



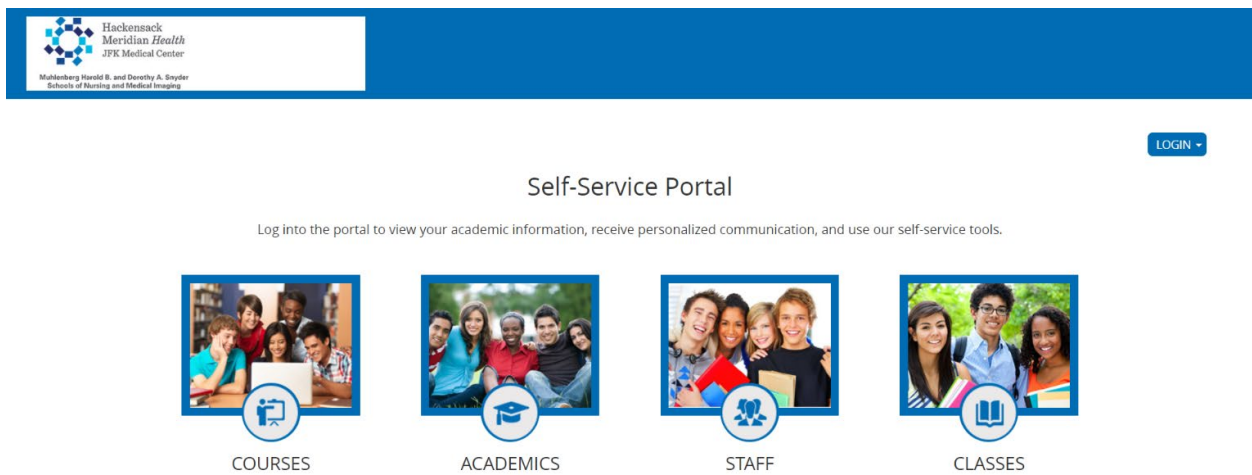
Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging

Create a User Account and Log In

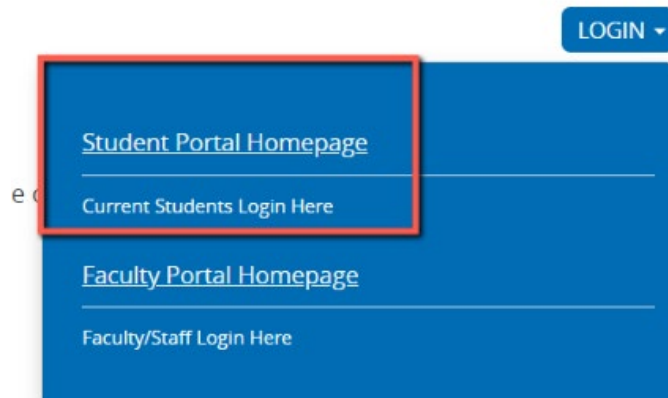
Navigate to the Student Portal by going to this link:

myportal.jfkmuhlenbergschools.org

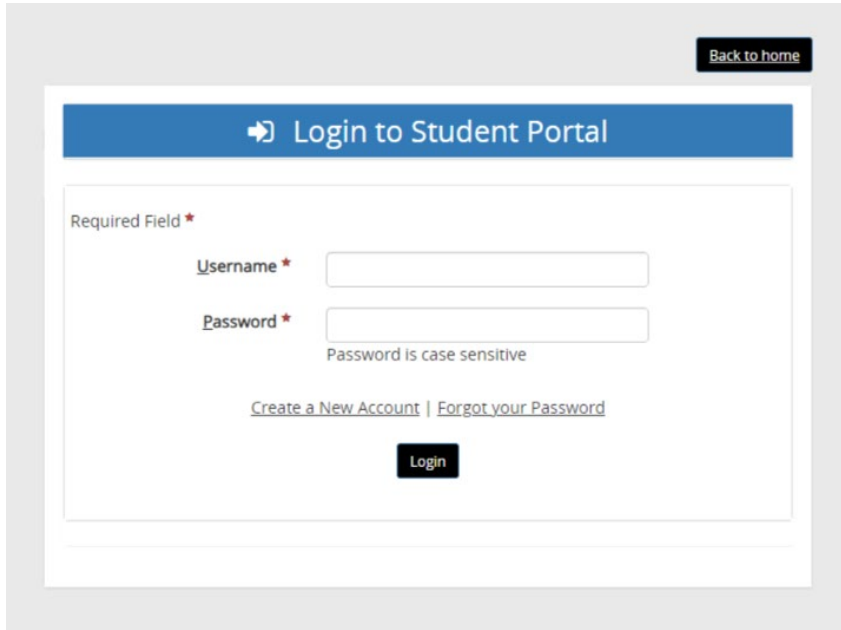
Your Student Portal homepage will load.



