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Student Center

The following topics guide students through using the Student Center.



Homepage

In most cases, the Student Center homepage is displayed upon logging into myZou, Pathway, Joe'SS or MyView using student login credentials. (Note that various messages may replace the regular tiles if a student response is required on university business such as e-consent, 1098T consent, emergency notification opt-in/out, financial acknowledgements, etc.)

The homepage is made up of several elements including the Header Menu, Tiles, and the NavBar Menu, which we'll cover in the next few topics.

Banner Bar

The banner bar, sometimes called the header bar, is located at the top of the page and includes the following:

₹¢	0	\heartsuit	٢	Menu 🗸 Search in Menu	Q	<u>∩</u>
	а	b	С	d		e f g h

- a) The **Recently Viewed** button (clock icon) will display the pages that you have most recently visited.
- b) The **Favorites** button (heart icon) will open a pane on the left that lists the pages that you've designated as favorites. See <u>Adding Favorites</u> in the Appendix to learn how to add a favorite.
- c) The **Accessibility** button expands to show the Accessibility Menu. See <u>Accessibility Help Viewer</u> in the appendix for more information.



d) The **Search bar** feature is helpful for finding the page you want by typing in key words. By default, it searches the Menu. Click the Menu button to expand the options for where to search (Menu, All, or Student Center). As you type, pages that match the criteria automatically appear in a drop-down menu.





- e) The Home button (house icon) takes users back to the home page.
- f) The **Notifications** button (bell icon) opens a page that displays notifications for the user.
- g) The Actions List (vertical dots icon) displays the action options for the current page.

	۵	Ô	÷	Ø
[New Window			
	My Preferences			
	Help			
	Sign Out			

• Clicking **New Window** opens the same page in a new window, which can be helpful if you want to navigate away from a page, but would like to be able to reference the information on it while working on another page. The New Window link still appears in the upper right corner of some pages within the system.



- The My Preferences page allows users to customize their experience in a variety of ways.
- The Help page presents options for accessing help topics.
- When users are ready to **Sign Out**, they will select the account to sign out and should then close the browser to complete the sign-out process.



- h) The **NavBar** button (compass icon) expands the NavBar menu, which includes buttons to access:
 - **Recently Visited** Lists recently visited pages on the right.
 - My Favorites Lists your favorited pages on the right.
 - Menu Lists the traditional "drill-down" menu on the right.
 - Main Menu Opens a "classic" view of Student Center, which includes all the same information as the new version but allows students to navigate the old way if that's what they prefer.

Menu .	0 0 -	Welcome to myZou O e =
learch		Welcome to myZou
2		
My Favorites		Message for Students:
CLEAN_Address		Netsage for Switches.
NBS Application		When registering for classes, pay careful attention to the class details, including instruction Mode, Days, Times and Location. Instruction Mode is the way classes meet
NSC Transcript Home		(online, face-to-face, or a blend of the two). Students should choose classes in the instruction Mode(s) that works best for them. Read more information about class
UM Search/Match/Add		details.
Coursel, eaf integration		
UN Processes and Reports		Student Center The Student Center is the main page for student functionality within myZou.
Self Service		The second
Campus Community		- THE Course of Million in Million
Student Recruiting		 MU Connect (What is this?) Establish Mass Notification Contact Information (What is this?)
Student Admissions		 Establish Your Emergency Contacts
Records and Enrollment		 Change Privacy Settings (What is This?)
Curriculum Management		 Allow for Additional Authorized Access (What is this?)
Financial Aid		Third Party FERPA Release (What is this?) How da Laccess my Student Academic Profile?
Student Financials		 How our access my student Academic Profile? Schedule Planner (What is this?)
Academic Advisement		= science (science (scient)
Contributor Relations		Information you should know:
SA Integration Pack		montation you mount allow.
Set Up Common Objects		 UM E-Consent (What is this?)
Set Up SACR		EERPA Policy
Enterprise Components		Drug and Alcohol Palicy Camous Safety and Ceime Report
Worklist		MU Fee Reassesament Policy (Refunds)
Application Diagnostics		 Academic Success
Tree Manager		 Statement of Financial Responsibility
Reporting Tools		 Academic Honer Pladge
PeopleTools		Questions?
PSUnit		Tech Support
UM E-Consent		(\$73) 882-5000 or e-mail technupport@missouri.edu
UM E-Mail		If you are unable to access your Student Center, please E-Consent. If this does not resolve the issue please contact Tech Support.
Emergency Mass Notification		
Incomplete Grade Contracts		
Change My Password		
My Preferences		



