

# Validation

Written explanations appear at the bottom of slides.

The screenshot shows the myMILLIKIN website interface. At the top left, there is a 'QUICK LINKS' section. The main header includes the myMILLIKIN logo with the greeting 'Good Morning, Maybel!' and navigation links for 'ACCOUNT BALANCE', 'BOOK BALANCE', 'MEAL/FLEX BALANCE', and 'PRINT BALANCE'. A search bar contains the text 'muonline' with a pink arrow pointing to it. A callout box above the search bar says 'Search for messages, people, and features'. The 'myALERTS' section contains a 'Password Reset' alert and a 'Millikin Alumni email' notice. The 'mySTREAM' section has a list of messages with filters for 'VIEW ALL', '10', '30', and '2'. The 'myVIP' section has a link to 'access myVIP'. The 'FAST ACCESS' section contains icons for 'Campus Directory', 'MU Online' (highlighted with a pink arrow), 'Moodle', 'NetStorage', 'Campus Calendar', 'Bookstore', and 'Authorize Prints'. The right sidebar contains sections for 'ACADEMICS', 'ALUMNI', 'CONNECT', and 'TOOLS'.

Open muOnline.

# Validation



**Personal Information** Alumni and Friends Student Financial Aid

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Welcome, Maybel Wickline, to Millikin Online Last web access on 12-AUG-2020 at 10:42 am

## Validation

Check in Each Term.

### [Summary Course Listing](#)

Summary Listing of Courses

### [Student Services and Financial Aid](#)

Registration, Academic Records, Financial Aid, Student Account Information, Student Detail Schedule, Purchase Paper

### [Alumni and Friends](#)

Through our Milli-Link XP online alumni directory, you can find a classmate, update your address and other information, make a gift, and more.

### [Personal Information](#)

View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; View your Millikin University phone call detail; View and submit Physical Plant work orders

### [MU Account Suite](#)

Pay your bill now.


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RELEASE: 8.9.1

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Select Validation under the Personal Information Tab.

# Validation

 When updating or inserting an address, **Address Line 1, City, State/Province,** and **ZIP/Postal Code** are required fields; all other fields are optional. If you are entering a foreign address, **Address Line 1, City,** and **Nation** are required. Unlisted phone numbers will not be published.

Your Millikin Residence Hall address should be formatted following the example below. A listing of all Millikin Residence Hall addresses can be found [HERE](#)

Address Line 1: 105 N Oakland Ave.  
Address Line 2: Blackburn Hall, Room 123, Box 456  
City: Decatur  
State: IL  
Zip: 62522-2081

## Addresses and Phones

Business/Work	Phones
<b>Current:</b> 26-JUN-2007 to (No end date) Kaspm 1184 W Main St Decatur, Illinois 62522-2039 Macon	<b>Primary:</b> None Provided

Permanent Mailing Address	Phones
<b>Current:</b> 21-FEB-2014 to (No end date) 11288 E Quail Hollow Dr Robinson, Illinois 62454-5327 Crawford	<b>Primary:</b> 618-5544234


School (Campus/Non-campus)	Phones
<b>Current:</b> 25-FEB-2016 to (No end date) 1184 W Main St Decatur, Illinois 62522-2039 Macon	<b>Primary:</b> None Provided

Type of Address to Insert:

[Cancel and Return to Main Menu](#)

Students must have an active School(Campus/Non-Campus) & Permanent address on file. A commuter student will have matching addresses. If you need to add an address, Click *Type of Address to Insert* then **CLICK SUMBIT**. When all addresses are entered and correct, click **Addresses are correct Continue with Validation**.

# Validation

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State: IL  
Zip: 62522-2081

## Permanent Mailing Address

Address Line 1:	<input type="text" value="11288 E Quail Hollow Dr"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
City:	<input type="text" value="Robinson"/>
State or Province:	<input type="text" value="Illinois"/>
ZIP or Postal Code:	<input type="text" value="62454-5327"/>
County:	<input type="text" value="Crawford"/>
Nation:	<input type="text" value="Not Applicable"/>

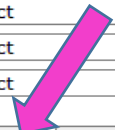


Delete this Address:

