the enrollment cycle, nor if they change campuses, nor if their role within the university changes (example student to employee or employee to student).



FERPA

If a student has their directory information restricted, you may not release any information on that student from the MyView system. You will see a blue window shade icon  that indicates that the student has restricted their information and that no data may be released.

Service Indicators/Holds

Service indicators are used to provide or limit access to services. Service indicators have one or more impact values that identify the types of services that are provided or restricted.

Examples of negative service indicators include: advising hold or do not accept personal checks. Positive service indicators might include: no finance charges or it could be used to identify groups such as students applying for and admitted to the Honors College.

When a service indicator is assigned to a student, the corresponding negative  or positive  service indicator icon appears on most pages about that student. One icon can represent one or several service indicators. Click the icon to navigate to the details page on which you can determine how many and which restrictions apply.

Troubleshooting Page Display Problems / Clearing Cache

A cache is a temporary storage area for frequently-accessed or recently-accessed data. Your computer stores information to make it faster for the computer to recall web sites that you have visited. The problem with this is, when there are new pages or changes to a site your computer may go to the cache first to recall the page. So, you might be looking at the page from your cache that has since been updated.

By clearing the browser cache you see the most recent documents presented on that site. To clear the cache in Internet Explorer, do the following:

1. Click on Tools
2. Click on Internet Options
3. Delete temporary files
 - a. In IE 6 on the General tab under Temporary Internet files, click Delete Files
 - b. In IE 7 on the General tab under Browsing history, click Delete
4. Click OK to close the dialog box

Pop-up Blockers

If pop-ups are blocked when you are accessing pages in MyView there may be problems with pages displaying, linking to other pages, or viewing pop-up messages displayed by the application.

You can keep your pop-up blocking turned on, and still allow pop-up windows from the MyView application. To do this, access your pop-up blocker settings and add the MyView site as a specific site from which pop-ups are allowed.

To change your pop-up blocker settings:

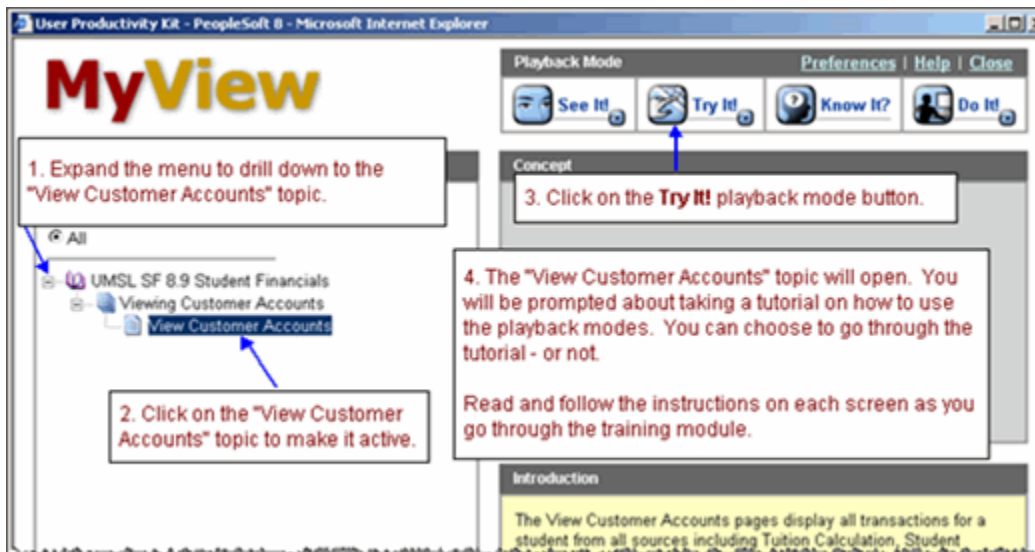
In Internet Explorer 6 & 7	In FireFox 2
<ol style="list-style-type: none"> 1. Click on Tools 2. Highlight Pop-up Blocker 3. Click on Pop-up Blocker Setting 4. In the "Address of website to allow" box type myview.umsl.edu 5. Click the Add button 6. Click Close to close the dialog box. 	<ol style="list-style-type: none"> 1. Click on Tools 2. Click on Options 3. Click on the Content icon 4. Click on the Exceptions button to the right of the "Block pop-up windows" line 5. In the "Address of web site" box type myview.umsl.edu 6. Click the Allow button 7. Click Close to close the dialog box

