

# myCSUDH Portal - STUDENT

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# CONTENTS

- Overview of Portal ..... 3
- Logging into myCSUDH Portal..... 4
- Student Portal ..... 5
  - My Personal Info..... 5
  - LaunchPad for Student..... 5
    - Student Center..... 6
  - ServiceNow (HelpDesk)..... 7
  - Student Announcements ..... 7
  - System Notices..... 7
  - My Outstanding Holds ..... 7
  - My To Do List ..... 8
  - My QuickLinks ..... 8

# OVERVIEW OF PORTAL

The new myCSUDH portal is customized to individualize users such as student and applicant, faculty and employees. The landing page will have the following categories, with the Personal Information and LaunchPad links customized for each of the three user types:

1. Personal Information
2. LaunchPad
3. ServiceNow (HelpDesk)
4. Announcements
5. System Notices
6. My QuickLinks (customizable links to frequently visited sites)

Students will also see My Outstanding Holds and My To Do List.

**MyCSUDH | portal** Search Home Sign out

Welcome [User Name]

**STUDENTS** APPLICANTS

**1 My Personal Info**

**2 LAUNCHPAD for Student**

- Student Center
- Blackboard
- toroMail
- PTE Survey
- Software
- Toro Pay

**3 SERVICE NOW (HELPDESK)**

- Open a Support Ticket
- System Status
- Download and Supports
- Scheduled Maintenance
- FAQ & Help
- About Service Now
- Suggestion Box

**4 STUDENT ANNOUNCEMENT**

**A Message on Student Fees**

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate.

**Complete the mandatory Not Anymore online program**

Join us in creating a violence-free environment. Complete the mandatory Not Anymore online program. It's required, before you enroll for Spring 2016

**1098T Information**

2015 tax year 1098-T Frequently Asked Questions are available now.

**Credit and Debit Card Payment Non-Refundable Convenience Fee in effect April 2, 2015**

Starting on April 2, 2015 a 2.75% non-refundable convenience fee will be charged to all credit and debit card payments. This fee goes directly to the third party processor TouchNet® PayPath™ to cover fees charged by the card companies. Credit and debit cards will not be accepted at the cashier's window and students who want to pay by credit or debit card will need to do so online at MY.CSUDH.EDU. Debit cards used online are processed as credit cards and are subject to the 2.75% non-refundable convenience fee.

**Payment Deadlines for Spring 2016 Registration Fees**

Registration: October 19 - November 12, 2015 fees are due November 13, 2015  
 Registration: November 13, 2015 - February 11, 2016 fees are due 48 hours after registration  
 NOTE: Students are fully responsible for meeting the payment deadline. You will not receive a bill. Failure to make a full payment or establish a payment plan by the deadline may result in disenrollment from courses. Students who have not received notification of a Financial Aid Award by the payment deadline must pay their own fees or establish a payment plan by deadline or they may be disenrolled from courses. Account balances are available through MyCSUDH.

**5 SYSTEM NOTICES**

**Student/Faculty Center Maintenance**  
 Every Tuesday Night 8pm-12am

**Skillport Maintenance**  
 Every Tuesday 10pm to 11pm, also Saturday 10am to 12pm

**6 MY OUTSTANDING HOLDS**

View Details

Description	Department
Developmental Math Requirement	REGISTRARS OFFICE

**6 MY TO DO LIST** For Students Only

View Details

Description	Department
Official Trns thru Fall Term	Cerritos Comm Col
Incomplete Passed Deadline	
Direct Loan MPN	
Entrance Interview Required	

**6 MY QUICKLINKS**

- Manage My QuickLinks
- Class Schedule
- Academic Calendar
- Course Catalog

# LOGGING INTO MYCSUDH PORTAL

1. Login to myCSUDH portal at: [my.csudh.edu](http://my.csudh.edu), using your User ID and Password.

**MyCSUDH | portal**

**Signon**

User ID:

Password:

[Sign In](#)

**HELPFUL QUESTIONS**

- [CSUDH Home Page](#)
- [About CSUDH](#)
- [Academics Website](#)
- [Admissions Office](#)
- [Financial Aid Website](#)
- [Student Financial Services](#)
- [Toro Events & Activities](#)
- [Visit Us](#)

**CAMPUS ANNOUNCEMENT**

**MyCSUDH.edu. Save time. Avoid the Lines.**  
MyCSUDH is your one-stop shop for campus resources. CSU Dominguez Hills' applicants, students, faculty, and staff may access MyCSUDH for admissions, records, registration, financial aid, ToroPay, advising, human resources, and much more from anywhere in the world (24/7), except during maintenance periods.