*Note that clicking the Home button while in the classic view will return the user to the tile-based Student Center homepage.

Title Bar

The title bar is located beneath the banner bar. The bar displays the name of the page on the left, and page controls on the right (if the user has more than one page). Also on the right is the **Homepage Actions** menu (vertical dots), which displays page options.

♥ ♡ ♡ ®	Menu 🗸 Search in Menu	۵ ث ÷ ©
Faculty / Staff Homepage		< 1 of 2 >
	Main Menu	Personalize Homepage Publish Homepage
		Refresh

Tiles

Tiles, which appear under the banner and title bars on the Student Center homepage, are navigation tools that will take you to either a task or a Navigation Collection.

When your cursor passes over a tile, some tiles reveal information (e.g., the Notifications tile displays the number of Holds and Messages).

To ensure the information is up to date, you can refresh the tiles by clicking the **Refresh** button in the bottom-right hand corner of the Homepage.

		(16		
	-	- "		
	12			
Holds	4 Me	ssages	12	

Navigation Collection Pages

Tiles open navigation collections, which are related pages that are grouped together.

a) Navigate among the pages using the navigation menu on the left side of the page.

Note: Pages vary across the University's Student Systems. Therefore, what you see in this guide may differ slightly from your experience.

- b) The tile opens the collection and displays the contents of the default page, which always corresponds to the first page listed in the menu.
- c) The menu can be collapsed to provide more room in the content area by clicking the Activity Guide Navigation Area button.

ع المعنى الم المعنى المعنى	Demographic Information				
	ID				
Names	Gender	100 C			
7 Famil Addresses	Date of Birth	100 B			
🖂 Email Addresses	Birth Country	United States			
Addresses	Birth State	Ohio			
	Marital Status	Unknown			
Phone Numbers	Military Status	No Military Service			
Emergency Contacts	Citizenship Information				
	Citizenship Status	Cou	untry		
Emergency Mass Notification	Native	Un	ited States		
1nformation Privacy	a or Permit Data				
	Туре	Visa	a/Permit		

Tile Descriptions

When the cursor passes over a tile, it displays a brief description of the pages and content under that tile.

The following topics describe the tiles in more detail.

Manage Classes

The Manage Classes navigation collection contains the following pages:

Q Class Search	a Enter Search Criteria	
Browse Course Catalog	b Search for Classes	
Enrollment	C Institution	Univ of Missouri - Kansas City v
Chedule Planner	d	5243 - 2024 Fall Semester 🗸
My Class Schedule	e Select at least 2 search criteria. Select Sea	rch to view your search results.
My Weekly Schedule	f Subject	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
T View Final Exam Schedule	g Course Number	is exactly



- a) Class Search opens by default and displays the Enter Search Criteria form page, allowing students to search for a specific course.
- b) Browse Course Catalog provides an alphabetized list of courses by subject.
- c) Click Enrollment to expand its menu of options, which are described below.
- d) Access and edit your **Schedule Planner** through the button on this page. Students can select courses that fit their preferred schedule and add them to their shopping cart.
- e) My Class Schedule displays your current class schedule and options to filter the displayed classes are available.
- f) My Weekly Schedule displays a calendar view of your weekly class schedule.
- g) View Final Exam Schedule provides a link to view the final exam schedule for your home campus.

