myMILLIKIN (my.millikin.edu) – A means to access Millikin applications, discussion boards and announcements through a single sign on. All students should have already received a username, Millikin ID# and a temporary password.

Passwords expire after 180 days. The user will be notified through the myALERTS section of the myMILLIKIN portal when the password is about to expire. The user clicks the MY ACCOUNT link at the top right of the page to view the password expiration time and to change the password. **If you forget your password, or if your password has expired, please click “Having problems logging in?” Three (3) failed attempts will cause the account to be locked.

Having problems logging in? – If you do not remember your username or password, you can use this feature. There is a limit to the number of times the user can reset the password using this method. Please refer to the Password Policy.

Navigating the myMILLIKIN portal - Use the mouse to ‘hover’ over links to get a description of the link. The cursor will change from an arrow to a pointing hand if the object is clickable.

Search – Enter a key word (or words) and myMILLIKIN will return a list of all features that match your search. This is the best way to find how to do something!

QUICK LINKS – A drop down menu that shows links to Millikin applications and web pages. Information Technology on QUICK LINKS or www.millikin.edu/it - Information about Millikin’s technology, including Help and How To’s! Visit this page for information and answers to MU technology questions. Millikin University’s Department of Information Technology asks that all members of the Millikin community become familiar with the technology policies which are available on this site.

Last updated 6/2015
Account Balance – Displays the current balance on the user’s account, and when the dollar amount is clicked, the user will be directed to MU Account Suite to view the bill and make a payment.

Meal Plan Balance – For students who have flex and/or a meal plan, this displays the current flex balance remaining/the number of weekly meals remaining.

Print Balance – Displays the print balance for the user, and when the number is clicked, allows the user to install the printers available in the list. For more information, see Printing on Campus on page 8 of this document.

MY ACCOUNT – Displays details regarding the user’s account. Change passwords, update the directory profile, update emergency communications, email setup for mobile devices and view browser diagnostics.

LOG OFF – Click here to log off of the user account.

myALERTS - Important messages specific to the user will be delivered to this area, including account status, network status and emergency notifications.

mySTREAM – A centralized, customizable location for news and feeds, with support for internal and external news sources.
**FAST ACCESS** – An individually customizable menu for up to 16 of the user’s most frequently clicked icons.

To customize, click the cog-shaped icon in the top right corner of the menu. Drag and drop the icons in the preferred order.

**Category Menu** - A catalog of all available links sorted alphabetically by function. Also, most of the links are Single Sign On (SSO): rather than having a different login and password for each application, the user can be directly logged in to many of these applications just by logging in to myMILLIKIN.

**ACADEMICS**

- **Class Schedule** – View and print a current or future class schedule.
- **Course Evaluations** – Evaluations are available at the end of every course and are an important part of feedback for the faculty, so please fill them out at the end of each course.
- **Electronic Transcript** – A link to order paper or electronic copies of transcripts from Millikin University.
- **Enrollment Verification** – A link to the National Student Clearinghouse which provides proof of enrollment as needed by health insurers and other service providers.

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Financial Aid – A link to information on the student’s financial aid, searchable by aid year.

GPA Calculator – A tool used for estimating the effect a certain grade will have on overall GPA.

Housing Information – For on campus residents, students can view details regarding campus housing assignments, including location and roommate contact information.

Library Databases – A link to electronic databases available through Staley Library.

Media Request – Online request form for audio/video equipment.

Moodle – An online course management system used by professors to communicate with students, post course content, assignments, online tests or quizzes and grades. The grades posted here are simply for record-keeping; final grades are displayed in MU Online.

TurnItIn – A link to the TurnItIn (Originality Checking) site. For more information, contact Education Technology at Staley Library.

Writing Center – An easy form for submitting a request for an appointment for help with a writing assignment.

ALUMNI

Transcript Request – A link to the official Millikin University transcript request site.

Last updated 6/2015
CONNECT

**Add Members** – Student leaders in organizations may update members through this link. For more information, contact the Office of Inclusion and Student Engagement (ise@millikin.edu).

**Bulletin Boards** - Used for interactive mass communication, i.e. Discussions, Rides, For Sale, Events, Lost and Found, etc. Postings are removed after 180 days.

**Campus Directory** – An online directory of phone numbers and campus addresses of current students and employees.

**Jobs** – A link to Big Blue Jobs to find job postings for student employees and campus employers. Contact the Career Center (career-center@millikin.edu) for more information.

**Activities** – Get a list of the campus activities that the student has participated in; report options include Verified (My Activities) or Non-verified (Report Activities). Activities entered by the student will appear on the non-verified report.

TOOLS

**Install Printers** – Install Millikin general access printers, release print jobs sent to general access printers, and other print management options.

**Email** – Web access to the user’s Millikin email account (username@millikin.edu). All students are provided 2GB of mailbox storage. Email messages will be retained for 4 years. See the Electronic Communications Policy for Students for more information.
MU Online – Access to the student’s official Millikin records and other important information. For a detailed list of links to all available services on MU Online, click SITE MAP (top right corner of MU Online page), then click SHOW DETAILS (top left corner).

Validation – Students must validate each semester; Validation includes verification of enrollment, personal contact information and emergency contact information. Meal plans and DISC access are unavailable until Validation is complete.

Student Services and Financial Aid
→ Class Schedule
→ Official Grades
→ Financial Aid Information
→ Unofficial Transcripts/Official Transcript Request
→ Degree Evaluation
→ Online Course Evaluations

Personal Information – This is updated as a part of validation. This information can be held in confidence by contacting the Registrar’s office in person and completing a confidentiality form.
→ Update personal address
→ Add parent/guardian email address
→ Miscellaneous Info (for students who live on campus) – Where to find mailbox number and combination, telephone information (including access codes and rates).
→ Directory Profile
→ Emergency Contacts

My Bookmarks - A customizable portlet for the user to bookmark websites.

