

## Change Password

- From **My Home Page** under **My Profile**, select **Change Password**.
- Enter your old (current) **Password**, new **Password**, confirm the new **Password** in the appropriate fields
- Click the **Change Password** button.

## My Information

- From **My Home Page** under **My Profile**, select **My Information**.
- To request a change to **My Information** (change of name, address, etc.), click the **Request Change** button.
- Enter the change(s) you'd like to make in the field supplied.
- Click the **Submit** button. The request will be processed at the campus.

## 7 MY FINANCES



From **My Home Page** under **My Finances**, select **Account Information**.

- Click **Account Information**. The **Account Information** page lists your account activity detail. The **Account Detail** tab lists **Date**, **Transaction Detail** and a running **Balance** for the account. Click on a **Transaction Detail** link, to be prompted to open a PDF file displaying the receipt for that transaction.

The **Payment Schedule** tab displays **Payment Schedules** and **Payment History**.

## 8 MY CAREER



### Job Search

- From **My Home Page** under **My Career**, select **Job Search**.
- Select parameters for the search from the drop-down menus.  
**Note:** Non-graduates are not able to search for full-time positions.
- Make note of the **Search Results** and contact your Placement advisor or update the search parameters using the panel on the right side of the page.

## Search Agent

- From **My Home Page** under **My Career**, click **Search Agent**.
- Search **jobs** using the listed saved **Search Agents** by clicking the **Agent Name** link (see **Search Results**).
- Edit** or **Delete** the saved **Search Agent** by clicking the appropriate link.

...or...

- Click the **Add New Agent** link.
- Name the search and use drop-down menus to select search criteria.
- Set the frequency for the search.
- Click **Save**.

## My Resumé

- From **My Home Page** under **My Career**, select **My Resumé**.
- Click **Browse** to locate your resumé to upload.
- Click **Upload**.

## Employment Profile

- From **My Home Page** under **My Career**, click **Employment Profile**.
- Use check boxes to identify skills and preferred job titles.
- Click **Update**.

## 9 MY DOCUMENTS

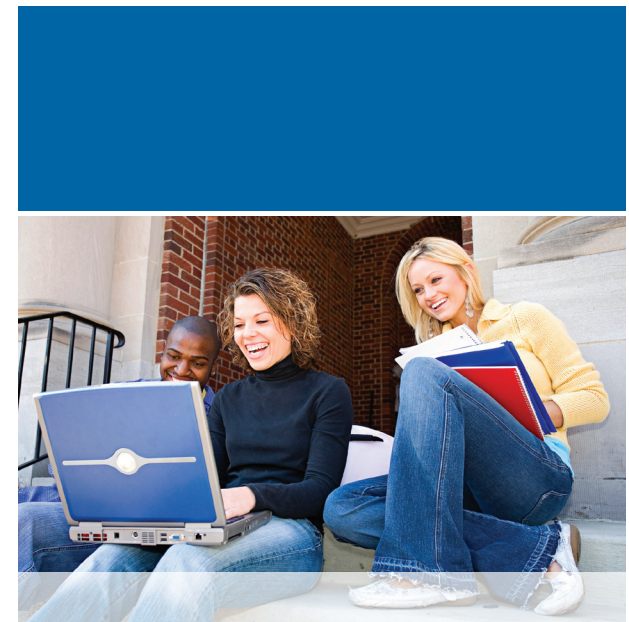


### Document Center

- From **My Home Page** under **My Documents**, select **Document Center**.

Your documents due are listed. Related forms are available for download, if relevant. You may upload documents to the campus.

**Note:** It may take several days for uploaded documents to be accepted at the campus.



# Everest Student Portal

# Everest

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Student accounts will be set up by the school and Students will be given a web address, user name and password via email.

## 1 LOG ON TO THE STUDENT PORTAL

- Enter <http://students.everest.edu> in your web browser.
- Enter your **Username** and **Password** in the appropriate fields.
- Click the **LOGIN** button.
- If you've forgotten your **Password**, select the **Forgot Your Password** link and you'll be prompted to enter your **Username** and **Email Address**. Click the **Submit** button and check your email for this information.
- If you've forgotten the email address you used to register, you'll be prompted to contact the Student Services Department at the school.

