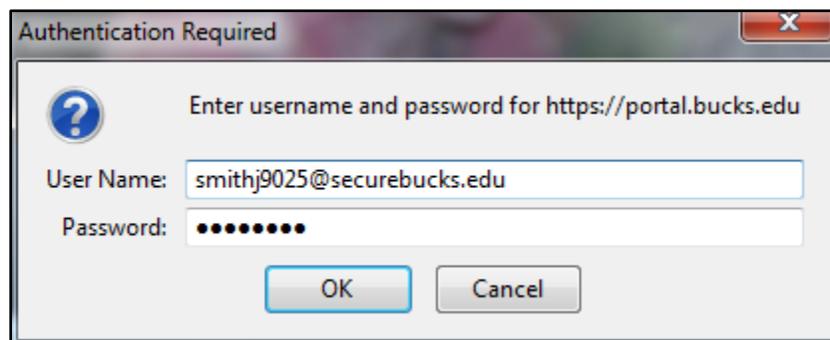


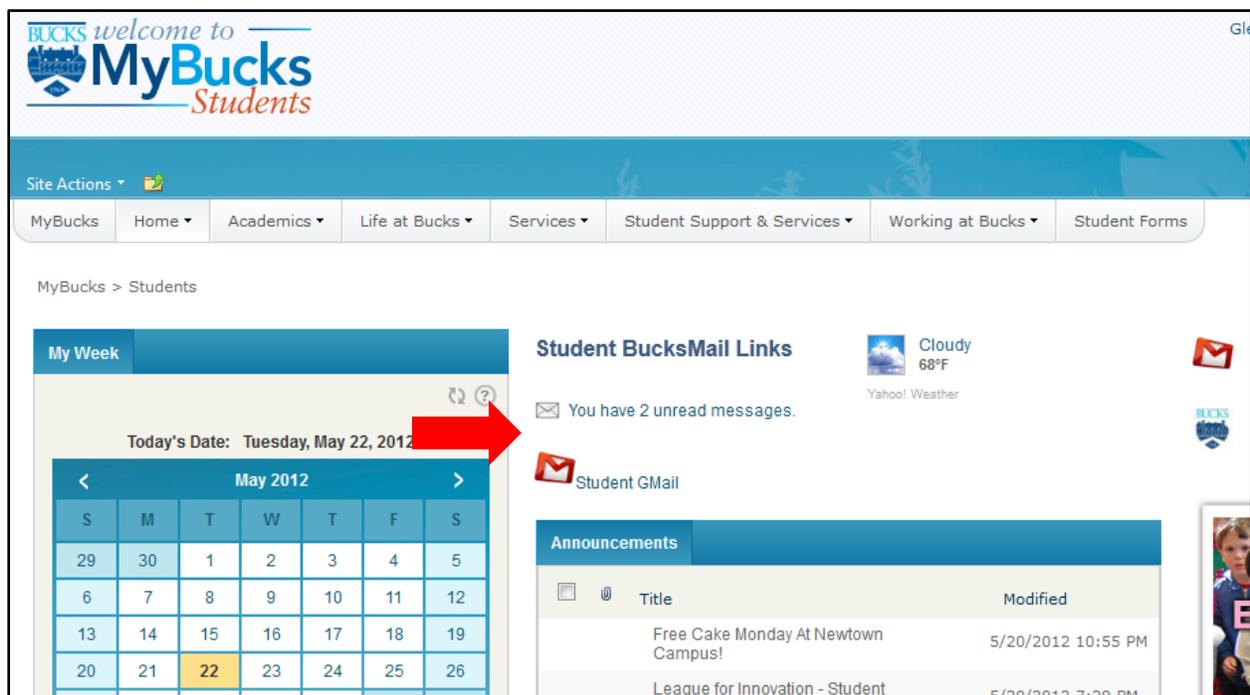
## MyBucks: Bucks County Community College's Student Portal

MyBucks is the central area where college related information is located. Additionally, the portal provides access to the various college systems such as Web Advisor, Canvas, Live@Edu email, Gmail, announcements and a lot more. The following information will help you become familiar with MyBucks.