User the LOGIN button on upper right to log into your portal:

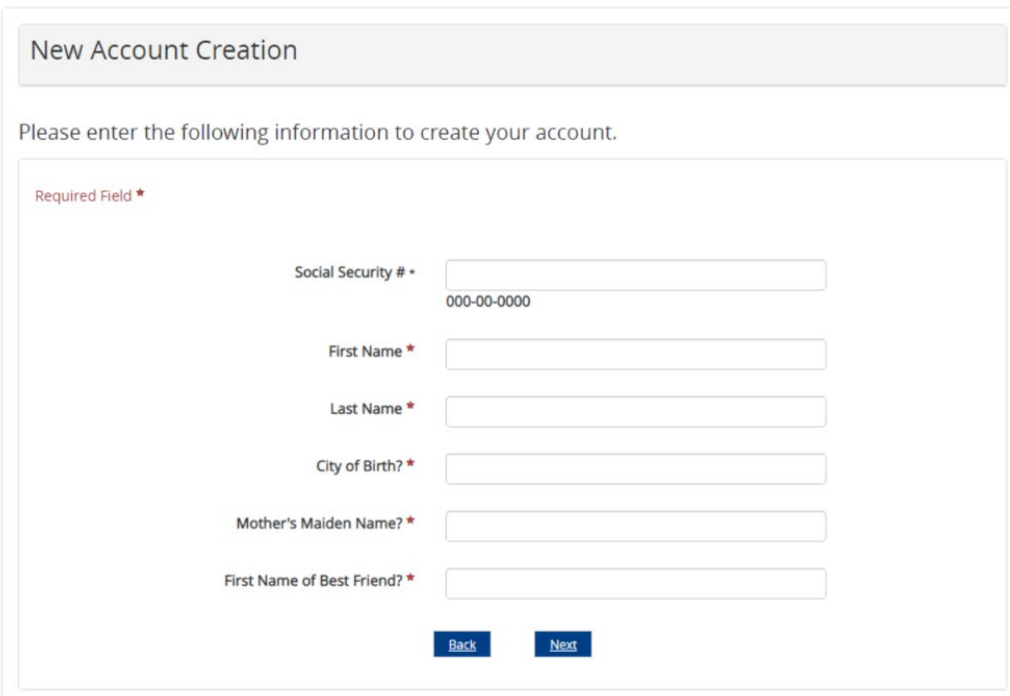


You will be directed to the login page:



The screenshot shows a web page titled "Login to Student Portal". In the top right corner, there is a "Back to home" button. The main content area has a blue header with a right-pointing arrow and the text "Login to Student Portal". Below this is a form with a "Required Field" label and a red asterisk. The form contains two input fields: "Username" and "Password", both with red asterisks. Below the password field, it says "Password is case sensitive". At the bottom of the form, there are two links: "Create a New Account" and "Forgot your Password". A "Login" button is located below the form.

First time users will need to create an account; click on the **Create New Account** link. The *New Account Creation* page is displayed.