## Primary Phone Number For This Address:


Area Code	Phone Number	Extension		International Access Code and Phone Number	Unlisted
<input type="text" value="618"/>	<input type="text" value="5544234"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.		International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>



Enter your Permanent Address  
**CLICK SUMBIT**

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School (Campus/Non-campus)	Phones
<b>Current:</b> 25-FEB-2016 to (No end date) 1184 W Main St Decatur, Illinois 62522-2039 Macon	<b>Primary:</b> None Provided

Type of Address to Insert:



[Cancel and Return to Main Menu](#)

**Review** your School Address (should be auto populated)

Select **Type of Address to Insert & Submit** or **Address Are Correct Continue with Validation**


**\*\*Note** Students must have an active School and Permanent address, commuter students the addresses will be the same.

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## Validation Email Update

 To **update** an existing e-mail address, click the **e-mail address**.  
To **insert** a new e-mail address, select an address type from the pull-down list and click submit.

### E-mail Addresses

**Millikin**  
jwickline@millikin.edu Preferred

Type of E-mail to Insert:



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**Review** your Email Addresses. Insert additional email address including parents and personal. Once complete click **Email Addresses are Correct, Continue with Validation**.


**\*\*Note:** Millikin email address are used for “official” university communication. A parent email addresses may be used to share non-educational information.


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## Validate Password Reset Email Address


 Please add a non-Millikin email address below. In case you forget your password, a reset link can be sent to the email address you specify in order to regain access to your account.

 To **update** an existing e-mail address, click the **e-mail address**.  
To **insert** a new e-mail address, select an address type from the pull-down list and click submit.

### *E-mail Addresses*

#### **Password Reset**

[m.sargeant7@gmail.com](mailto:m.sargeant7@gmail.com)

Email Addresses Are Correct, Continue with Validation 

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Password Reset email is provided for lost passwords and account resets, provide an email other than a Millikin email address.  
**Email Addresses are Correct, Continue with Validation.**

# Validation

## Validate Contact Information

In accordance with the Jeanne Clery campus security act each student living in on-campus housing has the option of naming a confidential emergency contact in case the student is missing. Information on this confidential contact will only be used by security or law enforcement if the student is reasonably determined to be missing. Confidential contact is separate from other emergency contact information and educational records. It is the students responsibility to modify or update this confidential contact.

### Contacts

Order	Name	Address and Phone	Relationship
1	<a href="#">A Wickline</a>	259 E Lock IL 62551-8055 217 6689144	Confidential Emergency Contact
2	<a href="#">mom wickline</a>	1610 S tay decaturn, IL 62521 217 4230033	Mother
3	<a href="#">New Contact</a>		



Must have one contact entered! (Mother, Father or Guardian). Students may choose a confidential emergency contact or a relationship of your emergency contact, Click on existing *Contact* or *enter New Contact* and enter the information accordingly. Submit changes. Once entered and correct click **Personal Contacts Are Correct Continue with Validation**.



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## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An individual is considered an "eligible student" under FERPA on the first meeting day of any course that the individual is officially registered for at Millikin University. An eligible student's FERPA rights include:

1. The right to inspect and review the student's education records within 45 days after the day Millikin University receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect.

Students should submit to the Registrar, Dean, head of the academic department, Dean of Student Development, or other appropriate official written requests that identify the record(s) they wish to inspect. A form can be obtained from the Office of the Registrar that the student may use to request access to Academic Records. After the written request, each office or department will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment to the student's education record which the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Millikin University to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Millikin University decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Millikin University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is a person employed by Millikin University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Millikin University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Millikin University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Millikin University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Millikin University's FERPA Compliance Officer: Jason Wickline can be reached at [jwickline@millikin.edu](mailto:jwickline@millikin.edu) for questions.

[Acknowledge my FERPA Rights](#)

Read information regarding Student Rights under FERPA and click **Acknowledge my FERPA Rights.**

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## Tax Form Validation

I agree to receive all forms of communication from Millikin University by electronic means. The University will use my assigned Millikin e-mail account for official forms of communication. It is my responsibility to review my Millikin e-mail regularly. I further agree to receive various letters and forms in electronic format. This includes, but is not limited to: financial aid award letters, billing information, 1098T tax forms, W2 tax forms, and Federal Loan requirements. I further understand that this authorization will remain in effect for my entire period of enrollment at Millikin University.