1. To log into MyBucks, type in the following URL at your preferred browser such as Internet Explorer or Mozilla Firefox – <http://my.bucks.edu>.
2. Once the MyBucks URL has been entered, you will need to log in. Enter the username and password that you use to log the college computers. When logging in from home using Internet Explorer, you will have to login with “@securebucks.edu” after your username. For example, smithj9025@securebucks.edu



3. After logging in, the portal window shown below opens. To access the Live@Edu email address, click on “**You have # unread messages.**” Students with a Gmail account can continue to access their email through the **Student Gmail** link.



S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Title	Modified
Free Cake Monday At Newtown Campus!	5/20/2012 10:55 PM
League for Innovation - Student	5/20/2012 7:29 PM

## The MyBucks Interface

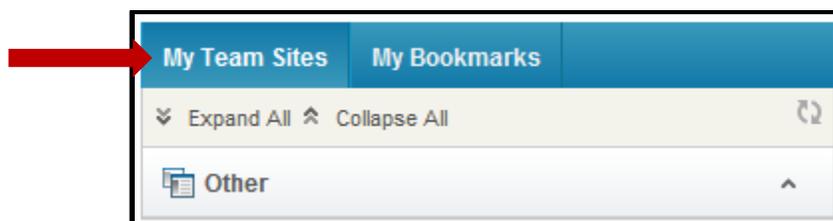
MyBucks portal is made up of three areas: 1) on the left, the personal **Calendar** located under the **My Week** section, which includes a class schedule, **My Team Sites**, **My Bookmarks** and **IT Support**, 2) access to **Live@Edu email**, **Gmail**, **Announcements**, **Campus News**, **Campus Events**, and **My Feeds** located in the middle, and 3) located on the right is access to the **Web Advisor** and **Apps for Students** tabs which provides access to Canvas, Course Compass, HelpStar trouble reporting and Web Advisor.

### The Calendar and My To Do List

The Calendar located on the left section of the window will display three days of appointments from the selected date in the calendar. For example, as shown below, the actual date is August 24, but the appointments displayed are from August 24 through August 26. If there are no scheduled events for a particular day, the date will display *No events*.



The **My Team Sites** tab is the area where workspaces reside. Students will see only the areas that they share with others in the college, for example, if the student belonged to a club or organization. To view all options in the **My Team Sites** drop down menu, click on the (+) plus sign to the left of **Expand All**. The **My Bookmarks** area is where favorite internet bookmarks are stored and can be accessed.



**Help & Support for the Student Portal** information is available in this area as well.

### Help & Support for the Student Portal

 Need Help or have a question? Call the Technology Learning Center (TLC): 215-497-8754 or visit the TLC helpdesk on the top floor of the Library

 Problems with the portal? Call or email the Information Technology Services help desk: 215-968-8191 or visit [helpdesk@bucks.edu](mailto:helpdesk@bucks.edu)

 Suggestions for the Student Portal? Email [suggestions@bucks.edu](mailto:suggestions@bucks.edu)

### **Email, My Notifications, Announcements, Campus News, Campus Events, and My Feeds**

The middle section of the portal displays email information, the current local weather, official college announcements and events. Additionally, this area will display targeted announcements such as a school closing due to inclement weather. Finally, if there are unread email messages, the student will be able to click the link to open and read the email messages.

 Student Gmail  Fair 86°F  
Yahoo! Weather

#### Announcements

 	Title	Modified
	Bucks Grille Weekly Specials 	4/16/2012 12:01 PM
	Glass Arts Society club guest artist 	4/16/2012 9:42 AM
	New Scholarship Opportunity (Deadline June 1) 	4/15/2012 8:26 PM
	Portal Upgrade Complete!	4/13/2012 3:32 PM
	Eggcellent April- Newtown Campus Dining Service	3/30/2012 11:35 AM
	Having problems with e2campus text messages?	1/24/2012 11:03 AM
	Newtown Construction description & architect's rendering	10/11/2011 12:22 PM