The screenshot shows a page titled "New Account Creation". Below the title is a grey bar with the text "New Account Creation". Underneath, it says "Please enter the following information to create your account." The form area has a "Required Field" label and a red asterisk. The form contains six input fields, each with a red asterisk: "Social Security #", "First Name", "Last Name", "City of Birth?", "Mother's Maiden Name?", and "First Name of Best Friend?". Below the "Social Security #" field, the text "000-00-0000" is displayed. At the bottom of the form, there are two buttons: "Back" and "Next".

Enter the requested information and click Next.

The SSN, First Name, and Last Name are used to identify you as a student in our database.

City of Birth, Mother's Maiden Name, and First Name of Best Friend are used when resetting your password.

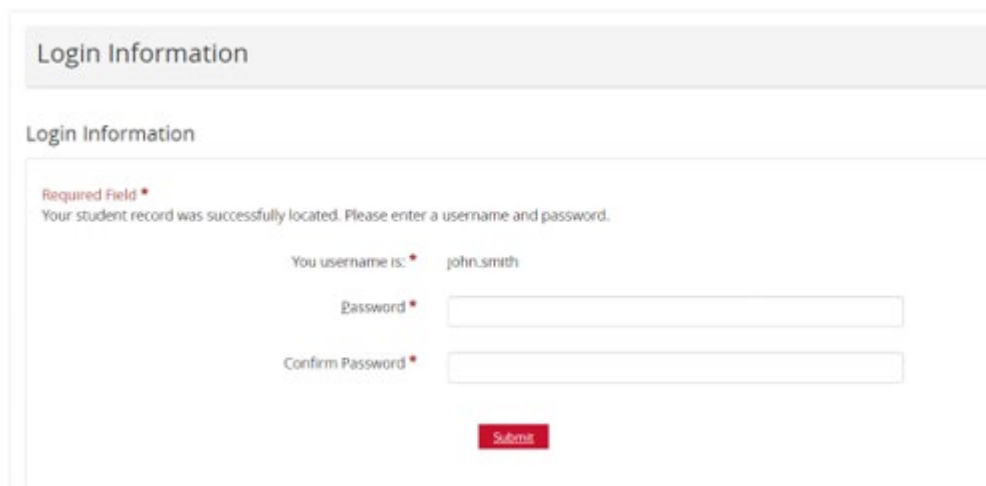
If your student record is located in the system, you will see the following Email Address Verification screen. Confirm that it is correct. This will be that address where you receive the email with a link to authorize your account.



The screenshot shows a web form titled "Email Address Verification". The form contains a message: "We found an email address on file for you: jsmith@test.com is this address still valid?". Below the message are two red buttons labeled "Yes" and "No".

Click yes brings you to the Login Information screen. Note that your username is automatically populated with *FirstName.LastName*. (If there is already a registered user with the same first and last name, a number will be added after your first name, e.g. john1.smith.)

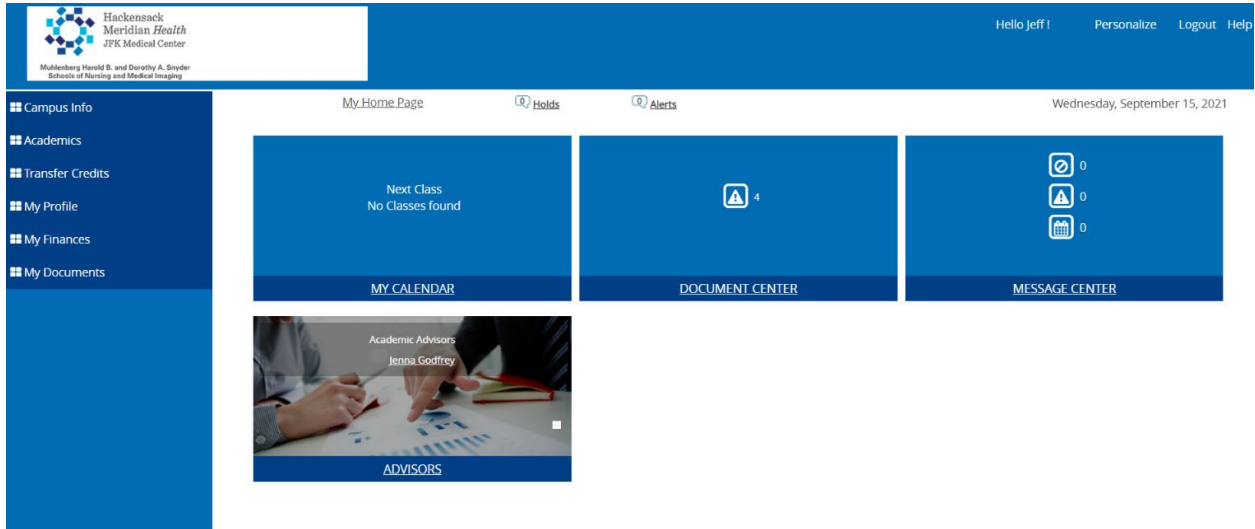
Enter and confirm your password and click Submit.