**Degree Roadmaps ... Your Path To Graduation**  
Map your coursework and get on the right path to your CSUDH degree. Click on Degree Roadmaps for help in planning your education.

**A Message on Student Fees**  
The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

[View All Articles and Sections](#)

**SYSTEM NOTICES**

- Student/Faculty Center Maintenance**  
Every Tuesday Night 8pm-12am
- Skillport Maintenance**  
Every Tuesday 10pm to 11pm, also Saturday 10am to 12pm

**QUICK LINKS**

- [Class Search](#)
- [Class Schedules](#)
- [Academic Calendar](#)
- [University Advising Center](#)
- [Student Services](#)
- [Course Catalogs](#)

**California State University Dominguez Hills**

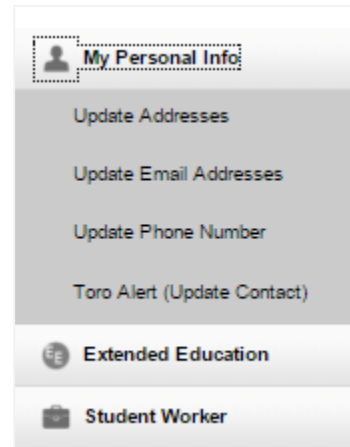
1000 E. Victoria Street, Carson, CA 90747 (310) 243-3696

[Report Web Accessibility Issues](#)  
[Get Adobe Reader](#)

# STUDENT PORTAL

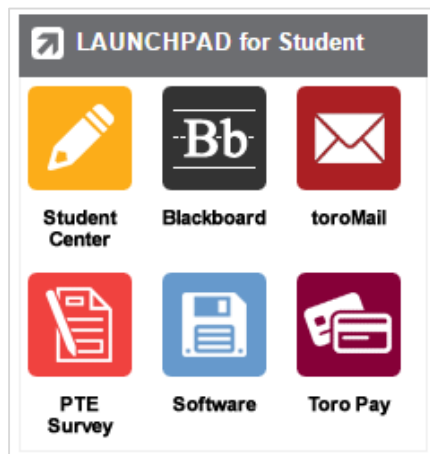
## MY PERSONAL INFO.

Click to expand and contract to update personal information such as address, email, phone number and Toro Alert contact.



## LAUNCHPAD FOR STUDENT

The LaunchPad is an easy way to reach frequently used applications.



# STUDENT CENTER

At the Student Center, students will be able to manage Academics, Finances, and Personal Information in one location. Students can manage academic plans, manage accounts, calculate, view, and pay fees, view Financial information, including awards, check address, manage enrollment, and view holds, just to name a few.

The screenshot shows the MyCSUDH portal Student Center interface. At the top, it says "MyCSUDH | portal" and "Welcome [redacted]". Below that is "[redacted]'s Student Center". The interface is divided into several sections:

- Academics:** Includes links for Search, Smart Planner, Enroll, My Academics, Enroll in CSU Fully Online, and Schedule Planner. A message states "You are not enrolled in classes." with an "enrollment shopping cart" link. A "SEARCH FOR CLASSES" button is also present.
- Finances:** Includes links for My Account, Account Inquiry, Financial Aid, View Financial Aid, Accept/Decline Awards, and View Acad Progress (SAP). A message states "You have no outstanding charges at this time." with a link to "Important Student Fee Information".
- Personal Information:** Includes a "Contact Information" section with links for Permanent Address, Mailing Address, Main Phone Number, and Campus Email.
- Other Sections:** Includes Holds (Developmental Math Requirement), To Do List (Direct Loan MPN, Entrance Interview Required, Incomplete Passed Deadline, Official Trns thru Fall Term), Enrollment Dates (Open Enrollment Dates), Important Student Links (Make a Payment, Register to Vote), and Student Involvement & Rep Fee (California State Student Assoc, Student Involvement & Rep Fee).