By consenting to receive your 1098T electronically, you agree to return to [https://muonline.millikin.edu/prod/bwtktxs.p\\_disp\\_tax\\_notification](https://muonline.millikin.edu/prod/bwtktxs.p_disp_tax_notification) between January 31 and October 15 of the appropriate year to print your 1098T form on-line. Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form 1098T by contacting the Office of Student Financial Services.

By consenting to receive your W-2 electronically, you agree to return to [https://muonline.millikin.edu/prod/bwpkxtxs.P\\_ChooseW2Key](https://muonline.millikin.edu/prod/bwpkxtxs.P_ChooseW2Key) between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return. Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing [https://muonline.millikin.edu/prod/bwpkxtxs.P\\_W2Consent](https://muonline.millikin.edu/prod/bwpkxtxs.P_W2Consent) and unchecking the box to revoke consent, or providing written notification to the Business Office. A paper copy of your W-2 may be obtained by contacting the Business Office. Student employees are responsible for keeping accurate address information on file with the University. For assistance in updating student employee information, contact the Career Center.



Read information regarding Tax Form and click **Continue with Validation**.

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## Financial Responsibilities

Students are responsible for all financial obligations to the University and its contracted service providers. This includes, but is not limited to Aramark Dining, the Woods at Millikin, DMH Health Services, E-Campus, etc. Failure to meet the financial obligations to Millikin and/or its contracted service providers may result in the student being administratively withdrawn from the University. Delinquent Accounts may be turned over to a collection agency and additional collection costs will be incurred.

I authorize Millikin University to credit any excess financial aid funds after tuition, fee, and board charges are satisfied to other allowable campus charges that I may incur. I further authorize Millikin University to credit financial aid funds to minor prior-year allowable charges, if applicable. I further understand that this authorization will remain in effect for my entire period of enrollment at Millikin University and that I have the right to cancel or modify this authorization at any time in writing. Should a credit exist on my student account after all charges have been paid, I may elect to have my credit balance/financial aid refund issued via direct deposit. A Refund Authorization Form must be completed and returned to the Office of Student Financial Services before a refund will be issued in this manner. Please access the form [here](#) and return to the Office of Student Financial Services. If desired, I may request Millikin University hold my credit balance from my fall semester to be applied my spring semester charges within the same academic year. Millikin cannot hold credit balances for subsequent academic years. To hold a credit balance, please visit the Office of Student Financial Services to make such request.



Read Financial Responsibilities and click **Authorize Use of Excess Financial Aid funds and Continue to Validation.**

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## COVID-19 Information

During the COVID-19 pandemic, Millikin University reserves the right to collect student COVID-19 vaccination status and share this status with University personnel (including third-party contract personnel) with legitimate educational interest and/or public health and safety responsibilities.



Read COVID-19 Information and Click **Acknowledge COVID-19 Information Sharing**.

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## Consumer Information Notice

I further understand the validation process is serving as my notice regarding Millikin's responsibility to provide Consumer Information and Disclosures in accordance with the Higher Education Opportunity Act. Located on Millikin's website: [www.millikin.edu](http://www.millikin.edu) under "About", I will find general institutional information, financial assistance information, health and safety, student outcomes, etc.




Read Consumer Information and click **Consumer Information Notice and Acknowledgement – Continue to Validation.**

# Validation

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## Online Registration Validation

 In order to confirm your registration for the current term, click the checkbox below. You **MUST** click the checkbox and click Validate Me! to confirm your registration.

**Your meal plan will not be activated until validation is complete.**  
**Failure to validate by the first day of class will result in removal of your schedule.**  
**Do not click the back button on your browser.**

If you are not returning to Millikin, please contact the Registrar's Office at 217-424-6217 or [email NOW!](#)

**Failure to notify the Registrar may cause you to be billed for tuition.**

Maybel Wickline, Will you be returning to Millikin for the Fall 2020 semester?

Yes  

[Cancel and Return to Main Menu](#)

Verify Attendance for the Semester.

**Yes – Must check Box! – MAKE SURE “YES” BOX IS CHECKED**

Click **Validate Me!**

**Validation Is Complete!!!!**  
**You can now view your course Schedule.**  
**Meal Plans will be activated.**