**Campus News and Events** **My Feeds**



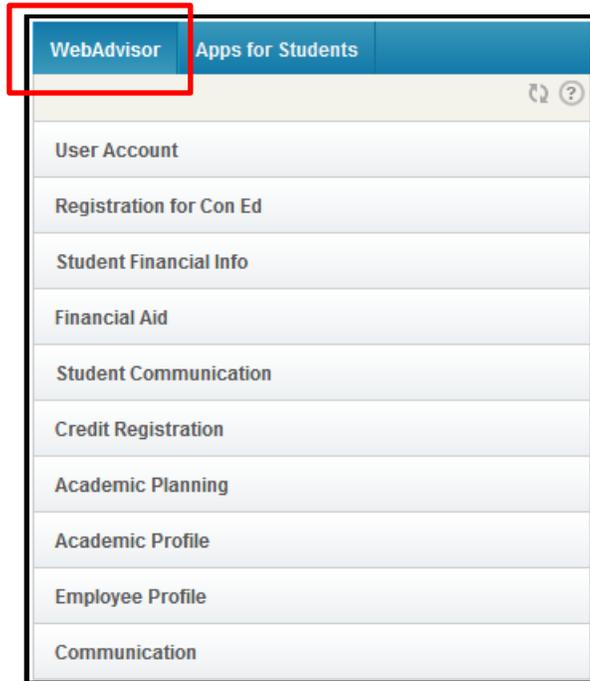
Could not find the specified list "News and Events". Please verify this lists exists within the current site or the top level website.

 College News

The **Campus News** and **Campus Events** area is where college news and events such as athletic events and cultural events are listed. The **My Feeds** area is where RSS feeds can be listed.

### WebAdvisor and Apps for Students

The right section of the portal provides access to the various enterprise college systems such as WebAdvisor, and Canvas, Course Compass, Help Star trouble reporting and WebAdvisor located under the **Apps for Students** tab.



A screenshot of a web portal interface showing the 'Apps for Students' tab. The 'Apps for Students' tab is highlighted with a red rectangular box. Below the tab is a table with two columns: 'Title' and 'URL'. The table contains four rows of data. The first row is 'Canvas' with the URL 'https://bucks.instructure.com'. The second row is 'Emergency Alert System' with the URL 'http://www.e2campus.com/my/bucks/'. The third row is 'MyLab / Mastering' with the URL 'http://pearsonmylabandmastering.com/?cc'. The fourth row is 'WebAdvisor' with the URL 'https://pebbles.bucks.edu'. There are also some small icons (a square and a paperclip) to the left of the table header.

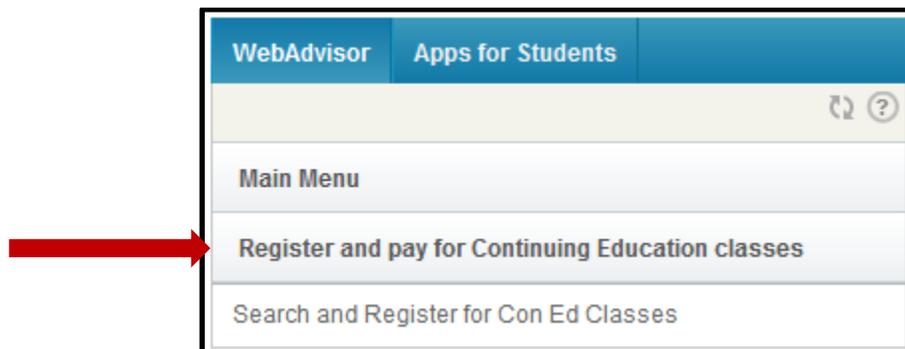
Title	URL
Canvas	<a href="https://bucks.instructure.com">https://bucks.instructure.com</a>
Emergency Alert System	<a href="http://www.e2campus.com/my/bucks/">http://www.e2campus.com/my/bucks/</a>
MyLab / Mastering	<a href="http://pearsonmylabandmastering.com/?cc">http://pearsonmylabandmastering.com/?cc</a>
WebAdvisor	<a href="https://pebbles.bucks.edu">https://pebbles.bucks.edu</a>

The **WebAdvisor** tab provides all of the modules that students have access to such as financial aid information, academic planning, academic profile and credit registration.