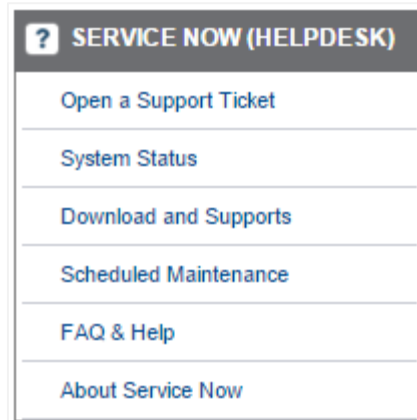
A "Notify" button is located at the bottom of the page.

**Please Note:** Use the Home button, located next to the Sign Out button on the upper right hand corner to move back to the Home screen.

Home Sign out

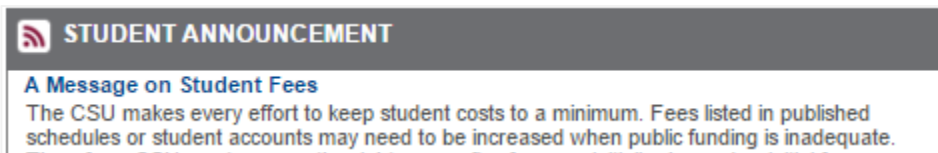
## SERVICENOW (HELPDESK)

Students can open a support ticket and get technical support



## STUDENT ANNOUNCEMENTS

Read the latest school news and information.



## SYSTEM NOTICES

All system issues, updates, etc. will be quickly communicated and visible on portal



## MY OUTSTANDING HOLDS

View details of any outstanding holds.

A screenshot of a "MY OUTSTANDING HOLDS" table. The table has two columns: "Description" and "Department".

Description	Department
Developmental Math Requirement	REGISTRARS OFFICE

## MY TO DO LIST

View To Do items.

The screenshot shows the MyCSUDH portal interface. A dropdown menu titled 'MY TO DO LIST' is open, listing various tasks. A red dashed arrow points from the 'Loan' item in the dropdown to the first row of the table below. The table has columns for Status, Contact, Instructions, Download Form(s), and Email Address.

Status	Contact	Instructions	Download Form(s)	Email Address
Initiated	Financial Aid	In order for your Direct Loan to disburse, you must complete an Electronic Master Promissory Note (eMPN) using your federal PIN number. The eMPN can be completed at <a href="https://studentloans.gov">https://studentloans.gov</a> OR by clicking the adjacent link.	<a href="#">DIRECT LOAN MPN</a>	<a href="#">Mail in or Fax Requested Documents</a>
Initiated	Financial Aid	First-time borrowers at CSUDH are required to complete the Entrance Interview Session. You may complete this requirement on-line at: <a href="https://studentloans.gov">https://studentloans.gov</a> . (For school name type Dominguez). Our school code is 001141.	<a href="#">Stafford Loan Entrance Counseling Requirement</a>	<a href="#">Mail in or Fax Requested Documents</a>
Initiated	Admissions	Your application was incomplete passed the deadline and the upcoming admissions term is now closed. Therefore, if you would like to apply for a future term - please return to CSU Mentor and submit your application again.		<a href="mailto:admit@csudh.edu">admit@csudh.edu</a>
Initiated	Admissions	Submit official transcript with Fall grades posted.		<a href="mailto:admit@csudh.edu">admit@csudh.edu</a>

## MY QUICKLINKS

QuickLinks can be customized with links to frequently visited sites.

1. Click on Manage My QuickLinks to access the Available QuickLinks.

The screenshot shows a vertical menu titled 'MY QUICKLINKS'. The first item is 'Manage My QuickLinks' with a gear icon. Below it are five other items, each with a small icon: 'Class Schedule', 'Advisement Center', 'Alumni', 'Campus Life', and 'Faculty & Staff'.





1. On the right side, check the grey box of the item you wish to add. You can click multiple items at one time. However, clicking on the name of the item will open the item up in another browser window.
2. Click the button to move to My QuickLinks
3. Click on Save and Return button to go back to previous screen and view the newly added item(s.)

**Please Note:** Users may add up to 10 personalized links.

You may toggle items off My QuickLinks, by reversing the process.

1. Click on the grey box on the left hand side,
2. Click on the right arrows to return it to Available QuickLinks
3. Click on Save and Return button to go back to previous screen