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The Enrollment information included in the Manage Classes Navigation Collection is as follows:

- a) On the Enrollment Dates page, select the term to see the enrollment dates for that term.
- b) On the Shopping Cart page, select the term, then use the shopping cart to search for and add classes.
- c) On the Add Classes page, you can search for and add classes.
- d) On the **Edit a Class** page, you can edit eligible classes that have not yet begun. For example, before the semester starts you may want to change the grading basis or change the credit hours in a class that offers variable credit hours.
- e) The **Drop Classes** page enables you to drop eligible classes.
- f) The **Cross Campus Enrollment** enables you to take classes offered on other University of Missouri campuses and lists the additional tasks that are required. For example, you will need to arrange to pay your bill at the host institution, as the payment can't be made through your home campus' payment system.



Academic Records

The Academic Records navigation collection contains the following pages:

- a) The **My Course History** page lists courses you have taken, and displays the Course, Description, Term, Grade, Units, and Status.
- b) The **My Grades** page displays your grades for the current semester if the grades are posted.
- c) On the **My Academic Standing** page, select the term to view Standing and/or Honors that have been posted for the selected term.
- d) The My Advisors page displays information if you've been assigned an advisor.
- e) The **Request Official Transcript** page provides a link to the National Student Clearinghouse website to place an order for an official transcript.
- f) The **Request Unofficial Transcript** page is not used by all institutions but provides a way to request an unofficial transcript be emailed to your university email address.
- g) The My Transcript Requests page lists details of all transcripts that you have requested.
- h) The **Enrollment Verification** page provides a link to access the National Student Clearinghouse website for enrollment verification.
- i) The My Certification Requests page provides details about certification letter requests that you've made.

📕 My Course History	(
🐻 My Grades	ſ
My Academic Standing	•
My Advisors	C
Request Official Transcript	e
Request Unofficial Transcript	(
↔ My Transcript Requests	g
Enrollment Verification	ŀ
My Certification Requests	(

Academic Progress

The Academic Progress navigation collection contains the following pages:

Degree Progress	a
Request Degree Audit	b
↔ View Transfer Evaluation	c
→ Evaluate Transfer Credit	d
Apply for Graduation	e
View Graduation Status	f



- a) **Degree Progress** is the default page for Academic Progress. If any degrees have been awarded, they appear at the top, and incomplete degree programs appear beneath.
- b) The **Request Degree Audit** page provides a link to request a degree audit to determine what criteria has been met and what criteria is still required to complete the degree.
- c) The View Transfer Evaluation page displays a table that lists all courses submitted and whether each course is accepted or denied for credit.
- d) The **Evaluate Transfer Credit** page provides links that allow students to choose the scenario in which credit is transferred: as a potential transfer student from a different institution, or as a University of Missouri student searching for an equivalent course elsewhere (e.g., the student wants to take classes at their summer location that will transfer back to the university).
- e) The Apply for Graduation page lists the student's degree program(s) and provides a link for applying for graduation.
- f) The View Graduation Status page lists the graduation status of graduation applications.

Personal Information

The Personal Information tile launches the **Student Personal Info** page, which provides access to the following information:

- a) By default, the **Demographic Information** page appears first and provides general information about the student. To update information on this page, contact your registrar's office.
- b) The primary name is listed on the **Names** page. Students may click the **Add a new name** button to add a preferred name if desired.
- c) The student's UM Assigned email address appears on the Email
 Addresses page and can't be altered or deleted. Additional email addresses may be added.
- d) The student's permanent address appears on the **Addresses** page and can be edited by the user. The student may add addresses such as Business, Degree, Billing, Local, etc.
- e) The student's preferred phone number is listed on the **Phone Numbers** page. It is editable and more phone numbers can be added.
- f) Information on the **Emergency Contacts** page is required for students living on campus and can be edited.
- g) The **Emergency Mass Notification (EMNS) Registration** page allows the student to choose how they would like to be notified in case of a campus emergency (e.g., severe weather warnings, etc.) The page is editable, and the student can use the Opt-Out button to opt out of receiving emergency notifications.
- h) Click the Information Privacy menu item to reveal additional menu options:
 - Use the Additional Authorized Access (AAA Permission) form page to authorize others (e.g., your parents) to access your student records (e.g., academic, financial, etc.)
 - Use the **FERPA Release** form page to authorize verbal access to others (e.g., your parents). The student's signature is required for written or printed documentation.
 - Use the **FERPA Restrictions** form page to restrict the release of personal information and/or to opt out of allowing your phone number and address from being displayed in the Outlook directory.
 - Use the **Verify Social Security Number** form page to verify that your social security number matches university records.

