First time users or new Account Set up
Student Training

In order to help you transition to CampusPortal, this training has been especially created for your use of the system. This training will cover seven areas:

1. Student Account Login
2. Available Academics and School Functions
3. Available Financial Transactions
4. Miscellaneous Functionality

To begin, you must login. Go to your locations CampusPortal and click on the **Student Portal Homepage**.
http://campusportal.keiseruniversity.edu

Launch the Campus Portals

Student Portal Homepage
  Current Student Login Here

Click **Student Login** (from above), enter your **Username** and **Password** to access your Student Portal Homepage. Username and password are assigned by your campus. Username will be your first intial.last name (j.smith) which could possibly be followed by a number if you have a common last name. Your password will be your student ID #.

Login

Required Field*

Please Login

Username*	
Password*	Password is case sensitive

Create a New Account
Forgot your password?

Login

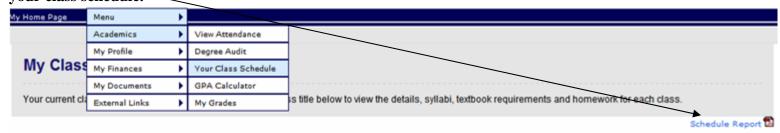Once at your Student Homepage you will have access to the following functionality.

Degree Audit

Student Schedule

To access your complete class schedule, click on the "Schedule Report" link below to generate a PDF version of your class schedule.

My Home Page	Menu	▶	
	Academics	▶	View Attendance
	My Profile	▶	Degree Audit
My Class	My Finances	▶	Your Class Schedule
	My Documents	▶	GPA Calculator
Your current cl	External Links	▶	My Grades

ss title below to view the details, syllabi, textbook requirements and homework for each class.

Schedule Report 🔴

View by: List | Week

Week: ▾

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1:00a							
1:30a							
2:00a							
2:30a							
3:00a							
3:30a							
4:00a							
4:30a							
5:00a							
5:30a							
6:00a							
6:30a							
7:00a							
7:30a							
8:00a							
8:30a							
9:00a							
9:30a							
10:00a							

GPA Calculator

My Home Page	Menu	▶	
	Academics	▶	View Attendance
	My Profile	▶	Degree Audit
GPA Cal	My Finances	▶	Your Class Schedule
	My Documents	▶	GPA Calculator
	External Links	▶	My Grades

View by Enrollme...   ...of Science in Pharmacy Technology

Total Grade Credits (prior to this term)	3.0000
Total Grade Points (prior to this term)	12.0000
Cumulative GPA (prior to this term)	4.00

Enter Grades For 2008 Winter D Module

To Estimate your semester and cumulative Grade Point Average (GPA), please select the grade you expect to receive in each course below.

Course	Course Title	Credits	Grade	Grade Pts
CGS1060C	Introduction to Computers	3.00	none ▾	0.00
Term Period: 3/31/08 to 4/26/08				

Projected/Estimated Term GPA	N/A

Enter Grades For 2008 Summer A Module

To Estimate your semester and cumulative Grade Point Average (GPA), please select the grade you expect to receive in each course below.
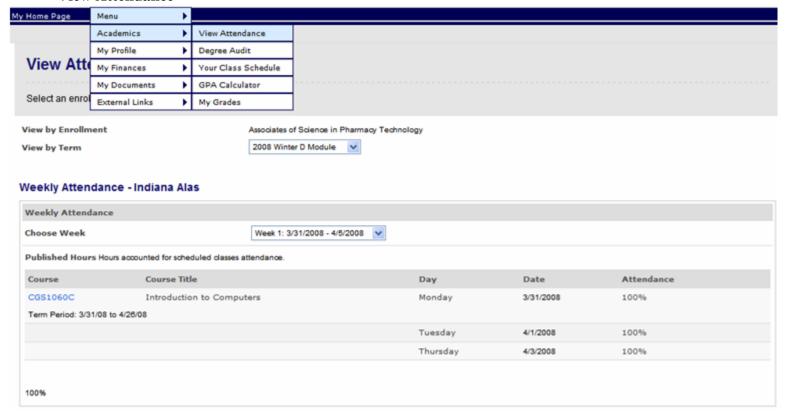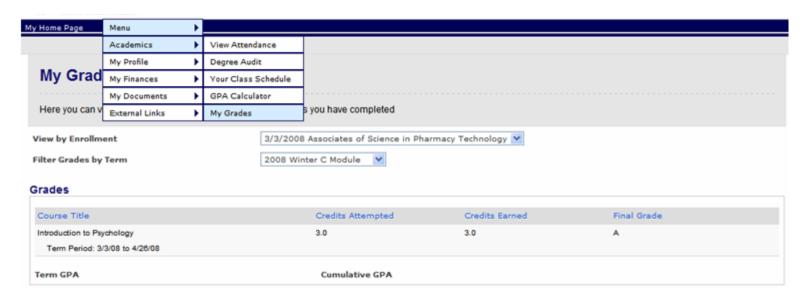
Course	Course Title	Credits	Grade	Grade Pts
ENC1101	English Composition I	3.00	none ▾	0.00
Term Period: 5/5/08 to 8/23/08				

