

Student Center

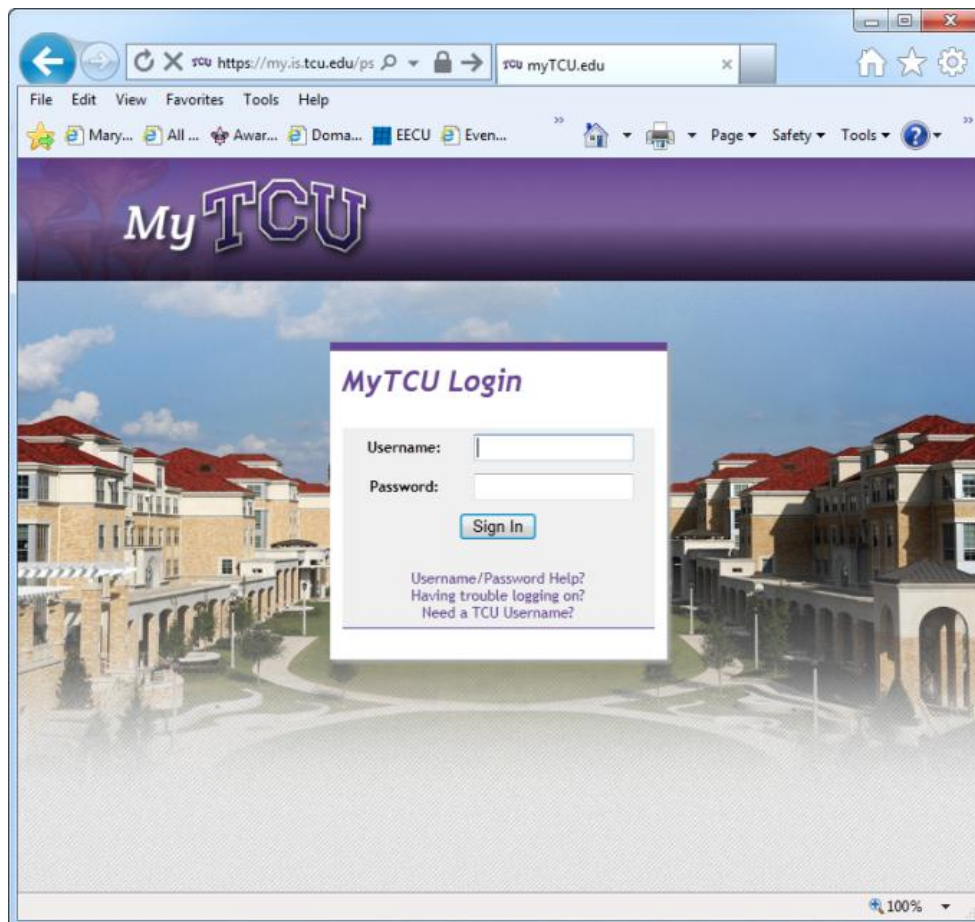
The Student Center is located in the TCU portal. **My.tcu.edu** is a personalized portal service for the TCU community that allows access to TCU information and web-based applications. My.tcu.edu can be accessed via the internet using a web browser and is available twenty-four hours a day.

Students may use My.tcu.edu to register for classes, check grades, read and send announcements to the campus community, view campus calendars and events, update address and phone information, verify Financial Aid information, and grant access to parents to view grades and student account information.

Login

To access My.tcu.edu, open a web browser and enter the address: <http://my.tcu.edu> . At the prompt, enter a valid TCU username and password to login.

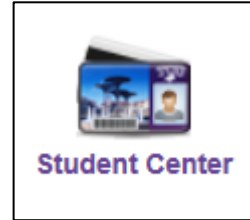
New users can create an account by selecting the “Need a TCU Username?” link.



