

# The Student's Guide to Using the Website Portal

## ***Where to Find myCapitol***

myCapitol is located at <https://mycapitol.CapTechU.edu> and can be accessed by going to the Capitol Technology University website [www.CapTechU.edu](http://www.CapTechU.edu), mousing over the current students button, in the drop down hover over the online services button, and select myCapitol Portal.

## ***Navigating the Portal***

There are tabs across the top of the site that have been assigned based on your role as a student at Capitol Technology University. Each tab has access to different features and information you may be interested in using or accessing. Each tab has a group of subpages listed on the left hand side of the page in red. These will help you to find portlets that contain the information or services. You will also notice that the Tab farthest to the right is called MyPages which you can modify to display the portlets you use most frequently.

### **Home Tab**

This tab is a basic overview of your current relationship with the university. The home tab will display announcements relevant to you, the university calendar, a task manager which you can use to track your activities, a portlet for your student schedule and a portlet for your account from which you can access your balance and a printable course and fee statement. You can also make a payment and access MyFA (Financial Aid Awards information) in this area.

### **Student Tab**

This tab provides access to more detailed information regarding your academic career, financial aid and finances with Capitol Technology University.

### **Home**

This subpage provides a more detailed overview of your registration and academic experience with the college. The Academic Information portlet lists your official advisors, degree and program. You will see your schedule for the current semester and by clicking on view details you can change the semester and see your schedule for any future semester for which you have registered. You have the ability to view your midterm or final grade report for recent semesters for which grades have been submitted and you may print this report. The unofficial transcript portlet allows you to view and print an unofficial transcript of your course work at Capitol Technology University. The course search portlet allows you to add and drop courses for semesters where registration or drop period is currently open and search for courses being offered during semesters for which a schedule has been created and made public. The portlets on the right contain instructions for submitting forms and a number of commonly used forms are in pdf format for your use.

### **Financial Aid**

This subpage provides information regarding records in the financial aid office. You will find links to helpful webpages as well. A link to MyFA is on this page as well. The MyFA portal allows students to review, accept, and decline their financial aid 24 hours a day from any location. MyFA is used in addition to all award letters and missing information letters. Students will be emailed and mailed a notification when it is time to accept their aid and when missing information is required. Once granted access to MyCapitol, students will not need an additional login to use this service. Once granted access to MyCapitol, if you are not able to access the MyFA portal please contact the Office of Financial Aid

immediately. Students using this service will be able to: Review budgets and awards by term/year; View scholarships and grants; Accept, decline or reduce loans; Review and retrieve missing documents.

### **Student Finances**

This subpage provides information regarding your account balance, statements and tax records. The 1098T portlet allows you to view this information to assist in the preparation of your taxes. The my account portlet allows you to access your balance, make a payment and view or print a course and fee statement.

### **Advising**

The degree audit portlet will allow you to view and print information showing which degree requirements you have completed and search for courses that will fulfill your unmet requirements. The majors and what if scenarios portlet allows you to view what courses you have completed that would be applied to a new degree should you be considering changing programs. The course needs portlet will show you which requirements need to be completed. The advisor meetings portlet will display any meetings you have scheduled with an advisor and notes associated with that meeting.

### **Online Registration**

This subpage allows you to search available schedules, as well as, register, add or drop courses for the current semester/term or any available future semester/term. By clicking on the add/drop courses link in the course schedules portlet you may modify your schedule provided you are within the proper timeframe for adding or dropping for the semester.

### **Student Life Tab**

This tab provides access to virtual group creation and membership as well as a calendar of campus activities. The student groups portlet at the bottom of the page allows students to join a student group or create and request space within the portal to support a student organization.

### **MyPages Tab**

This tab allows you to modify the content to contain a calendar and task list specific to you, as well as, the portlets you use most often. To add useful portlets to this page click on the edit page link at the top right, use the content tab to view current portlets and add portlets to this page. The layout tab will allow you to modify the look of your page. To add events to your calendar click the add event link in the portlet, you may also subscribe to other calendars by clicking on the MyCalendar link and choosing the Browse Shared Calendars link on the left. If you do create a personal calendar we recommend you not allow others to share this calendar by leaving that box unchecked.

### ***Getting Help with MyCapitol***

Forgotten password – use the I forgot my password link and a new password will be sent to your Capitol Technology University email account, your old password will no longer work and you should change the password when you login next time.

Lost in the Portal – if you are not finding what you are looking for contact the College Advisor or the Office of Registration and Records by phone for assistance.

Error Messages or Unexpected Responses – contact [mycapitol@CapTechU.edu](mailto:mycapitol@CapTechU.edu) for assistance.