

# My.Whittier.edu Getting Started Guide for Non-Degree Students

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Do not share your password or PIN with anyone.

If you have trouble logging in, call (562-907-4287) or come in to Information Technology Services in the ground floor of the Library.

## Whittier College Portal Login

The Web Address or URL is <https://my.whittier.edu>, no "www" is needed.

MyWhittier Portal - powered by SunGard Higher Education - Windows Internet Explorer

http://my.whittier.edu/cp/home/loginf

File Edit View Favorites Tools Help

MyWhittier Portal - powered by SunGard Higher ...

**Secure Access Login**

User Name:

Password:

[Having problems logging in? Click here.](#)

[Forget Password?](#)

**Welcome to my.whittier.edu at Whittier College and Whittier Law School.**

This secure site provides Whittier College and Whittier Law School students, faculty and administrative staff with world-class Intranet and Internet services. This is where you can access e-mail, news and events information, and a wide variety of academic and administrative services.

**What's Inside?**

- E-mail:** Send and receive e-mail, and create your own personal address book.
- Calendar:** Access and manage your personal, course and school calendars.
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

and much more...

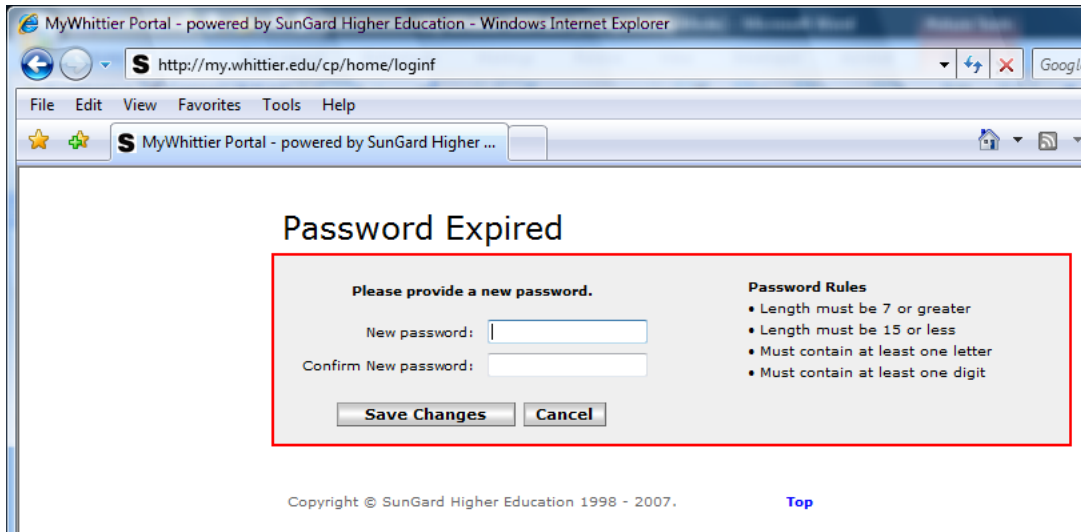
**Make this my homepage.**

[Click here](#) for instructions on how to make your browser load this page on startup.

For new users, the PIN from your acceptance letter is also your initial password. On your first login, you will need to change your password.

## Password and Secret Questions Setup

The first time you login successfully you will be prompted to change your password. Follow the directions on the screen. You can change your password at any time by clicking on the My Account link on the Home tab.



Create two questions and answers. If you forget your password, you can answer a question to gain access to your account. After which, your password will be reset and you will need to make a new one.

### Secret Questions and Answers Setup

You are required to setup your secret questions and answers because you have not previously done so.

The secret question and answer pairs that you supply can be used to login if you forget your password. The questions and answers that you provide others to guess.

The following question and answer constraints are in place:

- The minimum number of valid question and answer question pairs that are required is: 2
- The minimum number of significant characters in a question is: 4
- The minimum of significant characters in an answer is: 4
- Answers are not case sensitive (when answering the questions different upper and lower case characters may be supplied).
- Whitespace in answers is not significant (when answering the questions a different number of space characters may be supplied).
- Duplicate answers are not allowed.

The screenshot shows a form titled "Secret Questions and Answers Setup". It has two columns: "Questions" and "Answers". Each column contains two empty text input fields. At the bottom of the form are two buttons: "Submit Setup" and "Cancel".

### Secret Questions and Answers Setup Success

You have successfully setup your secret questions and answers.

[Click here to continue.](#)

## Registration

Select the "Registration" tab once you have logged into the My.Whittier.edu portal.

