# Getting Started with the
# MyClarion Student Center

# www.clarion.edu/MyClarion

## Username & Password

A student's MyClarion username is s_ followed by their first initial, middle initial (if provided),and their last name up to 12 characters.  Your username and initial password are mailed to you upon your enrollment at the university.

## Updating Your Password

For security purposes, you must change your password before you can use your accounts.  To do so, go to www.clarion.edu/computing, select "Password Change" from the Web Services list on the right side of the page, then follow the directions for Change Your Password.  If you have password problems and are a Clarion Campus student, visit the Help Desk at G-13 Still Hall with a valid Clarion photo ID.  If you are off-campus at other locations, call the Computing Services Help Desk at 814-393-2640.

## How do I connect to MyClarion?

1. Go to www.clarion.edu/myclarion and select "Login".
2. Next, click the **Student Center** link.

## Before Registration Each Semester

Note:  For step-by-step directions for a given service, please see the Student Documentation section of the www.clarion.edu/myclarion web site.

- Update your address, phone, and emergency contact information
- See your advisor
- Check for holds
- View your enrollment dates

## Other MyClarion Services

MyClarion provides a comprehensive set of on-line student services.  Access MyClarion to

- Add, Drop, or Swap a Class
- View your student account or make a payment
- View financial aid
- View your schedule
- View your course history
- View your grades

Note:  For step-by-step directions for a given service, please see the Student Documentation section of the www.clarion.edu/MyClarion web site.

## Find and Know Your Clarion ID

All students are assigned a unique 8 digit number that is known as the Clarion ID.  This number will be used on any paper forms or correspondence that requires an ID number.  You can find your Clarion ID number by logging into MyClarion:

- Login to MyClarion, Click on Student Center
- Under Personal Information, Click the Demographic Data Link, Your ID is listed at the top of the page

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## Application for Graduation

Prospective graduates must apply for graduation and meet with their advisor prior to scheduling their last semester. See www.clarion.edu/registrar for full details and to obtain and submit the application materials.

## Supplementary Aids

Students should visit the Registrar's Web page at www.clarion.edu/registrar for information on: Enrollment Verification, Transcript requests, Class and University Withdrawals, Credit-No Record, Drop/Add, How to figure your QPA, Important Dates and Deadlines, and General Education Requirements/Flags. For questions on registration and scheduling in MyClarion, contact the Registrar's office at 814-393-2229, M-F, 8:30 a.m. - 4:30 p.m. or registrar@clarion.edu.

## Clarion Student E-mail

Clarion e-mail is the standard communication vehicle administration and faculty use to keep students updated about all things on campus including events and activities, and deadlines. Important dates such as a student's registration date and time, as well as information regarding withdrawals, drop/add, and credit-no record, are sent to your student e-mail address. Student e-mail is provided via the Eagle Mail service. Your student e-mail address is FirstInitial.MiddleInitial.Lastname@eagle.clarion.edu. For example, J.Q.User@eagle.clarion.edu. A numeric suffix is added to the end of the last name if there are identical names. Your Eagle Mail e-mail address and initial password are mailed to you upon your enrollment at the university. For additional information, please see www.clarion.edu/Computing/EagleMail.

## Computer Access on Campus

Clarion University offers several ways for students to connect to the network. Computer labs and laptops are available on both the Clarion and Venango campuses along with numerous wireless access areas for connecting your personal laptop. Printing is also available in the computer labs via the university's print management system which utilizes Eagle Dollars from your Clarion ID card. For more information on labs and other computing resources, checkout www.clarion.edu/computing.

## Desire2Learn (D2L)

Desire2Learn is Clarion's learning management system which allows instructors to post syllabi and other course related documents online. Other features of D2L include discussion board, chat, news, online gradebook, calendar, assignment uploading, and group collaboration. For login and support information, refer to www.clarion.edu/d2l.

## Information Technology Questions?

The Center for Computing Services provides information and support for a full range of computing resources for the university. If you have password problems or other technology-related questions, call the Help Desk at 814-393-2640, M-F,8:30 a.m.-4:30 p.m. If you forget your password, first try the Forgotten Password Tool (go to www.clarion.edu/computing, select "Password Change" from the Web Services list on the right, then select Forgotten Password Tool. If needed, you can also come to the Help Desk in G-13 Still Hall. You will need your student ID to change your password. Visit the website for more detailed information at www.clarion.edu/computing.