Semographic Information	
E Names	
Email Addresses	
Addresses	
Phone Numbers	
Emergency Contacts	
Referency Mass Notification	
aliformation Privacy	
Additional Authorized Access	
FERPA Release	
FERPA Restrictions	
Verify Social Security Number	

Personal Information

Contact Info FERP

Authorized Access

Financial Account

Log into TouchNet

Bookstore Receipts

Paid Fees Letter

Optional Fees

Tax Information

Student Financial Account

The Financial Account navigation collection allows students to access information and forms related to bills, direct deposit, and tax information.

a) The Login to Touchnet page links to Touchnet, where actions related to billing can be access	sed.
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- b) Bookstore purchases that are made on the student's account appear on the **Bookstore Receipts** page.
- c) Students can print a Paid Fees Letter to provide proof of payment to entities that require it for reasons such as tuition reimbursement.
- d) The **Optional Fees** page only appears for MU students.

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e) The Tax Information page provides a link to Touchnet, where the student's 1098-T Tuition Statements from 2019 and beyond are accessed. If students have 1098-T's from 2018 and prior, they can be accessed from this page. The E-Print tab at the top of the page opens a form that allows the student to consent to receiving their 1098-T Tuition Statement electronically.



Financial Aid

Student Financial Aid

C Accept/Decline Financial Aid

Annual Scholarship Application

🧸 View Financial Aid

The Financial Aid navigation collection allows students to access information and forms related to awards, scholarships, student loans, etc.

The View Financial Aid page appears first by default. Select an Aid Year link to view financial aid information for that year. a)

Links on this page provide useful financial planning information. For instance, the College Financing Plan links open a new browser tab that displays expected contributions, cost of attendance, scholarships and grants, and the total college costs that the student will be required to pay for the selected Aid Year.

b) On the Accept/Decline Awards page, select the Aid Year to view, accept, and decline financial aid awards and loans for that year.

а

b

С

Links at the bottom of the page include such information as how to contact your financial aid advisor.

The Annual Scholarship Application page provides a link to a C) competitive scholarship application service where students can

Last Up	dated 05/12/2	021 1:11:47PM	Status	New Package		
Award	Category	Career	Offered	Accepted	Accept	Decline
Mo. Transfer Award I	Scholarship	Undergraduate	2,250.00	2,250.00		
SP Tuit Reduction Spouse Dpndt	Waiver	Undergraduate	1,989.00	1,989.00		
Smr Est Wvr - Ed Fee Reduction	Waiver	Undergraduate	918.00	918.00		
Total			5,157.00	5,157.00		
Accept All) D	ecline All	Clear All		Update 1	lotals
Currency used is US Dol	lar				Su	Jbmit



Secure Document Upload

The Secure Document Upload page allows students to securely upload certain documents.

Select an office or department (e.g., Cashiers, Financial Aid, Show Me Renewal) and a document type (e.g., Student Driver's License). Add comments if desired and then click the **Add Attachment** button.

The uploaded document is processed and sent on to the selected recipient.



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Notifications

The Notifications tile dynamically displays a red circle containing a number that indicates the quantity of unread notifications for the student. The bottom of the tile displays the quantities and types of unread notifications.

The Notifications tile opens the **Student Task and Notifications** page.

\Xi To Do List	a
O Holds	Ь
Message Center	C
Campus Policy Agreements	d

- a) The **To Do List** appears by default and displays outstanding items if any are found. Completed items are listed below any outstanding items.
- b) The **Holds** page displays any holds that exist.
- c) Messages that are sent through Campus Solutions (not to the student's university Outlook account) are accessed through **Message Center**. (Messages marked **Email** will also appear in Outlook, but **Letters** and other correspondence will not.)
- d) The Campus Policy Agreements page lists policies that the student is required to acknowledge and/or accept.