Use the "Add and Drop Classes" link to begin the registration process.

The screenshot shows the My.Whittier.edu portal interface. At the top left is the Whittier College logo. To its right is a banner with the text "MY.WHITTIER.EDU". Below the banner, there is a navigation bar with tabs for "Registration", "Home", "Academics", and "Campus Life". The "Registration" tab is selected. The main content area is titled "Registration, Fall 2014" and contains a list of links: "Registration Status", "DegreeWorks", "Schedule of Classes", "Add and Drop Classes", "View Holds", "Look Up Classes", "Web Registration Tutorial", and "Waitlist Tutorial". A red arrow points to the "Add and Drop Classes" link. Below the list, there is a paragraph of text: "If you have any questions, please contact the Office of the Registrar by email at registrar@whittier.edu or by phone at 562-907-4241."

Select your registration term and click the "Submit" button.

The screenshot shows the my.whittier.edu registration term selection page. At the top left is a small image of a building. To its right is a banner with the text "my.whittier.edu". Below the banner, there is a navigation bar with a "Back to Registration Tab" link. Below the navigation bar, there is a search bar with a "Go" button. The main content area is titled "Registration Term" and contains a "Select a Term:" dropdown menu with "Summer 2014 - Whittier College" selected. A "Submit" button is located below the dropdown menu. A red arrow points to the "Submit" button.

Enter the five-digit CRN for your selected course from the Schedule of Classes (<http://www.whittier.edu/summer>) and click the "Submit Changes" button.

## Add or Drop Classes

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To add a class, enter the Course Reference Number

### Add Classes Worksheet

**CRNs**

50005

Submit Changes Class Search Reset

You may enter more than one CRN at a time if you wish to register for more than one class.

Depending on the class for which you are registering you may be asked to confirm the Registration Start Date. Please make note of the Start Date (when instruction begins) and click the "Submit Changes" button to proceed.

## Registration Start Date Confirmation

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Either a Start or End Date is required for one or more courses. If you wish to select your Date field. If you wish to select the Expected Completion Date, enter a valid date in the S message will be displayed if this calculated start date is not within the Permitted Start Da

The Start Date may not be earlier than today.


CRN	Course	Course Title	Duration	Start Date (MM/DD/YYYY)
50005	ANTH 210	Cultural Anthropology	4.1 WEEK	06/16/2014

Submit Changes


If you are successful adding the class you will see a page like this.

## Add or Drop Classes

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 To add a class, enter the Course Reference Number in the Add Classes sect

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Web Register on Apr 29, 2014	None 	50005	ANTH	210	01

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 13.000  
 Date: Apr 29, 2014 04:26 pm

### Add Classes Worksheet

**CRNs**

You may enter another CRN and click the "Submit Changes" button if you wish to add more than one class.

If the class you attempted to add is full (Closed Section) or another registration error occurs you will receive an explanation for why the registration was not processed. Please contact the Registrar's Office at [registrar@whittier.edu](mailto:registrar@whittier.edu) for assistance.

#### Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed Section	50006	ART	205	01	Undergraduate	3.000	Standard	Letter	Westrn Art:Pre-hist thr 14th C

**Note: Please contact the Registrar's Office at [registrar@whittier.edu](mailto:registrar@whittier.edu) for assistance dropping your last class. Our registration system will not permit you to do this on your own. The office is open Monday through Friday, 8 AM to 5 PM Pacific Time, excluding College holidays.**

## Registration Fee Assessment and Payment

Use the "Registration Fee Assessment" link at the bottom of the "Add or Drop Classes" page to see your balance due and begin the payment process.

### Add Classes Worksheet

**CRNs**

[\[ View Holds | Change Class Options | Registration Fee Assessment \]](#)

Make note of the Total Charge due and click on the "Credit Card Payment" link

## Registration Fee Assessment

Select the Account Summary by Term link to review your account

Total Credit Hours: 3.000

### Tuition and Fees for Summer 2014 - Whittier College

Description	Amount
Tuition Summer On-Line	\$1,800.00
<b>Total Charge:</b>	<b>\$1,800.00</b>

[\[ Credit Card Payment \]](#)

Enter the Total Charge amount and click the "Submit" button to enter the payment gateway and complete your registration.

## Credit Card Payment

\* indicates required field

**Payment Amount:\***

If you have questions about the fee payment process, credit card payment gateway, or would like to make alternate payment arrangements (e.g. check, cash, EFT, etc.), please contact the Business Office at 562-907-4207, Monday through Friday, 8 AM to 5 PM Pacific Time, excluding College holidays.