## 2 WHAT'S AVAILABLE IN THE STUDENT PORTAL?

- My Home Page** – From here, you may access your information.
- Campus Info** – Class Schedules and Faculty Search.
- Academics** – View Attendance, Degree Audit, My Class Schedule and Grades.
- My Profile** – Your Calendar, Change your password, Message Center, Your information.
- My Finances** – View your account information.
- My Career** – Job Search, Job search agent, Your resumé, Your Employment Profile.
- My Documents** – Document Center.

## 3 MY HOME PAGE

The “**My Home Page**” screen will display on Log In. Most features are accessed with a navigation bar on the left side of the page.

- My Calendar** – Functions as a **Class Calendar**, **Personal Calendar** and/or a hybrid of both.
  - Click a date to select.
  - Select a tab to display a look at **All**, **Classes** or **Personal Calendar** entries.
  - Use the arrow icons to move to future or previous months.
  - Select various calendar views for **Month**, **Week** or **Day**.
  - Click any listed item for detail on that item.
- Document Center** – (also accessed through **My Documents**) displays any documents due.

- News** – News from your campus will be posted here.
- Message Center** – (also accessed through **My Profile**) displays any Alerts, Holds or Appointments with Advisors.
- At A Glance** – Displays a summary of your current Credits, GPA, Account Balance as well as links to the **My Schedule** and **My Profile** area on the portal.

## 4 CAMPUS INFO



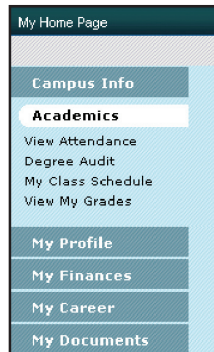
### Course Schedule

- From **My Home Page**, under **Campus Info**, click **Course Schedule**.
- Enter **Term**, **Day of the Week**, **Open/Closed** and **Earliest/Latest Start Time**.
- Click **Search**. Results display at the bottom of the page. Click the **Click for Details** link for course details.

### Faculty Directory

- Click the **Faculty Directory** link.
- Select the first letter of the faculty member's last name for a list of all matching results. Click the desired name/link to display contact information for that faculty member.

## 5 ACADEMICS



### View Attendance

- From **My Home Page**, click the **View Attendance** link under **Academics**.
- Use the drop-down menus to select the **Enrollment Term** (if multiple enrollments are present) and **Week** to display posted attendance for those selections.
- Click the **Course Name** link for course details.

**Note:** Students may view attendance for the current term only.

### Degree Audit

The **Degree Audit** screen gives an up-to-date look at your **GPA**, **Academic Progress** and your current **Course List** display. You may also display a list of the same details for a target program, based on your current status if you're considering changing courses.

- From **My Home Page**, click the **Degree Audit** link under **Academics**. Click any link for detail on that program category or course.
- To review a hypothetical program change, click the **Program Options** button.
- Select the potential **Program** and **Program Version** from the drop-down menus.
- Click the **Evaluate** button.
- Click the **Submit to Advisor** button to send this to your advisor for review.
- Enter notes and click **Submit**.

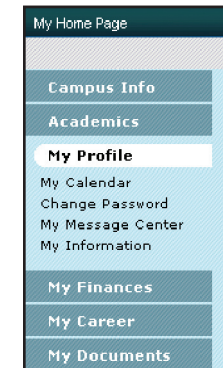
### My Class Schedule

- From **My Home Page** under **Academics**, click the **My Schedule** link.
- Select the desired week from the drop-down menu.
- Click on any listing for details.

### View My Grades

- From **My Home Page**, under **Academics**, select **View My Grades**.
- Select **Enrollment** and **Term** from drop-down menu to view grades for that term and enrollment.

## 6 MY PROFILE



### My Calendar

- From **My Home Page**, click the **My Calendar** link under **My Profile**.
- The **My Calendar** page displays: **“Note the color-coded entries for Registration dates, Term-End dates, Holidays and Drop dates as well as Scheduled Classes.”**
  - Month**, **Week** and **Day** views are available.
  - Class Listings**, **Personal Calendar Listings**, or a **Hybrid of All** are available.
    - Use the **Previous Month** or **Next Month** to view the desired **My Calendar** page.
    - To add a **Personal Event**, click the clock icon on the desired day.
    - Fill in detail fields.
    - Click the **Add** button.
    - Click the item on the **My Calendar** page to **View**, **Edit** or **Delete** event detail.