

Welcome to Nebraska Methodist College!

## My Methodist (Student Portal)

My Methodist (my.methodistcollege.edu) is the college student portal for accessing courses, student information, college email, college announcements, campus information, and various NMC resources.

You can access My Methodist from the college website ([www.methodistcollege.edu](http://www.methodistcollege.edu)), or entering <http://my.methodistcollege.edu> into your browser (Internet Explorer, Firefox, Chrome etc.).

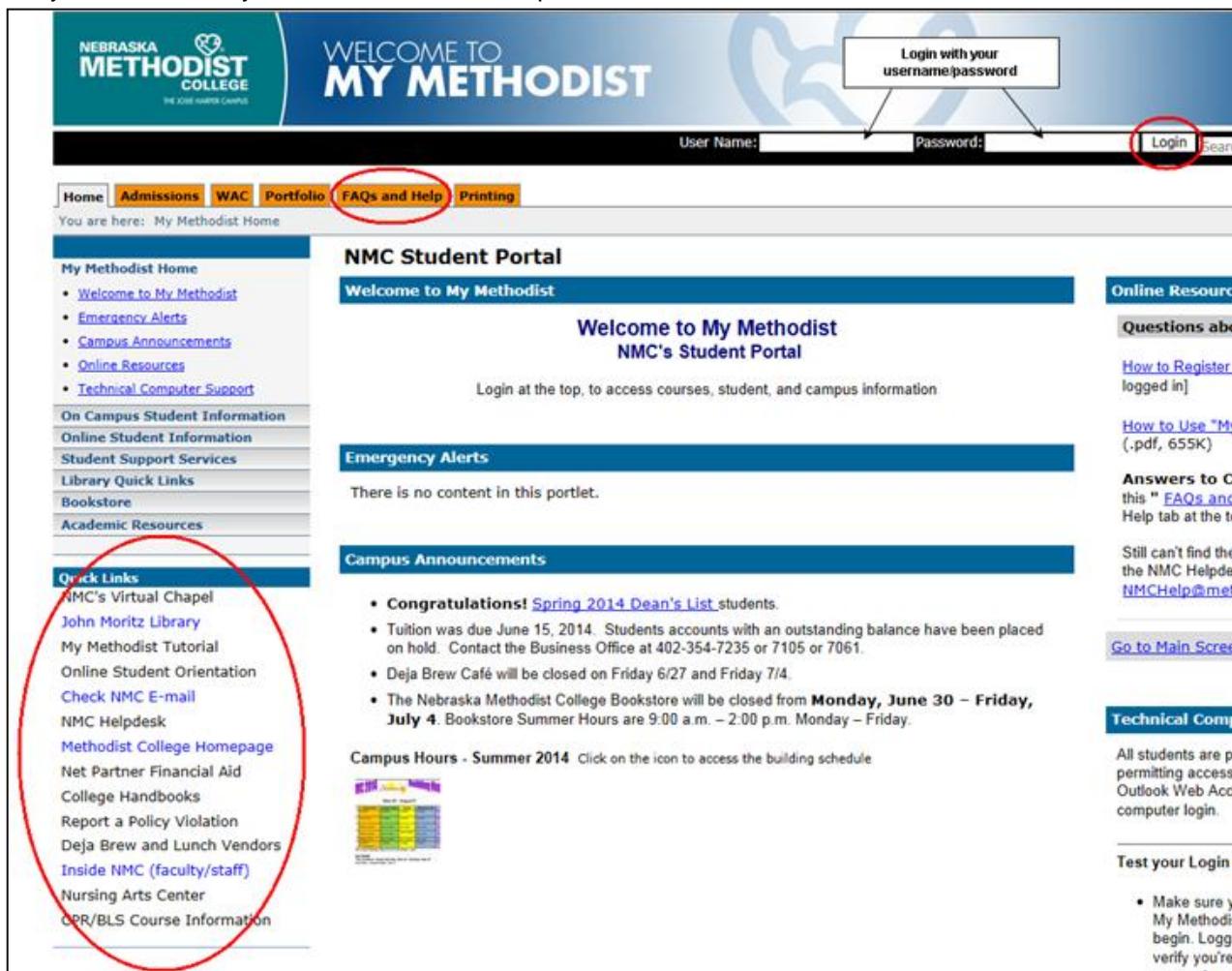


OR... <http://my.methodistcollege.edu>

The My Methodist "Quick Links", allows access to your college email account, Library guides, handbooks and more.

The **FAQ's and Help tab** is your first source for Help and can assist you with navigating My Methodist and solutions to common problems students may encounter.

Log into My Methodist with your NMC username and password.