The screenshot shows a web form titled "Login Information". The form contains a message: "Your student record was successfully located. Please enter a username and password." Below the message are three input fields: "You username is:" with the value "john.smith", "Password", and "Confirm Password". A red "Submit" button is located at the bottom of the form.

Once this step is completed, you should receive an email with a link to activate your account and bring you to the login page. Here you can login to the Portal using the Username provided and the Password you selected. You will be taken to your Student Portal Home Page.

Student Portal Homepage:



The screenshot shows the Student Portal Homepage. At the top left is the Hackensack Meridian Health JFK Medical Center logo and name. To the right of the logo, the text reads "Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging". In the top right corner, there are links for "Hello Jeff!", "Personalize", "Logout", and "Help". Below the header, there is a navigation bar with "My Home Page", "Holds", and "Alerts" buttons. The date "Wednesday, September 15, 2021" is displayed on the right. The main content area features a left-hand menu with items: "Campus Info", "Academics", "Transfer Credits", "My Profile", "My Finances", and "My Documents". The main content area contains several tiles: "Next Class" (No Classes found), "MY CALENDAR", "DOCUMENT CENTER" (with a warning icon and the number 4), "MESSAGE CENTER" (with icons for messages, alerts, and calendar, each with a 0), and "ADVISORS" (with a photo of academic advisors and the name Jenna Godfrey).

On the *Student Portal Home Page* you will see a Menu Block down the left side of the page. Clicking on each menu Item will expand the options available under that item.

The home page also displays several pre-configured tiles that can take you quickly to the designated function.

- ADVISORS – Allows you to see the Advisors/Advisor Types that are assigned to you in the system. Clicking on the Advisor’s name will open a window that will allow you to send a message to that advisor.
- My Calendar – Same as selecting My Profile -> My Calendar from the Menu Block.
- Document Center – Same as selecting My Documents -> from the Menu Block
- Message Center – Same as selecting My Profile -> My Message Center from the Menu block



Hackensack
Meridian Health
JFK Medical Center

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Menu Items

Menu Selection	Help Link
☐ Campus Info	
Course Schedule	Course Schedule Help
Faculty Directory	Faculty Directory Help
☐ Academics	
View Attendance	View Attendance Help
Unofficial Transcript	Unofficial Transcript Help
Degree Audit	Degree Audit Help
Your Class Schedule	Your Class Schedule Help
GPA Calculator	GPA Calculator Help
My Grades	My Grades Help
☐ Transfer Credits	
Transfer Credits	Transfer Credit Help
☐ My Profile	
My Calendar	My Calendar Help
Change Password	Change Password Help
My Message Center	My Message Center Help
My Information	My Information Help



Hackensack
Meridian *Health*
JFK Medical Center

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My Finances		
Account Information		Account Information Help
Make Payment Online		Make Payment Online Help
Payment Information		Payment Information Help
View 1098T		View 1098T Help
My Financial Aid		
Award Letter		Award Letter
FAFSA		FAFSA
My Documents		
Document Center		Document Center Help

Go to Student Portal to Create a Student Account and Log In
at myportal.ifkmuhlenbergschools.org