Using the Help Link in MyView

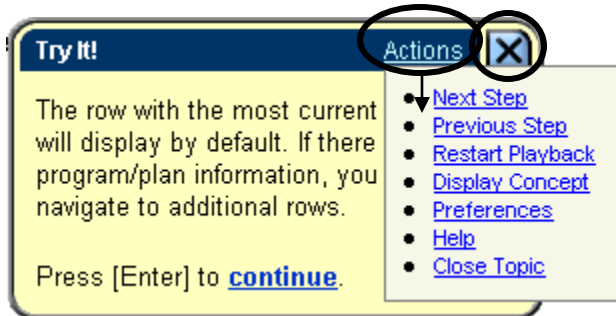
Online help is available for many of the MyView topics. We use a product called User Productivity Kit, UPK, to develop this online help. While you are logged into MyView you can click the Help link in the top right-hand section of the screen to access the UPK help topics.

Using UPK

1. Click the Help link in MyView. [New Window](#) | [Help](#) |
2. The UPK player window will open. You need to allow pop-ups (see instructions in Pop-up Blockers section above).
3. Expand the table of contents and highlight the topic you want to review
4. Click on the Try It! Playback Mode.



5. Follow the instructions displayed in the yellow instruction windows to step through the topic. Click on the Actions link for additional options such as the going back to the previous step. Clicking the X in the yellow instruction window will close the help topic.



6. If you want to have the help topic to open in a screen on top of the MyView screen you are working on, select the Do It! Playback Mode. This will allow you to step through the help as you step through processes on the actual MyView production screens. To use the Do It! Mode in Internet Explorer you need to add <https://psdev.umsystem.edu> to your trusted internet sites. (Tools > Internet Options > Security > Trusted Sites > click the Sites button and add the <https://psdev.umsystem.edu> site to the web sites list.)

Academic Structure

“Academic Structure” forms the backbone of the MyView Student Administration application. It not only defines how various administrative and academic entities relate to one another, but how prospects, applicants, and students relate to the institution and its various academic programs and degrees.

1. Academic Institutions

We have four academic institutions for the University of Missouri System: UM-Columbia (COLUM), UM-Kansas City (KCITY), Missouri S&T (ROLLA), and UM-St. Louis (STLOU). Separate institutions enable us to define rules and processing options unique to each campus. Academic institutions generally correspond to “Business Units” in PeopleSoft Finance and Human Resources. Business Unit names for each institution are found in parentheses above.

2. Academic Groups

An academic group in MyView is a school or college (e.g., College of Arts and Sciences, College of Business) within a specific institution. Academic groups will generally correspond to the legacy academic units.

3. Academic Organizations

An academic organization is a department or other organizational entity (e.g., Psychology) within an institution.

4. Academic Careers

An academic career is a grouping of all academic work undertaken by a student that is grouped together into a single academic record (Undergraduate, Graduate, and Professional). Academic careers control how academic statistics (e.g., GPA) and transcripts are calculated.

5. Academic Programs

An academic program is what the student is admitted into and graduates from. Academic programs “own” students. Academic programs control rules for admission evaluation schemes, academic level rules, academic load rules, grading policies, course repeat rules, academic standing and honors rules, incomplete grade rules, and academic calendars.

Academic programs at the undergraduate level generally will correspond to academic groups (e.g., Undergraduate Business, Undergraduate Engineering, etc.). At the graduate level, academic programs generally will correspond to academic departments (e.g., Graduate Psychology, etc.). Professional schools will frequently be an exception to this guideline.

6. Academic Plans

An academic plan is an area of study within an academic program, combined with the degree objective. Academic plans can be a major, minor, or certificate.

7. Academic Sub-Plans

An academic sub-plan is an area of specialization within a specific academic plan. Academic sub-plans typically will be a concentration or emphasis area within the plan.