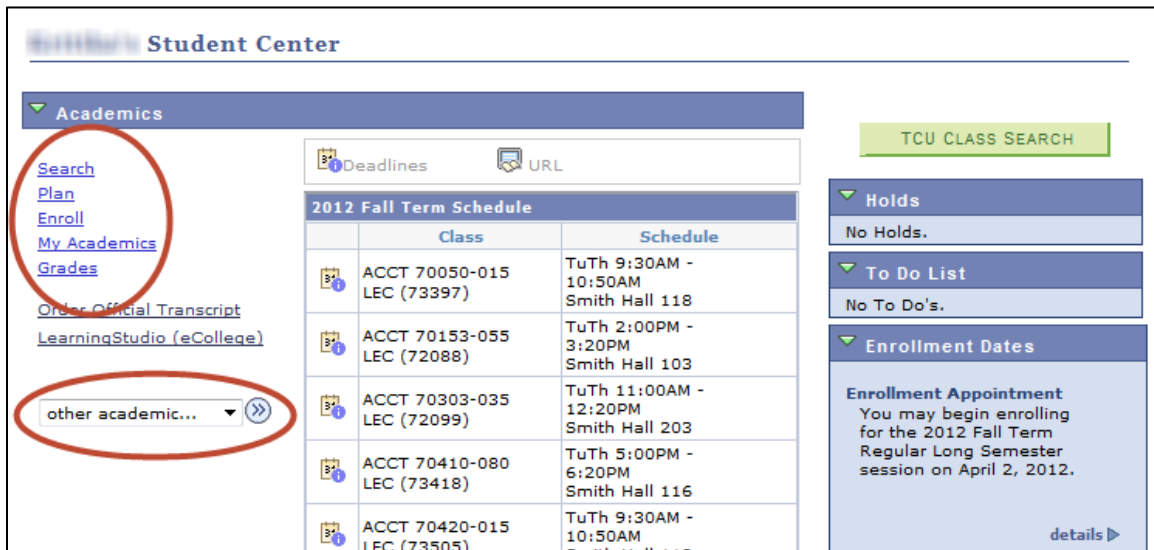
Student Center

Select the **Student Center** icon from the home page.

The **Student Center home page** shows information for three main areas: Academics, Finances and Personal Information.



Academics – Five areas are available for Class Search, Academic Planning, Class Enrollment, a summary section of your student records called My Academics, and Grades. A drop down menu provides navigation to other areas such as Advising Report, Degree Progress Report and transcript requests.



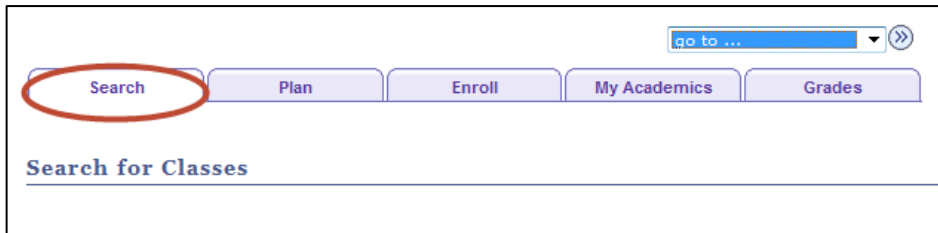
2012 Fall Term Schedule	
Class	Schedule
ACCT 70050-015 LEC (73397)	TuTh 9:30AM - 10:50AM Smith Hall 118
ACCT 70153-055 LEC (72088)	TuTh 2:00PM - 3:20PM Smith Hall 103
ACCT 70303-035 LEC (72099)	TuTh 11:00AM - 12:20PM Smith Hall 203
ACCT 70410-080 LEC (73418)	TuTh 5:00PM - 6:20PM Smith Hall 116
ACCT 70420-015 LEC (73505)	TuTh 9:30AM - 10:50AM Smith Hall 118

Finances – Use the Finances section to view details about your student account and Financial Aid information.