Projected/Estimated Term GPA	N/A

View Attendance

My Home Page	Menu	▶	
	Academics	▶	View Attendance
	My Profile	▶	Degree Audit
	My Finances	▶	Your Class Schedule
	My Documents	▶	GPA Calculator
	External Links	▶	My Grades

View Att

Select an enrol

View by Enrollment	Associates of Science in Pharmacy Technology
View by Term	2008 Winter D Module

Weekly Attendance - Indiana Alas

Weekly Attendance

Choose Week	Week 1: 3/31/2008 - 4/5/2008

Published Hours Hours accounted for scheduled classes attendance.

Course	Course Title	Day	Date	Attendance
CGS1060C	Introduction to Computers	Monday	3/31/2008	100%
Term Period: 3/31/08 to 4/26/08				
		Tuesday	4/1/2008	100%
		Thursday	4/3/2008	100%

100%

View My Grades

My Home Page	Menu	▶	
	Academics	▶	View Attendance
	My Profile	▶	Degree Audit
	My Finances	▶	Your Class Schedule
	My Documents	▶	GPA Calculator
	External Links	▶	My Grades

My Grad

Here you can v   s you have completed

View by Enrollment	3/3/2008 Associates of Science in Pharmacy Technology
Filter Grades by Term	2008 Winter C Module

Grades

Course Title	Credits Attempted	Credits Earned	Final Grade
Introduction to Psychology	3.0	3.0	A
Term Period: 3/3/08 to 4/26/08			

Term GPA	**Cumulative GPA**

Student Calendar

My Home Page | Menu ▶
Academics ▶
My Profile ▶ | My Calendar
My Finances ▶ | Change Password
My Documents ▶ | My Message Center
External Links ▶ | My Information

My Calen

April 2008

View By: Month|Week|Day   ◄ Previous Month   Next Month ►

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
📅 7			1 CGS1060C-N4	2	3 CGS1060C-N4	4	5
📅 7	6	7 CGS1060C-N4	8 CGS1060C-N4	9	10 CGS1060C-N4	11	12
📅 7	13	14 CGS1060C-N4	15 CGS1060C-N4	16	17 CGS1060C-N4	18	🕐19 🕐
	20	🕐21 CGS1060C-N4	🕐22 CGS1060C-N4	🕐23	🕐24 CGS1060C-N4	🕐25	🕐26 End of2008 Winter A Semester 🕐

Student Information

My Home Page | Menu ▶
Academics ▶
My Profile ▶ | My Calendar
My Finances ▶ | Change Password
My Documents ▶ | My Message Center
External Links ▶ | My Information

My Infor

Your personal   Edit information button.

Personal | Addresses

Required Field*

Title		Student ID	1874578
First Name	Indiana	Enrollment ID	AL08020186
Last Name	**Anderson**	Student Status	Active
Date of Birth	6/25/1976		

Address	17563 SW 55th Ave	Phone Numbers	
City	Miami	Home	954-249-1012
State	FL	Work	
Zip Code	33054-	Other Phone	
Country		Mobile Phone	
Email	indysabri@yahoo.com		
Second Email			

Request Change

Student Accounts

Account Information

3/3/2008 Associates of Science in Pharmacy Technology
Your balance for the selected enrollment is
Pay Now

Your next payment of $100.00 is due on 4/30/2008.

Account Details | Payment Schedule | Make a Payment | My Statements

Account Details

Date	Transaction Details	Check#/Ref	Amount	Balance
2/25/2008	Application Fees		$50.00	$50.00
2/25/2008	Transcript Fees		$5.00	$55.00

Award Letter

My Home Page | Menu ▶
Academics ▶
My Profile ▶
My Awar My Finances ▶
My Financial Aid ▶ | Award Letter
My Documents ▶
Award Letter External Links ▶   Need Help Understanding Your Award Letter?