Resource 25 (R25) – A link to the campus scheduler (cscheduler@millikin.edu). View available locations on campus by date and time; reserve rooms for academic use.

Last updated 6/2015
**Parking/Vehicle Registration** – Displays vehicle information for all of the user’s vehicles registered for on-campus parking; displays a summary of any parking violations received on campus for the user’s registered vehicle(s).

**Pay Bills** – Make payments using electronic check, credit or debit cards (VISA, MasterCard and Discover). Also view and print current and previous billing statements and set up automatic bill payments. Add a parent, guardian or other email user as an authorized user, and they will receive electronic billing and be able to make payments online.

**Spam Filter** – You receive a daily email containing emails that have been quarantined as spam, you can move them to the mailbox as trusted. You will be asked to login to the filter, use your email address and password.

**Tour the new myMILLIKIN** - Get a quick walkthrough of the features and recent changes in myMILLIKIN.

**Local Weather** – Displays current weather conditions and temperature for Decatur, and when clicked will display a radar image of the central Illinois area.

**Millikin Lab Computers and Millikin Equipment**

There are general access labs on campus for use by the Millikin Community. All labs have restrictions in place where locally-saved data may be automatically removed. This means that work saved to the hard drive or desktop will be lost. Users should save their files to their Microsoft OneDrive instead of the desktop, once the computer is rebooted the files will disappear. All labs have the latest version of Microsoft Office installed.
Microsoft Windows Labs - Users must log into the thin clients and PCs to access the Millikin printer of their choice. These machines restart after a short period of inactivity.

Mac Computer Labs – Available printers will already be installed on these computers.

All Microsoft Windows teacher stations and multimedia stations will use the Novell Network login.

Restarting the computer – Users are responsible for restarting Millikin lab and general access computers at the end of the session. Restarting will protect the contents of the OneDrive, access to all myMILLIKIN applications, and printing balances.

Novell Network

The Novell Login will be found on Millikin-owned computers. Logging into the Novell Network allows the user to print to the Millikin printer of their choice. The Novell Network login and password is the same as the myMILLIKIN login and password.

Printing on campus – Students may install the general access printers on a personal computer/laptop. To view the list of available printers, select Print Balance at the top of the myMILLIKIN portal. Printers for students are available in residence halls and general access labs. To print, students must be connected to Millikin’s network, either with a network cable or through MU-RESNET wifi. When printing to one of the campus printers, students will be required to authorize that print job through myMILLIKIN.

All students receive a total of 1000 pages per academic year. This balance is made available beginning in August at the start of the traditional fall term. Additional pages may be purchased through MU Online.

Last updated 6/2015
Student and Employee owned technology on campus

Please review the policies regarding technology on campus: [www.millikin.edu/it](http://www.millikin.edu/it) > Technology Policies.

**Desktops/Laptops** – Many students and employees bring their own computers to campus. Both PCs and Macs must meet the minimum requirements to connect to Millikin’s network. For more information, please go to the IT website ([www.millikin.edu/it](http://www.millikin.edu/it)) and click on New Students > Technology Q & A for New Students or New Employees > Technology Q & A for New Employees.

**Smart Phones/iPhones/Tablets** – Information for connecting to Millikin’s Wireless Network and receiving Millikin email on such devices is available on the IT website ([www.millikin.edu](http://www.millikin.edu)) under Technology Support for Students > How To’s, or Technology Support for Employees > How To’s. For help with your specific device model, please contact your device manufacturer or service provider.

**Wireless Printers** – At this time, personal printers cannot connect to Millikin’s wireless network.

**AntiVirus Requirements** – Students and employees must have an updated antivirus scanning program on their computer if they will be connecting Millikin’s network. Check the IT website ([www.millikin.edu/it](http://www.millikin.edu/it)) for a link to the free Microsoft AntiVirus solution under New Students > Technology Q & A for New Students or Employee Support > Software FAQs.

**Internet Access**

**Wired** – Students have access to wired connections in the residence halls. Network cables are available from the IT Help Desk in Shilling 106 for $10. The amount will be charged to the student’s Millikin account. Millikin ID cards are required to purchase network cables.

**Wireless** – Wireless access is available across campus, including the quad, the soccer and football fields. For instructions on connecting wirelessly and for a map list of wireless availability on campus, please go to the IT website ([www.millikin.edu/it](http://www.millikin.edu/it)) and click on New Students > Network Connections or Employee Support > Network FAQs.

Users connecting to the Millikin Network may not share copyrighted material. If a user is found in violation of this law, Millikin University is obligated to terminate network access. For more information, please view the File Sharing Policy by visiting the IT website ([www.millikin.edu](http://www.millikin.edu)) and selecting Technology Policies.

Last updated 6/2015
**Microsoft O365 (Office)** – Millikin University has an agreement that allows Millikin University students and employees to download and use MS Office products for free. For more information, go to the IT website ([www.millikin.edu/it](http://www.millikin.edu/it)) and click on New Students > Technology Q&A for New Students >

**Send Word Now** – Crisis Alert System - Update emergency communication settings by going to My Account in myMILLIKIN. Receive email, phone or text messages with information and instructions during an emergency. Sent by Safety and Security.

**eCampus Bookstore** – eCampus Bookstore is located on the first floor of Dolson Hall. Visit their website by clicking on eCampus icon in myMILLIKIN

**Millikin University’s Department of Information Technology** will make sure that users can connect to the Millikin Network on personal computers. The Help Desk does not provide other service and support for equipment owned by students and employees.