A screenshot of the My Methodist Student Portal. The top navigation bar includes links for "Home", "Admissions", "WAC", "Portfolio", "FAQs and Help" (which is circled in red), and "Printing". Below the navigation, a "User Name:" and "Password:" field are shown, with arrows pointing to them from a "Login with your username/password" box. The main content area is titled "WELCOME TO MY METHODIST" and "NMC Student Portal". It features a "Welcome to My Methodist" section, an "Emergency Alerts" section (which is empty), and a "Campus Announcements" section. The "Campus Announcements" section contains a list of bullet points about tuition, Deja Brew Café closing, and bookstore hours. On the left, a sidebar is titled "Quick Links" and lists various college services. On the right, there are "Online Resources" and "Technical Comp..." sections. A red circle on the left side covers the "Quick Links" section of the sidebar.

## Adding Personal Information to My Methodist (Optional)

To add personal information, and/or a photo, click the **Personal Info** link on your portal home page



## Accessing Your Course(s)

Once you've logged in, "Quick Links" (left side of your screen), displays My Courses". Here's you'll find current term courses 2 weeks prior to the start date, and 2 weeks after the course ends. Access within a course may vary if the instructor has chosen to restrict page views.

Clicking a course link will take you directly into the course.

You can also use the "My Student Information" tab to access, current, past, or future courses.

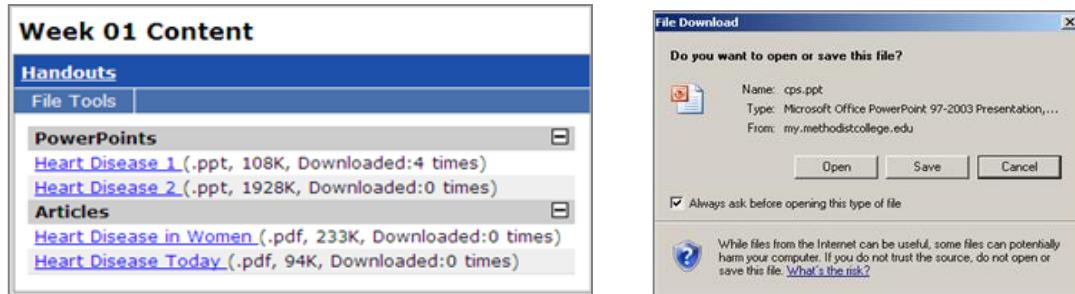
## Navigating a Course

Once you've logged into My Methodist and selected a course, you will enter at the Course Home Page. The viewing bar on the left lists pages. Once a page is selected, portlet links list the page contents. Course pages/page names/page content will vary by course.

Portlets display on a page in a minimized/compact view. Clicking a portlet title maximizes the portlet and displays only the portlet content.

## Accessing Handouts/Files

1. You can access handouts/files from the page view, or click the handouts portlet to maximize the view.
2. Click the handout/file name (link). You may be prompted to open or save the handout/file to your computer.



## Course Assignments

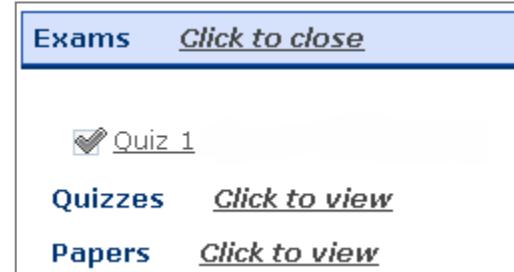
Course Assignments are located on the Coursework/Assignments page.

Assignments can be listed by Unit (Week 1, Module 1, etc.), or Type (Exams, Papers, etc.).

Units and Types vary by instructor and/or course.

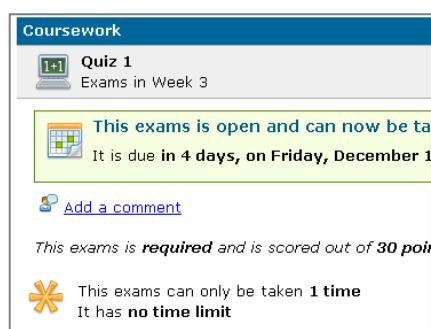
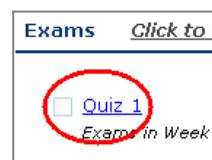
There are 4 types of assignment formats.

1. **Basic** – an assignment that takes place outside of the portal.
2. **Online Test** – completed inside the portal (quiz, exam, etc.).
3. **File Upload** – an assignment uploaded and submitted through the course (aka...drop box).
4. **Forum** – assigned Forum (discussion).



To access an assignment, click the assignment link.

