

## Student's Portal Menu Course Management System (CMS)

The eStudent Portal can be accessed either 'On Campus' or 'Off Campus' by going to the Bethel College Website ([www.bethel-college.edu](http://www.bethel-college.edu)) and selecting the 'ePortal' option on the right side of the web page directly under the search box.

This will take you to the Student Portal web page where you can choose either the 'Access from within campus' or 'Access from off campus' login option:

Access from within campus:  
Student

Access from off campus:  
Student

### Student Portal Login

Please enter your Username, Password, and select the Term you wish to view.

**Student Portal**

Username \*  Example: John Doe, 123-45-6789 = JDoe89

Password \*  Example: 456789 (Password last six digits of SSN)

Term  Example: 2009 Fall Term = FA-09

[Forgot Password?](#)  
Contact your portal admin if you forgot your Username

**Welcome to Bethel College's Student Portal Login. Please read and understand the following before proceeding:**

Student

Please exercise caution when using this portal. Do not leave the computer with your account still logged on. Exit the browser completely when your session is done to prevent others from improperly accessing information.

**Do not share username or password with others.**

By logging into this site you are enabling access to private educational information that is protected by federal privacy law. Disclosure of that information to unauthorized parties violates the Family Educational rights and Privacy Acts. (FERPA)

You should not attempt to proceed unless you are specifically authorized to do so and are informed about FERPA. When accessing the system, you must access only information needed to complete your assigned or authorized task. You may communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.

Thank You!  
Michael Nichols, M.S.C.I.S  
CAMS Manager / DBA

**For Technical Assistance – Email or call the helpdesk at: [helpdesk@bethel-college.edu](mailto:helpdesk@bethel-college.edu) or 731-352-4040**

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### Student Login Instructions:

- **Bethel College uses the same format for all student usernames:  
First Initial, Last Name and the Last two digits of the SSN**

**(Example: John Doe, 123-45-6789 = JDoe89)**

- **The password for the Student ePortal is the last 6 digits of the SSN:  
(Example: 456789)**

- **Logging into the Student ePortal:  
User Name: your username as described above**

**Password: Last 6 digits of your SSN (Change Immediately after login for the first time.)**

**Note: Password field should be changed immediately after login for the first time. In the interest of security, you should change your password every ninety (90) days – See Guidelines for Construction of Strong Passwords.**

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Figure 1



Logging in will display the Student Portal home page as shown below and the portal menu option as shown in Figure 1. The News section will displays important items such as last date to drop or add a class.

# Student's Portal Menu

## Course Management System (CMS)

### Student Portal News

**Important Message for all Bethel College Traditional Student** - Beginning with the Fall Semester of 2009, all communication for the Bethel College Traditional Students from Admission, Financial Aid, Business Office and the Information Technology Department will be through the Bethel College email address. If you, as a student, are unsure about campus email, please go by the Helpdesk in the basement of Campbell Hall.

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Freshmen and Seniors tell us about your college experiences. Your responses to the National Survey of Student Engagement will provide important information for improving student success at Bethel College. You will be receiving information by U.S. mail asking you to participate in the NSSE Survey (<http://www.nssesurvey.org>).

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January 19 to March 27 - Courses dropped receive "W" grade (Registrar's Office)

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March 27 - Last day to drop a course (Registrar's Office).

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March 30 to April 9 - Summer & Fall Semesters Early Registration.

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April 6 to 9 - Student Evaluation of Instruction

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April 10 - Easter Holiday - Good Friday

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May 1 - Last Day of Classes

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May 4 to 8 - Final Examinations

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May 8 - Spring Semester 2009 Ends

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May 9 - Commencement at 7:00 p.m.

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**Important Message for First Time Freshman and First Time Transfer Students entering Bethel College Fall 2009 term**

First Early Registration is Saturday, June 6th!  
Second Early Registration is Thursday, June 18th!  
Third Early Registration is Saturday, July 11th!  
Final Early Registration is Thursday, July 30th!

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**Edit Profile Option** – Option to change user's profile such as personal information, portal password and to logout of the student portal.

Current term: SP-09 ([change](#))  
[Edit Profile](#) | [Change Password](#) |  
[Logout](#)

Figure 2 – Edit Profile

**Current term** – Use the Current term's Change link to select a different term. Every option on the navigation bar is based on the current term displayed at the upper left corner.

**Example:** An entering freshman or transfer student for the **Fall Term of 2009** would need to change the term status to FA-09. An entering freshman or transfer student for the **Spring Term of 2010** would need to change the term status to SP-10.

**Edit Profile Option** – As shown in Figure 2, the edit profile option gives access to personal information and address information can be changed here and will updated in the CAMS Software. The information that displays are associated with the address type from CAMS which is the active local address information used in the portal.

**Change Password Option** – Once logged in, students can change their passwords using the Change Password option. Password field should be changed immediately

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after login for the first time. In the interest of security, you should change your password every ninety (90) days. See Guidelines for Construction of Strong Passwords document on the Bethel College website on the right side of the home page under ePortal.

**Logout Option** – The option will log you out of eStudent portal.

**Student Portal Section:** (The following items are accessible by clicking the corresponding link as shown in Figure 1)

**Calendar** – The calendar can be used as a day planner. Enter items by clicking on the blue date hyperlink in the top left corner of each day. Faculty can also add calendar entries to all their students' calendars to remind them of important class events.