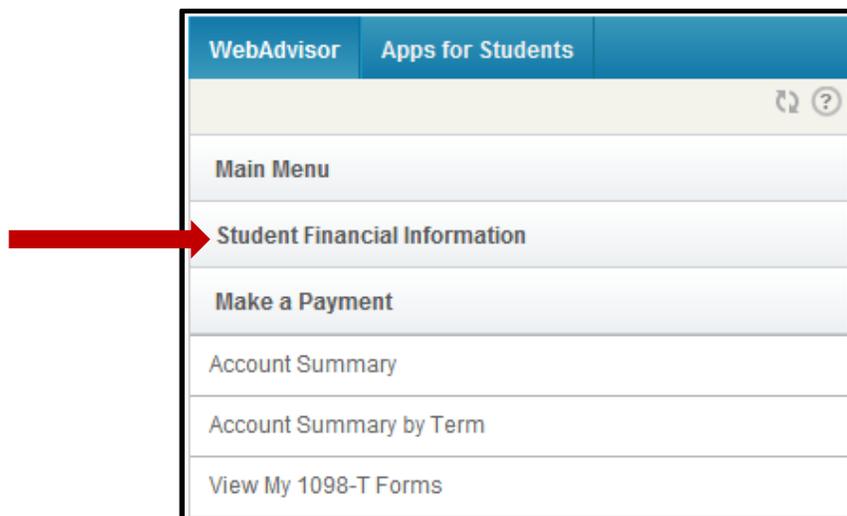
Within the **User Account** drop down menu, information on the student ID, password and change of address are available.



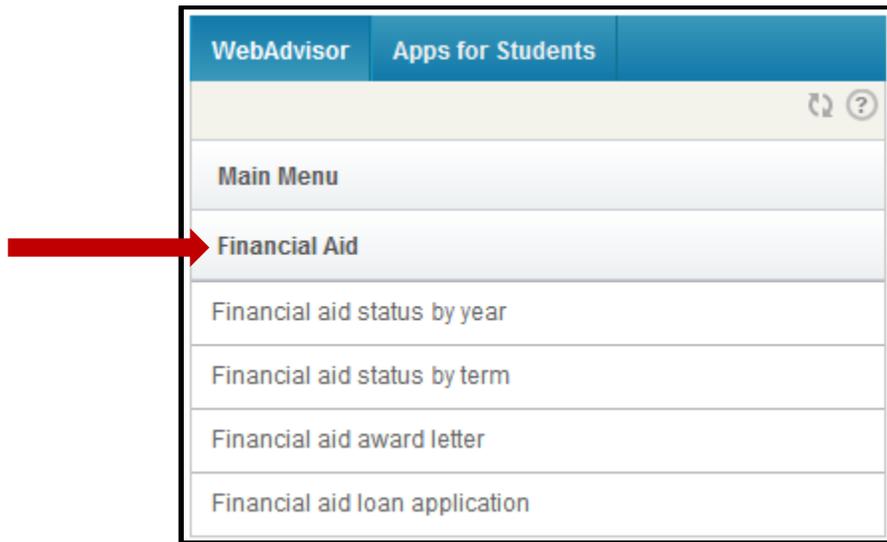
Under the **Registration for Con Ed** link students can search, register and pay for Continuing Education classes which are non-credit.



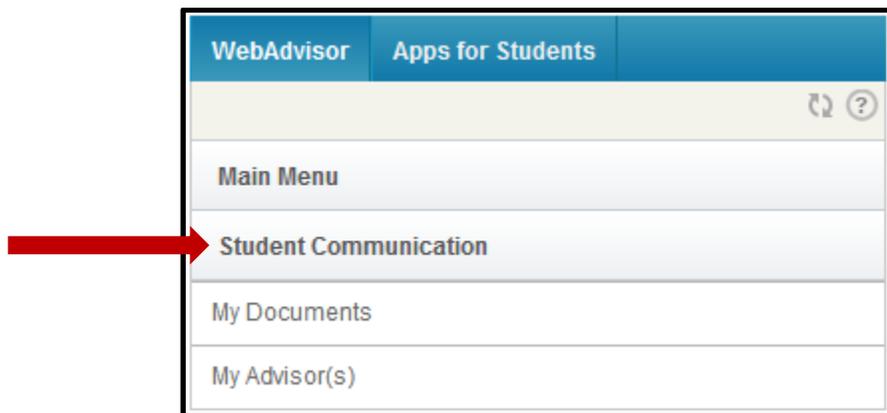
The **Student Financial Information** drop down menu provides the option to **Make a Payment** and check the status of the student **Account Summary**, **Account Summary by Term**, **View My Payment Plan Schedule**, and **View My 1098-T Forms**.