Student Employee View

When a student employee accesses myZou, Pathway, Joe'SS, or MyView, they will have the option to view either the Student Center or the Faculty/Staff Homepage by expanding the page title in the tool bar.

Faculty / Staff Homepage	
Student Center	Main Menu
Student Genter	

Note that the Faculty/Staff Homepage displays only one tile, Main Menu, which opens the classic left-side menu and navigation.

Menu	0 0-	Welcome to Pathway	0 0 *
Search:		Welcome to Pathway	
) () ())		
My Favorites CLEAN_Address NBS Application NSC Transcript Home		The Pathway system serves all of the University of Missouri - Kansas City's campus community. All users enter through the sam menu options to the left to navigate through the system.	e access point and use th
UM Search/Match/Add		Students	
CourseLeaf Integration UM Processes and Repo Self Service	orts	The Student Center is the main page for student functionality within Pathway. To access the Student Center follow the Self Ser menu, or click <u>Student Center</u>	vice link in the left hand
Campus Community		Upload your COVID-19 vaccination card here!	
Student Recruiting Student Admissions Records and Enrollment		UNIKC students can grant others direct and authorized online access to their student information, including but not limited to ac student financial information. Click on the Additional Authorized Access link below.	cademic, financial aid, and
Curriculum Management		Additional Authorized Access	
Financial Aid Student Financials		Third Party FERPA Release	
Academic Advisement		Additional Authorized Access and FERPA Release Protocol	
Contributor Relations SA Integration Pack Set Up Common Objects Set Up SACR Enterstice Commonster		If you are a student with a disability, academic assistance may be available. To find out more visit <u>www.umkc.edu/disability/</u> or more information. If you are not a student with a disability but have registration questions please contact the Registration & Rev 816.235.1125	

Appendix

Adding Favorites

If you want to add a page to Favorites, while on the page, expand the Actions menu and select Add to Favorites.



You may also add a page to the Homepage and the NavBar from this menu.

Accessibility Help Viewer

In this topic we discuss the menu items displayed under the Accessibility button in the banner bar.

Stu	Enable Screen Reader Mode	
	Keyboard Shortcuts	
	Accessibility Help	ÞS

- 1. Clicking Enable Screen Reader Mode immediately enables screen reader mode and launches a pop-up dialog asking if you want to make it permanent for subsequent sessions. It is recommended that before you enable the mode, you visit the Accessibility Help page, where you can learn more about it before choosing to use it.
 - a. If you choose **Yes**, a confirmation screen appears, stating that screen reader mode is now enabled for this and subsequent sessions.
 - b. If you choose **No**, screen reader mode will only persist through the current session.
 - c. If you choose **Cancel**, screen reader mode will not be enabled at this time.
 - d. If you selected Yes or No by accident and want to disable screen reader mode, go to **My Preferences** (Action menu in banner bar), expand the **Accessibility Layout** field under **General Options**, and select **Screen reader mode off**. Click the **Save** button in the upper right corner of the page.

ode is now	Screen reader mod	de will be enabled
	Would you like to persist this se	tting for subsequent sessions?
sion.	Yes	o Cancel
General Settings		
-		
-	Accessibility Layout	Screen reader mode on y
-		Screen reader mode on Y
General Settings	Accessibility Layout Customize Page Settings	

2. Clicking Accessibility Help in the Accessibility menu on the banner bar opens the Accessibility Help Viewer.

	Accessibility Help Viewer
Welcome	Welcome
b Screen Reader Mode	The accessibility help topics are intended to assist users who have disabilities, including motor and visual impairments, and require information about the accessibility features available within the application. These topics address users who may or may not use assistive technologies and provide information on how to enable and use the accessibility layout features within the application.
Page Layout in Screen Reader Mode	Use the topic navigation panel to select a different accessibility help topic (depending on the browser window size, expand the panel using the Topic Selection Panel button as pictured below).
About Keyboard Shortcuts	Topic Selection Panel button
	For more information about the screen reader mode, see the Screen Reader Mode topic.
	For more information about keyboard shortcuts, see the About Keyboard Shortcuts topic.
	For more information about the page layout in screen reader mode, see the Page Layout in Screen Reader Mode topic.
	Some topics may be specific to a given application or transaction while others may be generally available throughout the product.