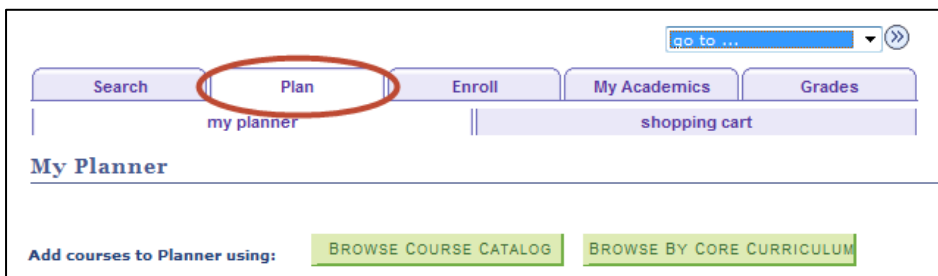
Personal Information – Use this area to update address, phone and emergency contact information and to change privacy settings.

Academics

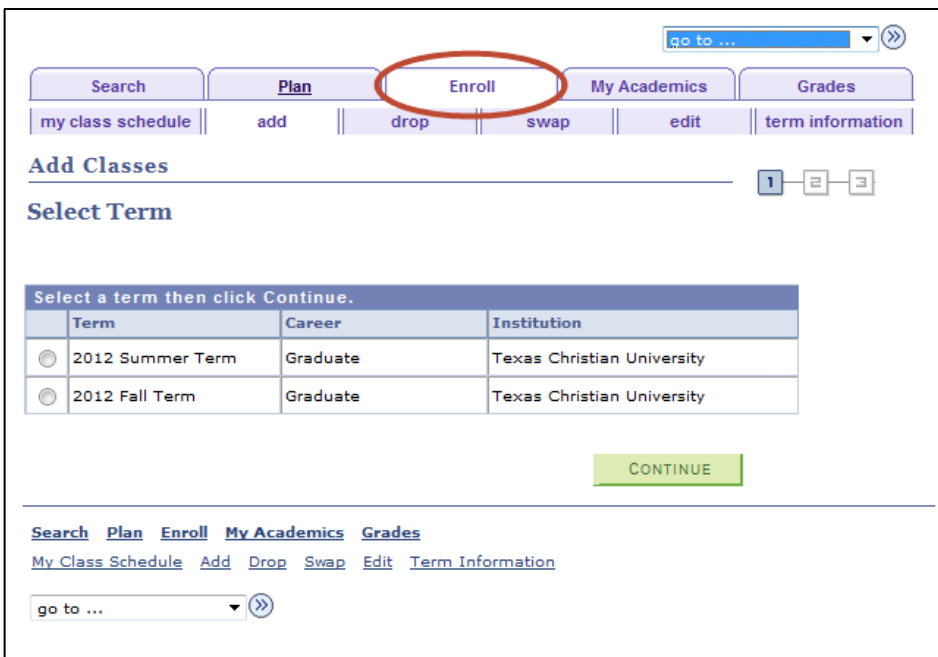
Search – use the link to open the **Class Search** page to find class information and schedules