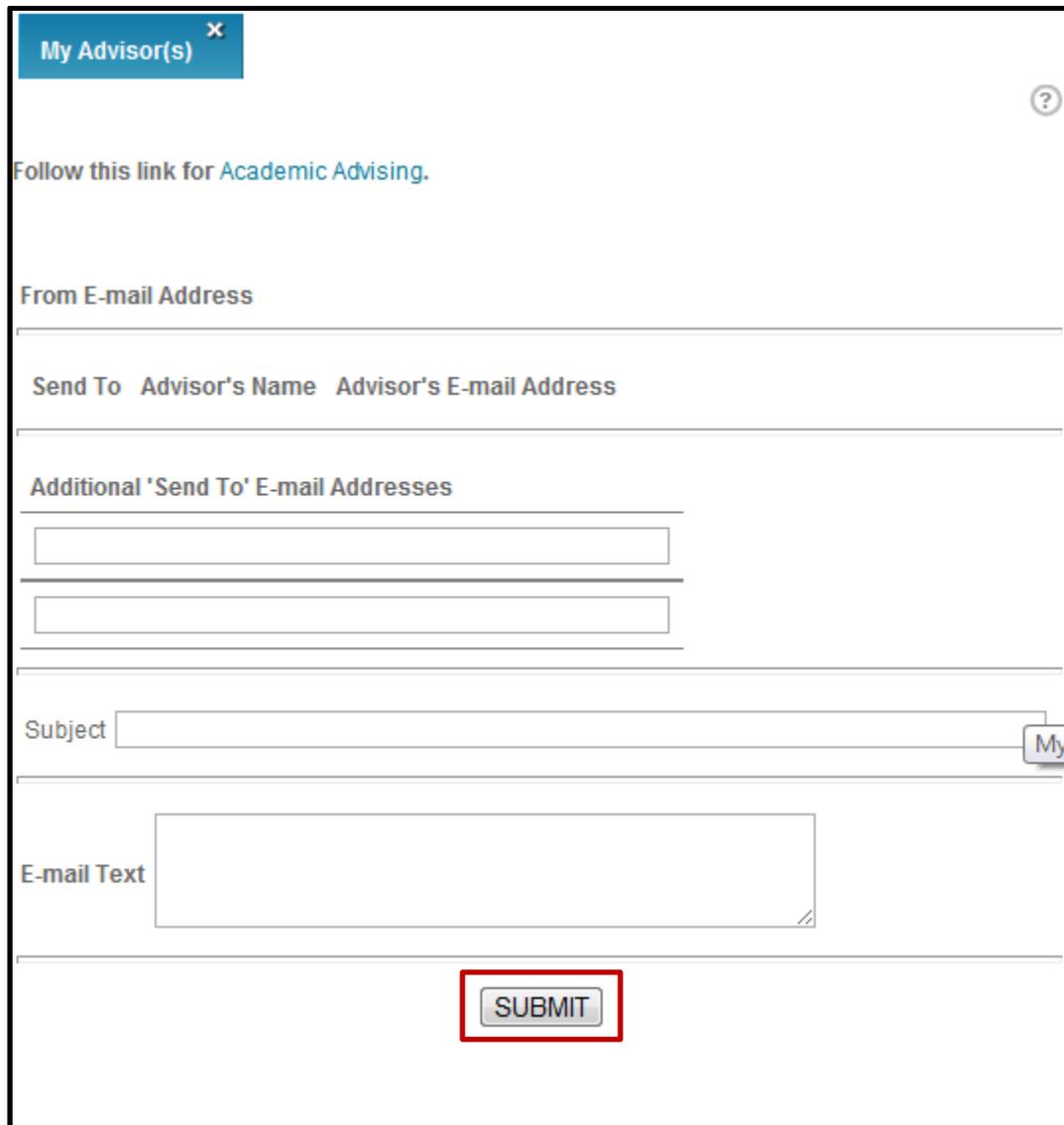
The **Financial Aid** drop down menu provides information on **Financial aid status by year**, **Financial aid status by term** or **Financial aid award letter**. These links provide pertinent information that will help in planning the cost and expected refunds available to students.



