STUDENT PORTAL LOGIN

Open the ASA Home Page http://www.asa.edu.

Find the Portal link on the top of the page.

The link will bring you to the Portal Launch Page (http://portal.asa.edu).

Select the Student Portal Homepage link.

This is the Login Page.

If you have your Portal Account created, enter your Username and Password and Login to your Student Portal.

To create the Account, click Create a New Account link.

Use the Forgot your password? link when needed.
New Account Creation

As a current student of ASA, you can create your Portal account here.

1. Enter your SSN following the format: Using '-' signs between the digits.
   If using the Student ID, get the number portion from your ASA Picture ID (for ex., if the number displayed is S/123456-789, enter the following: 123456-789.)

2. Enter your First and Last Names. Make sure you start them with capital letters.

3. Enter Place of Birth. This is the Security Question you will be asked when trying to retrieve the forgotten

The system will search the database for your record based on the Name and SSN or Student ID you provided. When found, the system will display for you the email address associated with your record. After you confirm the email address, the system will display your username and will let you create your password.

In case the system is not able to find your record or your record in the database does not have an email address associated with it, the error message will be displayed. To resolve the problem, contact the Portal Administrator at portaladmin@asa.edu.

Once you create your password and click submit, the following or similar message will be displayed:

Open your email account, find the email from the cv_mailer@asa.edu and follow the link provided in the email to complete the process. Only after that the authentication process will be complete and you will be able to login to your Student Portal account.

To retrieve a forgotten password, use the ‘Forgot your password?’ link on the login page. Provide your user name and your ASA email address.

Then the system will ask you the security question (Place of Birth). If all the information is correct, the system will send you the password. Otherwise, you have to contact the Portal Administrator.
Student Portal
This is your Home Page. Note the following:

- **My Home Page** link,
- **Main Menu** on the left,
- **Holds** and **New Alerts** flag (if any), and the **Logout** link.

To view your schedule, navigate to Academics > My Class Schedule.

Check, which **term** is displayed on the top. Change the Term if applicable.

The Default View for your Class Schedule is **by Week** (graphical).

Put the cursor over the course name to see the time, location for the class and the instructor’s name.

To change the view mode, click the View by **List** link.
ACADEMICS
- VIEW ATTENDANCE

- Check, the selected enrollment and term. Change if applicable.

- Select the Week, for which you would like to see the attendance.

- Click the Course Code link to view attendance.

ACADEMICS
- MY GRADES

My Grades

Here you can view all grades that have been posted for courses you have completed

View by Enrollment

Filter Grades by Term

Grades

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Start/End Date</th>
<th>Credits Attempted</th>
<th>Credits Earned</th>
<th>MidTerm Grade</th>
<th>Numeric Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>9/14/09 to 9/26/09</td>
<td>3.0</td>
<td>3.0</td>
<td>0.00</td>
<td>0.00</td>
<td>F+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form GPA</th>
<th>Enrollment Cum. GPA</th>
</tr>
</thead>
</table>
ACADEMICS - GPA CALCULATOR

Predict your Grades and Estimate your GPA.

Enter Grades For 2009-06-16 / Summer 2009

To estimate your term and cumulative Grade Point Average (GPA), please select the grade you expect to receive in each course below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Term Period</th>
<th>Credits</th>
<th>Grade</th>
<th>Grade Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFF100</td>
<td>Medical Office Transcription</td>
<td>6/16/09 to 9/27/09</td>
<td>3.00</td>
<td>A</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Projected/Estimated Term GPA: N/A
Projected/Estimated Cumulative GPA: 2.83

ACADEMICS - ONLINE REGISTRATION

This option allows students to create their schedule online and to submit it to the Registrar’s Office for approval, hence to avoid waiting in line.

Please note that this option is available during the enrollment period and for selected students only. Check your email and your Portal alerts on Online Registration Notifications.
The Message Center gives you access to your Holds, Alerts, and Appointments. You can access them through the Main Menu: select My Profile > My Message Center. You can also open the holds and alerts details from any screen by clicking the red banner (Your Holds or New Alerts) on the top of the screen. If you do not see these red banners, you do not have any current Holds or Alerts.
With Portal, you can control the personal information on your record. If you see any error on file, or some of your information got changed, request the correction/update through Portal using the **Request Change** option.

Describe which data you want to be modified, how and why. Click **Submit**.
Check other menu options...

Your Account Information

Ku Ku

Select Enrollment

<table>
<thead>
<tr>
<th>Pay Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/14/2008 Healthcare Off. Adm. - 4sem</td>
</tr>
<tr>
<td>2/17/2008 Medical Assisting - 4 sem</td>
</tr>
<tr>
<td>10/14/2008 Health Information Technology, 4sem</td>
</tr>
</tbody>
</table>

Account Details

No Records Found.

View 1098T

Use this page to view and print your 1098T IRS forms. Click a 1098T form below to view it.

You have no 1098T forms available for viewing at this time.

Document Center

Your documents due are listed below. Related forms are available for download if relevant. You may upload documents to the campus, note it may take several days for it to be accepted.

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software Get Acrobat Reader now.

Documents Due

<table>
<thead>
<tr>
<th>Document Name/ Status</th>
<th>Due Date/ Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 of Hepatitis B Immunizations Required</td>
<td></td>
</tr>
<tr>
<td>Online Registration Tutorial Required</td>
<td></td>
</tr>
<tr>
<td>Recom. Course Sequence for Health-Off. Adm. AOS Required</td>
<td></td>
</tr>
<tr>
<td>Recom. Course Sequence for HT-AOS Required</td>
<td></td>
</tr>
<tr>
<td>Recom. Course Sequence for Medical Assisting AOS Required</td>
<td></td>
</tr>
</tbody>
</table>

Don’t’ forget to logout from your Portal Session...
Comments on ASA Web-Mail

1. Change Password
When in your email box, note the menu option Settings. Click on Settings, and then click on Accounts on the left. Select Modify on the top. The Modify Screen will allow you to reset the password. Please, note that the password should contain at least 2 digits.

2. Alternate Email
On the same screen, you can enter the alternate email. In case you forget your password, you can use the "Forgot your Password?" link on the Email login page. The system will send your password to the alternate email you had set up.