Plan – Use **My Planner** to plan your college career

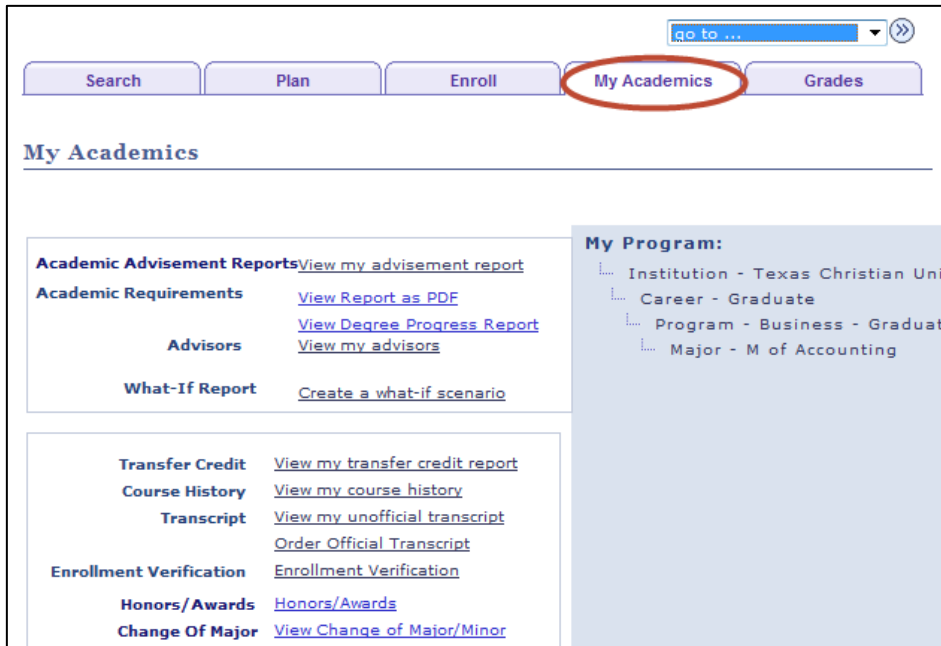


Enroll – use to view your class schedule and to enroll, add, drop, or switch classes

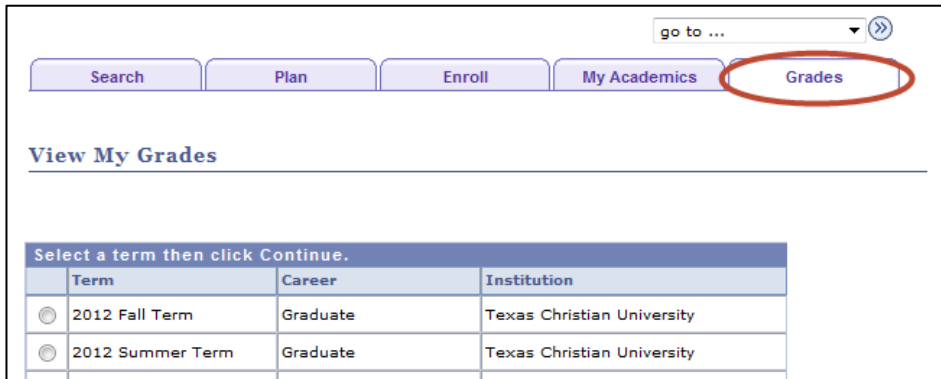


My Academics – use to view your academic information and history

- Advising Report
- Degree Progress Report
- Advisor information
- Transfer Credit Report
- Course history
- Unofficial transcript
- Enrollment verification
- Honors and Awards
- Major and Minor information

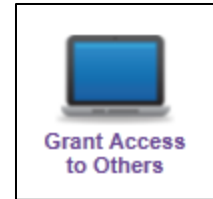


Grades – use to view your grades



Grant Access to Others

The **Grant Access to Others** page gives students the ability to setup special accounts for parents and others who require access to student information such as grades and financial account balances.



To set up an account:

- Log on to **My.tcu.edu**
- Select **Grant Access to Others**
- **User Name** – a username will be automatically generated using the student ID followed by # and ending with an account number of 1, 2, or 3, up to three accounts can be created by the student
- **Relation's Firstname** – enter the first name
- **Relation's Lastname** – enter the last name
- **Relation's Password** – the password must be at least 7 characters long, contain at least one number, one letter and one special character
- **Confirm Password** – enter the password again
- **Relation's Email** – enter the email address, the new user will be notified and sent the username and password for the account
- **Confirm Email** – enter the email address again
- **Do not include Password in Email checkbox** – check box to send only the username information to the new account owner, the password will not be included when checked
- **Access Type** – select one or more items to grant access to
- **Save** – click the **Save** button at the bottom of the window