**Student Communication** link has information that the student will need for registration, such as a student advising registration form and waivers for course prerequisites.



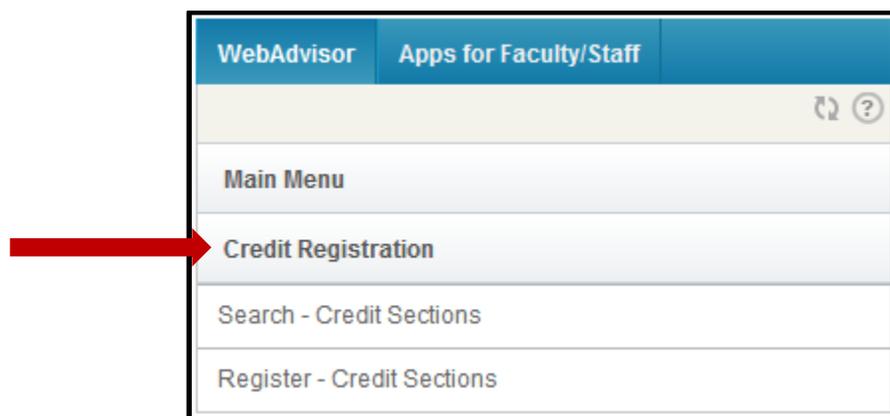
## Student advising registration form



The screenshot shows a web form titled "My Advisor(s)" with a close button (x) and a help icon (?). The form contains the following fields and sections:

- Text: "Follow this link for Academic Advising." (with a blue link)
- Section: "From E-mail Address"
- Text: "Send To Advisor's Name Advisor's E-mail Address"
- Section: "Additional 'Send To' E-mail Addresses"
- Text: "Subject" (with a text input field)
- Text: "E-mail Text" (with a large text area)
- Button: "SUBMIT" (highlighted with a red box)

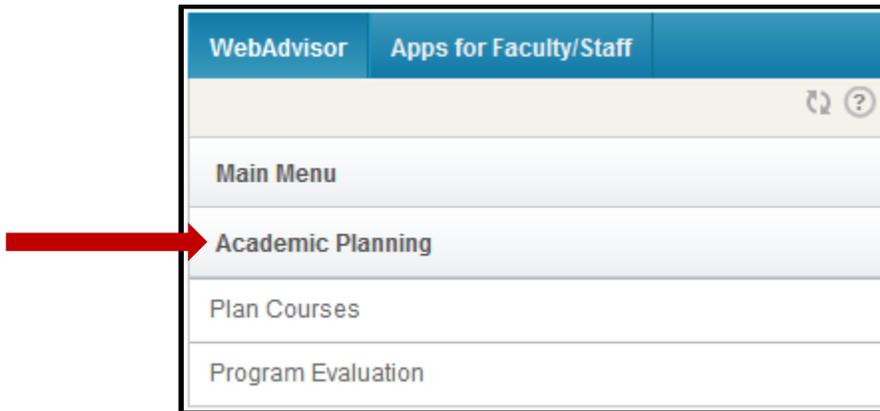
**Credit Registration** is where students can either **Search – Credit Sections** or **Register – Credit Sections**.



The screenshot shows a navigation menu with the following items:

- WebAdvisor
- Apps for Faculty/Staff
- Main Menu
- Credit Registration** (highlighted with a red arrow)
- Search - Credit Sections
- Register - Credit Sections

The **Academic Planning** selection is where students can plan their courses and access their program of evaluation both of which are needed at the of registration.



Within the WebAdvisor menu under the **Academic Profile** drop down menu, data is updated on student progress throughout each term of a student's attendance at Bucks County Community College. This information is useful in planning, checking progress and requesting information.

