

Introduction to myBerea

A Guide to Using the myBerea Portal

INFORMATION SYSTEMS & SERVICES

Introduction

The myBerea web portal is made available to students and faculty as a central hub for campus-related information. From myBerea, an individual has easy access to academic services, campus policies, email, registration, account payment options, as well as current weather conditions.

This document provides a general overview to several key components of the site and basic descriptions for the rest of the site. It is encouraged that first-term students take some time to familiarize themselves with the workings of myBerea.



Accessing myBerea

myBerea can be accessed in a number of ways. On the standard installation given to all campus members, myBerea can be directly accessed via the Start Menu. If for whatever reason the Start Menu shortcut is not there or if attempting to access myBerea from another computer, it can be easily accessed by going to <https://my.berea.edu> or by going to www.berea.edu and clicking on **Campus**.

Once you have found your way to myBerea, simply log in using your campus username and password.

Features of myBerea

The Navigation Pane



For every option in myBerea, the Navigation Pane will remain at the top. This pane allows quick access to account settings, email, Blackboard, and the Academic Calendar. It also allows quick access to each different subsection of myBerea: Home, Scenario Planning, Learning, Opportunities, Advising, Labor, Community, and My Accounts. Each of the sections will be explained in detail below.

Home

The Home Tab

The Home tab provides access to your email, public and private announcements, easy signup for Campus Emergency Alerts, current weather conditions, and the Berea College Classifieds, where students, staff and faculty can post items they wish to sell or offer and seek employment.

Learning

The Learning Tab

The Learning tab houses Academic Announcements, Word of the Day, Majors & Minors, and Learning Resources.

Academic Announcements gives updates regarding academic events such as upcoming breaks, midterms, and finals.

Word of the Day is provided by the Oxford English Dictionary, and as you would guess, provides a daily word, its definition, and even the history of the word.

Majors & Minors provides quick access to the academic offerings at Berea College sorted into an easy to navigate menu system.

B Introduction to myBerea

A Guide to Using the myBerea Portal

INFORMATION SYSTEMS & SERVICES

Learning Resources provides quick links to Blackboard, Hutchins Library, and TurnItIn, an online resource where you can submit papers for class or check for plagiarism.

Advising The Advising Tab

The Advising tab is the most important aspect of myBerea for students. From this tab, students have easy access to their Academic Profile, Convocations Attended, Grades, Advising Resources, Policies and Guidelines, Registration Tools, Degree Evaluation, and Class Schedules.

Academic Profile shows a student's class standing, effective term, advisors, majors and minors. It also allows easy access to viewing one's transcript as well as any holds on their account.

Convocations shows information about the different convocation offerings for the academic year as well as the number of convocations attended for each term.

Student Grades shows the midterm and final grades when they are made available to students. It should be noted that if a student has a large number of classes, they will have to click **More** to see the grades available for all their classes.

Advising Resources provides links to resources such as the Academic Calendar, the Student Handbook and the College Catalog.

Policies and Guidelines provides students with full electronic copies of various campus documents such as the Residence Hall Living Guide, Academic Policies, or IS&S Policies.

Registration Tools contains a variety of links that allow students to look up and register for courses, change or drop classes, and view their registration status.

Degree Evaluation allows a student to view the requirements of any majors or minors, check their completion level, and generate a what-if analysis for if they were to theoretically switch to a different program.

The final option on the Advising tab, *View Class Schedules*, allows a student to view their class schedule for terms previous, current, or even future if they have already registered for the next term.

My Accounts The My Accounts Tab

The My Accounts tab provides the student with the ability to track charges on their student and library accounts, offers payment options for the student account, shows information regarding their financial aid status, has links to money management tips and has links to any college-provided discounts.

My Accounts shows any outstanding charges for current and past terms.

Account Payment Options provides a number of payment solutions to aid in paying off one's student account.

Other Accounts provides quick links to one's library, printing, and spam filter accounts.

Financial Aid Requirements provides information regarding the status of your financial aid. If there is a requirement that has not been met, more information can be obtained from the links to Holds and Financial Aid Status.

Financial Aid Information provides a links to information regarding your award letters and different financial aid application worksheets.

Discounts offers links to the many discount programs available to Berea College students and employees.



Introduction to myBerea

A Guide to Using the myBerea Portal

INFORMATION SYSTEMS & SERVICES

UltraTime Time Entry System provides links to the Tracy UltraTime system for viewing one's timesheet or for labor supervisors to manage time sheets. Note that these links require Internet Explorer 7 or newer or the IE View Add-on for Mozilla Firefox.

Student Payroll Information provides detailed information regarding labor hours or paycheck information. It also provides resources that are valuable for tax-related information.

Account Information offers detailed information and account options for updating such options as emergency contact or name change information.

Other Tabs in myBerea

There are additional tabs worth mentioning on the myBerea portal. The *Opportunities* tab provides links to opportunities with volunteering organizations, programs, internships and Study Abroad. The *Labor* tab contains detailed information regarding the Student Labor Program, pay schedule, career development, and labor evaluations. The *Community* tab offers information and up-to-date campus, local, and national news and events. There is also information regarding student organizations and Berea College's community-oriented departments.

This concludes the introduction to myBerea. If you have any questions, comments or concerns, feel free to contact IS&S Technical Services at extension x3343 or Anthony Basham at extension x3630.