The screenshot shows a web form titled "Grant Security To:" with a sub-header "Add Account". The form contains several input fields: "User Name" (with a generated value ending in "#1"), "*Relation's Firstname:" (Gladys), "*Relation's Lastname:" (Miller), "*Relation's Password:" (masked with dots), "*Confirm Password" (masked with dots), "*Relation's Email:" (GoGladys@gmail.com), and "*Confirm Email" (GoGladys@gmail.com). There is a "Delete This Account" button and a "Password Hints" link. A checkbox labeled "Check if you do not wish to send the password with the username. To activate the checkbox, the password must be changed." is present. Below the email fields is an "Access Type" section with four checked options: "STUDENT Financial Aid", "STUDENT Ebill/Stdent Acct Info", "STUDENT Student Recs & Holds", and "STUDENT Relationship Summary". A red note states: "If E-bill/Student Account Info is selected, monthly e-mails will be sent to the address you entered notifying that e-bills are ready". A "Save" button is at the bottom left. A legend indicates "* Denotes a required field."

Maintenance of accounts must be performed by the student. To modify an account, first log on to **My.tcu.edu**, then select the **Grant Access to Others** link.

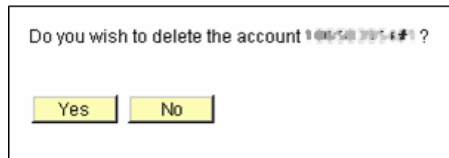
If the password to an account is entered incorrectly five times, the account will be locked and an error message will notify that the account has been locked. To unlock the account, select the **Unlock Account** button for the appropriate account and select **Save**.



A screenshot of a login form. It has two input fields: "User name:" and "Password:". Below the "Password:" field is a yellow "Sign In" button. Below the button is a red error message: "Your Account is locked out. Please contact your student."

To change the password for an account, type the new password in the **Password** field and retype in the **Confirm** field.

To delete an account, select the **Delete This Account** button and answer **Yes** to the prompt.

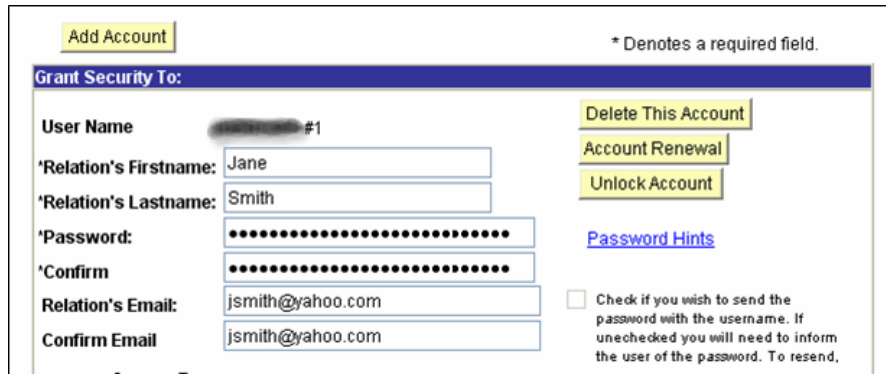


A confirmation dialog box with the text: "Do you wish to delete the account 10054039514#1 ?". At the bottom are two buttons: "Yes" and "No".

To add another account, select the **Add Account** button and fill in the appropriate information.

Other information may be modified for the account such as the email address or the access type. Be sure to select the **Save** button after making changes.

Accounts expire after 12 months. The student may renew the account by selecting the **Account Renewal** button.



A screenshot of the "Add Account" form. At the top left is a yellow "Add Account" button. At the top right is the text "* Denotes a required field." Below this is a blue header "Grant Security To:". The form contains several fields: "User Name" (with a masked value and "#1" suffix), "Relation's Firstname:" (Jane), "Relation's Lastname:" (Smith), "*Password:" (masked with dots), "*Confirm" (masked with dots), "Relation's Email:" (jsmith@yahoo.com), and "Confirm Email" (jsmith@yahoo.com). On the right side, there are three yellow buttons: "Delete This Account", "Account Renewal", and "Unlock Account". Below these is a blue link "Password Hints" and a checkbox with the text: "Check if you wish to send the password with the username. If unchecked you will need to inform the user of the password. To resend."