

# Student Connection Quick Guide

For technical assistance, call Student Support Center at 877-899-1499 or email [ssc@davenport.edu](mailto:ssc@davenport.edu).

## Log in to the Student Connection

1. Go to [my.davenport.edu](http://my.davenport.edu) and click "Login".
2. Log in with your username (jdoe1) and password you established during initial password reset.
  - a. To reset your password, go to [reset.davenport.edu](http://reset.davenport.edu) and click on the "Forgot Password?" link.
  - b. Enter your Username (example, jstudent1) and select "Search".
  - c. Confirm email address is correct and select "Continue".
    - i. If the email address is not correct, please contact your admissions rep or advisor for assistance.

**Please note:** Once logged in, you can always return to your Student Connection page by clicking on "My Connections" which displays at the top of [my.davenport.edu](http://my.davenport.edu) webpages.

## Locate your Student ID Number

1. Within the "Advising Tools" section – beneath the Registration category – click "My Student Profile". Student ID number is listed in parentheses next to your name in the upper-left corner (typically starts with an "A").

## Access your Panther Mail (student email account)

1. Click on the "[Panther Mail](#)" icon located in the primary banner of your Student Connection page.

## Update your Contact Information

2. Within the "Advising Tools" section – beneath the Registration category – click "Update Contact Information". Please make sure your contact information is always current.
3. DU Text U: It's important to receive notifications about emergency situations or campus closures.
  - a. To receive these notifications by cell phone, check to see if the Cell Phone Voice and Cell Phone Text numbers are set up in the Phone Number section. If not, click on "Add New".
  - b. Select "Cell Phone Text", enter your cell phone number and click Add. Repeat this step to add your Cell Phone Voice number.

## View your Degree Plan (program of study / graduation requirements)

1. Click on the "[Degree Plan](#)" icon located in the primary banner of your Student Connection page.

## Register for Classes *(need assistance, contact your Advisor or call 866-925-3884)*

1. Within the "Advising Tools" section - beneath the Registration category - click "Add/Drop Classes".
2. Select "Register for Classes". Select the appropriate term from drop-down menu, click Continue
3. From there you may select a subject, course number and/or campus – OR – you may click "Advanced Search" for additional criteria (e.g. by part of term).
4. Click the "Add" button next to the desired class section and click "Submit" to save the schedule.

## View your Schedule

1. Within the "Advising Tools" section - beneath the Registration category - click "View my schedule".
2. Select the appropriate term from drop-down menu.
3. Toggle between upper (Class Schedule) and lower (Schedule) panels of the screen using black arrows in the middle of the screen.
  - a. Lower panel offers a weekly calendar view (Schedule tab) and details about each course (Schedule details tab).
  - b. Print your schedule from the Class Schedule panel using the printer icon located in the upper right corner. Printout displays the Schedule Details and weekly calendar view.

## Complete your Virtual DU Orientation

1. Within the "Advising Tools" section – beneath the Registration category – click "[New Student Orientation](#)".
2. Click the Transfer & Adult Students box, then click the link on the webpage to launch the virtual orientation modules.
3. Click the red New Student Orientation button to begin the orientation.
4. Proceed with the orientation through the closing survey to earn your Certificate of Completion.

## Familiarize yourself with Blackboard *(intended for all students, especially if taking an on-demand or livestream class)*

1. Within the "Advising Tools" section – beneath the Academic Resources category – click "Academic Support Services" and scroll down to the Blackboard for New Students section, or go to [my.davenport.edu/academics/student/blackboard-new-students](http://my.davenport.edu/academics/student/blackboard-new-students).

### **Log in to Blackboard (new students receive access three days before the class begins)**

1. Click on the “Blackboard” icon located in the primary banner of your Student Connection page.
  - a. **Please note:** *Firefox is the recommended browser to use with Blackboard (on demand classes).*
  - b. **Please note:** *Chrome is the recommended browser to use with Class.com (livestream)).*
  - c. **Students are joined to their class in Blackboard three (3) days before the start date of the course.**
2. You may review the optional “PREP101: Blackboard Orientation” module from your Course list.