- a. The viewer opens to the **Welcome** page.
- b. The items that were listed in the accessibility menu are also listed in the **left menu panel**.
- c. Click the X in the upper right corner of the page to return to the previous page.
- 3. The left panel menu items open the following pages:
 - a. Screen Reader Mode provides important information about using screen reader mode.

Velcome	Screen Reader Mode
Screen Reader Mode	A screen reader is an assistive technology that renders text and image content as speech. A screen reader reads the content on the screen and is primarily used by people with vision impairments and learning disabilities. Examples of screen readers include JAWS, NVDA, VoiceOver, and ChromeVox.
age Layout in Screen Reader Mode	In screen reader mode, the pages are rendered in a way that is optimal for screen reader software. Screen reader mode is not intended for use by other users, such as sighted users and keyboard-only users.
bout Keyboard Shortcuts	Enable Screen Reader Mode If you already have a screen reader software installed on your device, you can either select the Enable Screen Reader mode check box on the sign-on page or select the Enable Screen Reader mode menu item from the Accessibility button in the banner. However, the Accessibility button is not available in all banners of the application. On small form factor devices, the Accessibility button is available only on the homepage.

b. Page Layout in Screen Reader Mode describes the page layout when screen reader mode is enabled.

Welcome	Page Layout in Screen Reader Mode
Screen Reader Mode Page Layout in Screen Reader Mode About Keyboard Shortcuts	With screen reader mode enabled, a typical page includes a banner on the top of the page with the following items: Recently Visited Favorites Accessibility Search area or Search button (Depending on the size of the window.) Home Notifications (Appears only if enabled.) Actions (This includes items such as New Window, Help, and Sign Out. You may see other items based on your permissions.) NawBar (Displays the navigation bar to access additional navigational options.)
	In screen reader mode, the pages are rendered in a way that is optimal for screen reader software. Screen reader mode is not intended for use by other users, such as sighted users and keyboard-only users. Page Layout in Screen Reader Mode

c. The About Keyboard Shortcuts page describes the keyboard shortcut alternatives to using a mouse to navigate the pages.

Accessibility Help Viewer		
Welcome	About Keyboard Shortcuts	
Screen Reader Mode	You can use keyboard shortcuts and keyboard navigation alternatives instead of using a mouse so you can work more efficiently. These keyboard shortcuts help you navigat the page or perform certain actions on the page using only the keyboard. Keyboard-only navigation features are available to all users and do not require users to enable accessibility layout features.	
Page Layout in Screen Reader Mode	Press, and hold one or more keys to use keyboard shortcuts. For example, use Ctrl + C to copy a selected item. Here is a list of keyboard shortcuts that are commonly used within the application. The sequence key may vary depending on your browser.	
About Keyboard Shortcuts	Enter - OK or Done Esc - Cancel At+1 - Save At+K - Keyboard Information page Otrl+Alt+S - Skip to main content	
	To display a more extensive list of keyboard shortcut combinations, press Alt + K or select the Keyboard Shortcuts menu item from the Accessibility button in the banner. Skip to Main Content	
	The Skip to Main Content link allows keyboard-only users to bypass all the header links and get to the main content on the page. Note that the Skip to Main Content link is not available on all pages. When you tab from the last browser control into a page of the application, the Skip to Main Content link is displayed automatically. Also, when you are on any control within a PeopleSoft page, you can use Ctrl + Alt + S to display the Skip to Main Content link. Then, press Enter to dismiss the link and place focus on the first actionable field within th main content of the page.	
	The behavior of focus may be different - some pages place focus on the first actionable field while other pages place focus on the main region of a page, which contains the content.	

End of Reference Guide