Assignment information, grading method, graded/not graded, required/not required, and the assignment due date will display. The assignment description and instructions may also be displayed.



## Graded Assignments

**Check for graded assignments from the Coursework page.** Click an assignment for grade results.

Grade(s) may appear as soon as the grade is complete, or after a due date. This will vary by course/instructor.

Your graded results may display similar to the images displayed here, but vary depending on the assignment format (Basic, Online Test, File Upload, Forum), and grading method.

## Course Grade(s)

**The Gradebook page displays the overall course grade, a gradesheet overview, and assignment grade details.**

Students have the option to add a comment for the instructor on this page, as well as from an individual assignment.

Clicking the Gradebook assignment link, takes you to the Coursework page and the individual assignment grade results.

Gradebook page results can be printed using the Printer Friendly link in the upper right of the Gradebook page.



**Coursework**

**Research Draft**  
Papers in Week 4

Your final grade is  
**50/50, A+ (100%)**

Notes

This papers was turned in **on time** on **Tuesday, October 16, 2012**

[Add a comment](#)

For more workflow details, see your [Assignment Details](#)

For the full assignment information, [View Assignment](#)

Here are the files you uploaded for this paper:

[Research Draft on Heart Disease](#)

**Gradebook**

**Your grade sheet** for StudentFall 2012 (ET100-01)

**A+ (96%)**  
240/250 points

This is your current grade based on the assignments you have turned in. You can change if any new scores are entered.

[Add a comment](#)

**Assignment Grades**

<a href="#">Research Article Summary</a>	95/100 (95%, A)
Quiz 2	10/20 (50%, F) <i>This grade was dropped</i>
Quiz 1	--/--
Research Draft	45/50 (90%, B+)
Attendance	100/100 (100%, A+)

## Your NMC E-mail

All email communication between the college and current students is through NMC email only (no personal email).

You can check your email from the Nebraska Methodist College website (<http://www.methodistcollege.edu>), OR from the Quick Links on My Methodist (my.methodistcollege.edu).



- Enter your NMC username and password. (Usernames and passwords are case sensitive.)
- If your **email login** fails after 3 attempts, you will need to call 354-2280 and ask them reset your NETWORK password.
- Your NMC Web Access will look similar to the image below.

The image shows the Microsoft Outlook Web App interface. The left sidebar shows 'Favorites' with 'Inbox', 'Unread Mail (1)', 'Sent Items', and 'Deleted Items (10)'. Under 'NMC Student', 'Inbox' is selected, showing sub-folders 'Drafts', 'Sent Items', and 'Deleted Items (10)'. Below these are 'HelpDesk sent', 'Junk E-mail', 'Notes', 'RSS Feeds', and 'Search Folders'. The main pane shows the 'Inbox' with 120 items. The first few messages are: 'eCampus News' (unread), 'Student' (unread), 'Student' (unread), 'Student' (unread), 'eLearning Guild Events' (unread), 'bthompson @ irepond.com (via Quic' (unread), 'MacVie, Leah M' (unread, highlighted with a yellow background), and 'Faculty Focus' (unread). The 'Inbox' link in the sidebar is also highlighted with a yellow background.

### NOTE:

Your Network password expires every 120 days.

**You will be prompted 14 days prior** to the expiration. If you do not change your network password before the expiration, you will need to call the Health System IT and ask to have your network password reset.

**(402) 354-2280**

## Your NMC Password

**NOTE:** Network passwords must:

1. Contain a minimum of 8 characters
2. **Must contain 3 of the 4 following components**
  1. An uppercase letter
  2. A lowercase letter
  3. A number
  4. A symbol

You cannot use previous passwords, nor have your name within a password.

### To change your password online:

1. Log into your NMC email.
2. Select **“Options”** located just below your name in the right corner of your screen.
3. Click **“Change Your Password...”**. You will be prompted to enter your Current password, a new password, and confirm your new password.

Confirmation of a successful password change will display.

### To change your password over the phone:

Call the Health System IT desk at 402-354-2280 and ask them to reset your network password.

If you need additional assistance changing your password, please call the Health System IT: 402-354-2280.  
**NMC does not have the authority to change network passwords.**

### Still Having Trouble with your password?

If you **can** access your email, **but not** My Methodist, please email the NMC Helpdesk at [NMCHelp@methodistcollege.edu](mailto:NMCHelp@methodistcollege.edu).

If you **cannot** access your NMC email, contact the IT Helpdesk at: 402-354-2280.

## No NMC Email on Mobile Devices

Due to HIPAA regulations and requirements, **any affiliate of the Nebraska Methodist Health System cannot get e-mail on mobile devices** unless it has been approved by that entity Vice President.