### **Accept your Financial Aid (need assistance, assistance, email [financialservices@davenport.edu](mailto:financialservices@davenport.edu) or call 866-774-0004)**

1. Within the “Financial Tools” section - beneath the Financial Aid category - click “Accept your Financial Aid”.
2. Most grants and scholarships are automatically accepted on a student’s behalf. For federal loans, you will need to accept or decline the loans you are offered every year.
3. To accept, reduce, or decline an award/loan offer, click “Self Service Banner” in Step 4.
4. Select the appropriate aid year.
5. Click the “Offer” tab.
6. Make your selections (scroll down the page to the Loans section).
  - a. *Depending on how you choose to fund your education, you need to accept or decline the offered loan(s).*
  - b. *If you plan to use student loans, you must complete a Master Promissory Note (MPN) and Entrance Counseling at [studentaid.gov](http://studentaid.gov). This is located at the top of the page under “Loans & Grants”.*
7. Students cannot accept a Parent PLUS loan. For more information about PLUS loans, parents may contact the FA office or visit [davenport.edu/financial-aid/types/loans/plus](http://davenport.edu/financial-aid/types/loans/plus).

### **Reserve your Classes – This must be completed at least two (2) weeks prior to each semester**

1. Within the “Financial Tools” section – beneath the Student Payment Center category – click “[Student Financial Dashboard](#)”, or click the “Reserve Your Classes” button.
2. In the Student Financial Dashboard, click the “Reserve My Courses” box, review the Student Financial Agreement, and click the “Agree” button.
3. Review any outstanding "Financial Aid Requirements". For the list of forms, please visit [davenport.edu/financial-aid/forms](http://davenport.edu/financial-aid/forms). If you are planning to use a student loan to fund your education and have yet to accept your offered loans, your pending loan amounts will be displayed in Financial Aid Awards (Status: Offered). *Please refer to the “Accepting Your Financial Aid” section of the Quick Guide for further instruction.*
4. Under Current Balance, if you have a \$0 or negative balance, your charges are covered. If you have a positive balance, submit your payment or sign up for a payment plan in the [Student Payment Center](#) (link at top of dashboard).

### **Make a Payment, View your Balance/Charges, and Add Authorized Users (need assistance, email [duar@davenport.edu](mailto:duar@davenport.edu) or call 800-266-6158)**

1. Within the “Financial Tools” section - click the “Student Payment Center” link.
2. Click on “Account Activity” in “My Account” tab to view total charges and charges by term.
3. Click on “Make a Payment” tab to set up and confirm a payment transaction.
4. Click on “Authorized Users” on home page to grant access to another user.
5. Click on “On Demand Statements” on home page to view your billing statement(s).

### **Order Textbooks (need assistance, call 616-554-4767, email [bookstore@davenport.edu](mailto:bookstore@davenport.edu), or click the “Contact” icon in the online bookstore)**

1. Click on the “Order Books” icon located in the primary banner of your Student Connection page, or go to [bookstore.davenport.edu](http://bookstore.davenport.edu).
2. Login with your DU username and password to enter the online bookstore.
3. On the My Account homepage, your Book Voucher Limit will appear in the gray box on the right side if you have completed the payment process for the semester and are eligible for a book voucher.
4. Click the “New Order” button to view the textbooks assigned to your registered courses for the semester. Make your selection from available format options (Example: new, used, eBook, etc.).
  - a. Use the “Price Report” on the My Account page to view textbooks for all DU courses offered in the term.
  - b. Some courses indicate course materials to be provided in class or via Blackboard - you do not need to order a book.
5. On the Payment Page, the total amount due will be charged to your voucher based on your available funding level. Any amount exceeding your book voucher will need to be paid by credit card.
  - a. All book voucher charges will be applied to your Davenport account. If you don’t have sufficient financial aid funding to cover these charges, you will be responsible for paying the balance.

### **Register your Vehicle for Parking on Campus**

1. Within the “Student Tools” section – beneath the University Resources category – click “Parking Registration”.
2. Click the “submit parking registration” link and complete the registration application.
3. Watch for Panther Mail notification on when and where you may pick up your parking permit.