**Student Directory** – The student directory displays only those students who have the option "Show on Directory" in CAMS Enterprise set to yes.

**Document Tracking** – Provide a list of documents that are required to be provided to the institution and the status of each document.

**Administrative Services Section:** (The following items are accessible by clicking the corresponding link as shown in Figure 1)

Course Offering is **not available** at this time.

Degree Audit Options is **not available** at this time.

Registration on the student portal is **not available** at this time.

**My Transcript** – Students may view and print unofficial transcripts from this location. If students have a hold or alert on which Stop Transcript is indicated, the student will not be able to access Transcripts. A message will display indicating that a hold is preventing viewing of the transcript.

**My Schedule** – The student schedule will display in a 7-day grid of scheduled classes. This graphical display will help you in registering for additional classes.

**My Ledger** – This option will show a student detailed account ledger of all transactions distributed to the ledger and currently in the Billing Batch.

**My Financial Aid** – This option will allow a student to accept or decline his or her financial aid for the appropriate term. You must complete the following steps in order to accept your Financial Aid. Your Financial Aid will not be processed until ALL steps are finished:

**--IMPORTANT FINANCIAL AID INFORMATION --**

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**Complete the following steps in order to accept your Financial Aid. Your Financial Aid will not be processed until ALL steps are finished.**

### Step 1: Accept or decline each award.

Financial Aid Awards and/or Scholarships

Accept All <input type="checkbox"/>	Decline All <input type="checkbox"/>	Year	Term	Date	Award Type	Status	Description	Amount
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	FA-09	8/17/2009	ATHLETIC ACADEM	AWARDED	Athletic Academic Scholarship	\$3,000.00
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	FA-09	8/17/2009	STAFFORD/UNSUB	AWARDED	Payment of Unsubsidized Stafford Loan	\$2,722.50
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	FA-09	8/17/2009	VOLLEYBALL	AWARDED	Volleyball Participation Grant	\$3,100.00
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	SP-10	1/11/2010	ATHLETIC ACADEM	AWARDED	Athletic Academic Scholarship	\$3,000.00
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	SP-10	1/11/2010	STAFFORD/UNSUB	AWARDED	Payment of Unsubsidized Stafford Loan	\$2,722.50
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA-09-SP-10	SP-10	1/11/2010	VOLLEYBALL	AWARDED	Volleyball Participation Grant	\$3,100.00
<b>Total</b>								<b>\$17,645.00</b>

**Step 2: Additional paperwork may be required for those scholarships and awards accepted in Step 1. Click the links in eStudent Portal to print the required forms. The completed forms may be mailed to: Bethel College Financial Aid Office, 325 Cherry Ave, McKenzie, TN. 38201 or faxed to 731-352-3407.**

TN Lottery Scholarship  
Federal Stafford Loan  
Federal Grad Plus Loan  
Cumberland Presbyterian Grant (CP Grant)  
Cumberland Presbyterian Ministerial Scholarship: First-time Application  
Cumberland Presbyterian Ministerial Scholarship: Agreement Form  
Cumberland Presbyterian Ministerial Scholarship: Renewal Form

### Step 3: Click the Submit button below.

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**My Grades** – The grades section of the Student Portal displays the registered classes for the specific term and any grades entered. It also displays term and cumulative GPA information.

**Course Management Section:** (The following items are accessible by clicking the corresponding link as shown in Figure 1)

**My Courses** – Once a student has registered for classes, those classes will display when you select *My Courses*. Then you can access the course content that the instructor has set up by clicking the *select hyperlink* next to the course.

In the **Course Information** section an instructor can provide course information such as:

Attendance Policies  
Course Goals  
Course Materials  
Course Project

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Frequently Asked Question  
Grading Policies  
Meeting Time  
Objectives  
Overview  
Syllabus (Also available in Course Documents)  
Test Information

In the **Course Announcements** section an instructor can create announcements online for students to view.

**Course Documents** is a place in which an instructor can upload documents that normally may be passed out in class. Students can download these documents from any location where they may have internet access. Instructors can also post file types other than documents for students to download. The eFaculty Portal allows uploading of all types of files. Files can be organized into categories and sorted by file type. Types of documents available is:

Assignments  
Lectures  
Readings  
Resources  
Syllabus

**Course Hyperlinks** is a section in which an instructor can add links to internet content. This can include documents, media and external course content.

**Faculty Contact Information** – The Instructor's office hours, office location and other contact information is displayed here.

**Text Book Information** – Textbooks for the class is displayed here given the author name, publishing company, ISBN number, and the college retail price of the textbook

**Course Communication** - Faculty and Students can communicate in eFaculty Portal through the email and discussion group functions within the Course Management system. Discussion groups are an excellent place for students and/or instructors to exchange ideas of discuss class related topics. The instructor creates and moderates the discussion group – if enabled students will be able to post messages to related topics and respond to other student's posting.

**Assignment** – There are three options under the assignments, Upload Documents, View Graded Documents, View Assignments and Grades.

Upload Document – If an instructor permits the uploading of course assignments students can upload their completed assignment using either the original electronic version of their assignment such as a Word Document or a scanned image.

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View Graded Document – An instructor can upload a graded assignment for the student to view. This is a separate version of the student's uploaded assignment, which allows the student to see their version and the instructor's graded version at the same time.

View Assignment and Grades – If the instructor permits, students may view their grades for their assignment.