Academic Year	Description	Status	
1	8/27/2007 - 4/25/2008	5 - Processing Approval	View
2	7/1/2007 - 6/30/2008	5 - Processing Approval	View

Your Award Application for this period is complete. Please contact your Financial Aid Advisor if you have any questions or need to inform us a change in status.

Document Center

My Home Page | Menu ▶
Academics ▶
My Profile ▶
Documer My Finances ▶
My Documents ▶ | Document Center
Your documen External Links ▶ Related forms are available for download if relevant. You may upload documents to the campus, note it may take several days for it to be accepted.

Documents Due

View Previously Submitted Documents ››

Document Name/ Status	Due Date/ Template
High School Transcript Required	

Upload Document

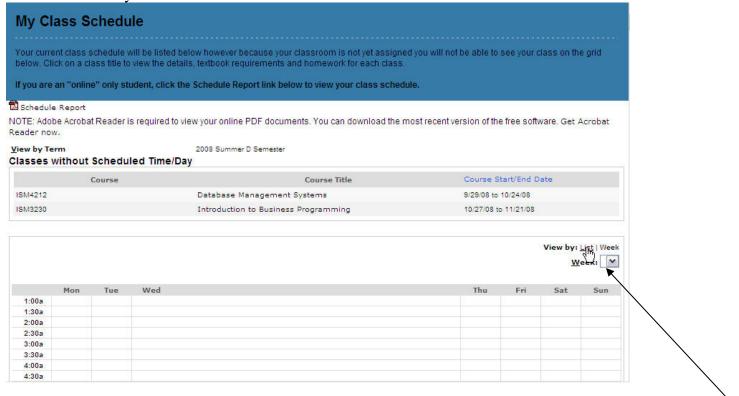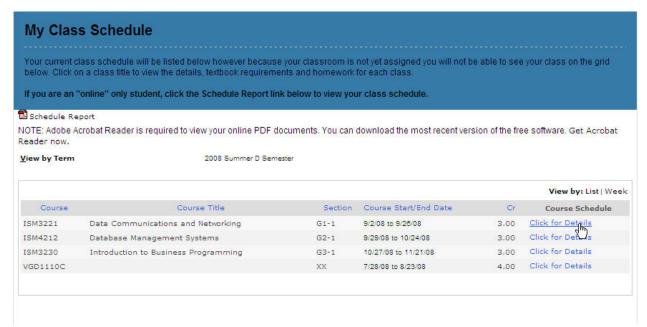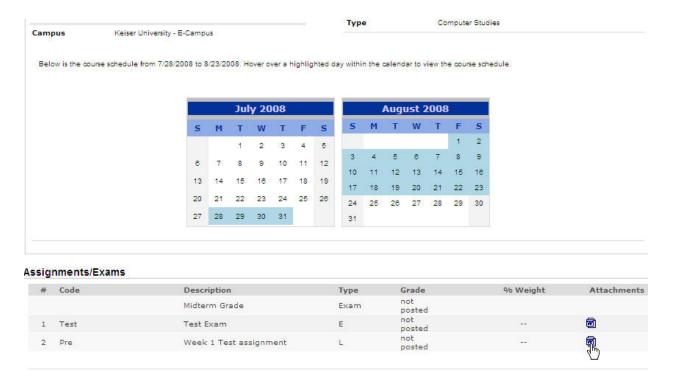| Document Name	High School Transcript
Upload Document	[ ] Browse...

Upload

Instructor Documents

To access documents posted to the Portal, you will need to login to the Portal. Once logged in, click the My Class Schedule link and you will see the window below.

Next, change the view to "List view" instead of the default "Week view" by clicking the word "List" as shown above.

Next, click the "Click for Details" link to view the assigned documents for your class, if applicable.

Below is the course schedule from 7/28/2008 to 8/23/2008. Hover over a highlighted day within the calendar to view the course schedule.

July 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Assignments/Exams

#	Code	Description	Type	Grade	% Weight	Attachments
		Midterm Grade	Exam	not posted		
1	Test	Test Exam	E	not posted	--	📄
2	Pre	Week 1 Test assignment	L	not posted	--	📄

Click the icon below the "Attachments" column to open the file. You will need to have the appropriate program (or application) install on your PC to correctly open the file.

When prompted, click on "Save" to save a copy of the file to your PC.

File Download ☒

Do you want to open or save this file?

📄   Name: First_Time_Login.doc
       Type: Microsoft Office Word 97 - 2003 Document, 1.08MB
       From: campusportal.keiseruniversity.edu

[Open]   [Save]   [Cancel]

❓ While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?