Current Student Guide to the my.HTU Portal

Who Should Use this Guide?

This guide is meant for current students using the my.HTU portal at Huston-Tillotson University. This will outline the functions available to you.

Accessing my.HTU

When you first access the portal at http://my.HTU.edu, you are brought to the main public page. In the yellow log in bar area, enter your username and password.

Tabs and Pages and Portlets:

After you log in, you will see your name in the yellow log in bar. Just below that are the tabs that you have access to. The page you are viewing is an introductory page on the Home tab with a link to the HTU homepage and Webmail. Note: The HT links will open in a new window. Please make sure to logout completely when you are finished.
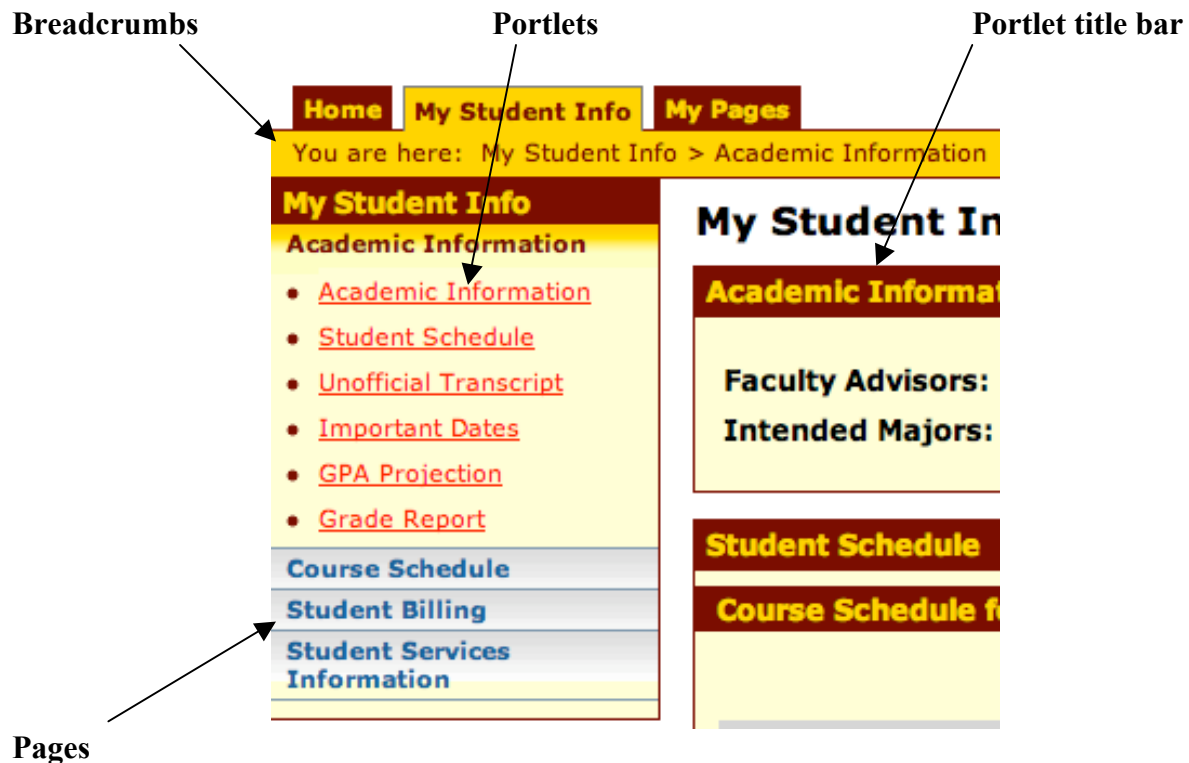
Click the My Student Info tab.

This is the general Student Information area. Listed in the left margin are pages associated to this tab. Click a page to open it. Each page contains blocks of information called "portlets." Each portlet serves a certain function, including posting information or retrieving information. You will notice each portlet is also listed as a link in the left margin. You can click on these links, or click on the title in the title bar of each portlet to maximize it. However, it is not necessary to maximize each portlet before you use it.

Just below the tab are "breadcrumbs" you can use to navigate back through the pages and portlets.

Note: Using the Back arrow on your browser will cause the page to error out. Please use the page links and breadcrumbs to navigate.

Breadcrumbs   **Portlets**   **Portlet title bar**

Pages

Using my.HTU

Below is an outline of the pages and portlets you have access to and how to use them. Remember to use the breadcrumbs or links in the left margin to navigate.

Academic Information:
This page displays your advisor, major, student schedule, grade report, gpa projection, and unofficial transcript.

- If you would like to view your course schedule from previous semesters then click on the View Details link in the Student Schedule portlet and select the correct Term from the drop down box. Click on the Printer Friendly link in the upper right hand corner of the window to print a PDF copy of your Course Schedule.

- If you would like print an unofficial transcript then click on the View Unofficial Transcript link in the Unofficial Transcript portlet and then click on the Printer Friendly link in the upper right hand corner of the window.

- To view your Grade Report Select the proper Term in the drop down box and click View Midterm or View Final Grades. If either of these options is not listed, those grades are not ready to be viewed on the portal yet.

- If you would like to use the GPA Projection portlet, first select the program to use and click on GO. On the next page, use the check boxes to select the courses to be used in the GPA projection. Select a grade for each course and click Create Projection. Click Reset to start again. Use the GPA Calculator tab to determine additional credits or GPA needed to obtain a particular overall GPA

Course Schedule:
This page provides with the ability to view the Course Schedule for various semesters. Click on the Course Search link and then select the Term you would like to display. You also have the ability to use the other search functionality to narrow the results. For example you could only search for classes that only meet on Monday by selecting the Meets only on the selected days radio button and then checking Monday.

Student Billing:
Click My Account Balances to show a list of balances by semester. Click on an amount to show the detail. You can also print a copy of your Course and Fee Statement that includes all of your current charges and schedule for a particular semester. Click Go to My 1098-T Info to view your 1098-T for the year displayed in the drop down box.

Student Services Information:
Click View your Residence Information to see your housing assignment for the year.

Personal Info

In the log in bar next to your name, you will see this link (Personal Info | Logout) Click Personal Info and then the Biographical Info area to view your address and profile information.

Campus Directory

This is located in the bottom left margin area of the portal. Search for and view the info pop-ups for other people on campus. Browse by role or click the Search area and follow the directions to search by first and/or last name. Click the blue icon next to a name to view the information pop-up for that person.