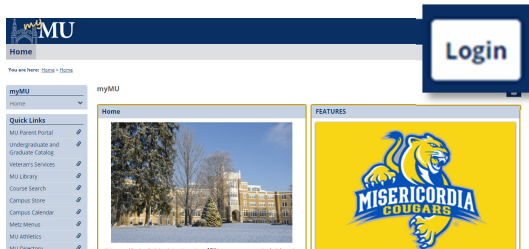


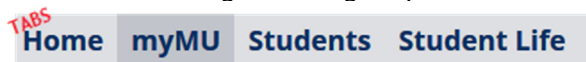
# myMU Quick Reference Guide

The url for myMU is <http://mymu.misericordia.edu>  
Log in using your username and Password.



Your initial password is the first initial of your first name, the first initial of your last name, the last four digits of your SSN followed by capital M, capital U.

Use the tabs to navigate through myMU.



Use the Launchpad to access other interfaces to myMU, such as email, MU Alert and Blackboard.



Click on the *Email* icon to access OWA Outlook email and calendar.



Click on the *MU Alert* icon to register your mobile phone number to receive emergency alerts.

## Pages and Quick Links in myMU

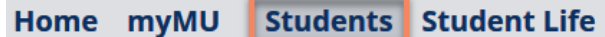
After clicking on a tab, access pages and other areas of myMU using the links on the left side of the page, such as Campus Safety, Health and Wellness, Advising and Registration.

The **Quick Links**, such as, the Campus Catalog, MU Library or MU Athletics are displayed on every sidebar, regardless of what page you are on.

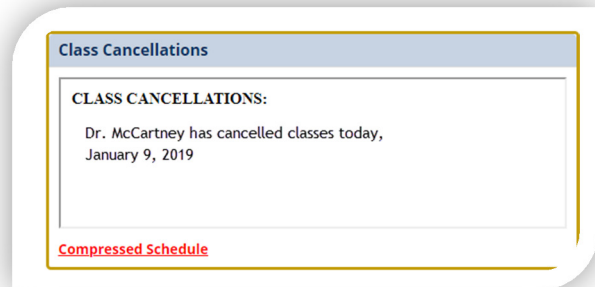
**Note:** myMU has responsive design which means the pages will adjust to size based on the device you are using.

## Students

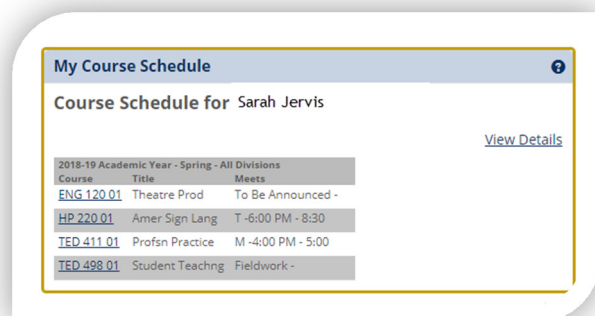
Students can click on the **Student tab** to access Student Information, such as class cancellations, course schedules, important documents, and more.



## Class Cancellations

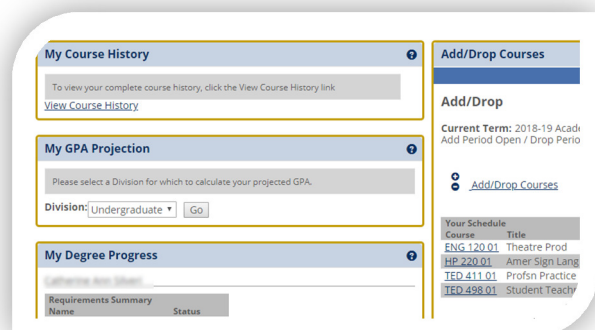


## Course Schedule



Use the side links to access other student related areas, such as Advising and Registration, Career Development, Student Success Center and more.

## Advising and Registration



## Side Links

**Student Success Center and Adult Education** can be found as a side link on the Student tab.



## Employee

Home myMU Students Student Life Faculty **Employee** Finance

Employees will be able to find resources and access other links to important Employee information, such as, Human Resources and Staff Council.



### Side Links



**Human Resources** can be found as a side link on the Employee tab.

## Finance

Employees can access Financial Resources, documents and more.

Check Requests & Purchase Requisition

[Cancel](#) [go back](#)

Request date: 1/9/2019  \*Until you  
Budget year: Jul 2018 - Jun 2019 (Board Approved)

1 Enter the item

Check Request (Y/N)

Item

Quantity  Price \$

Shipment container (box, case, etc.)

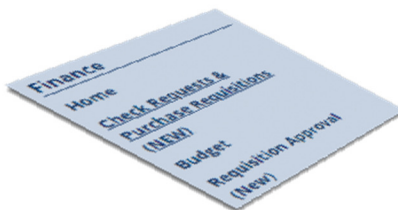
2 Charge to [Search for account](#)

Budget account

Project code

3 Additional item details  
catalog #, size, color, etc.

### Side Links

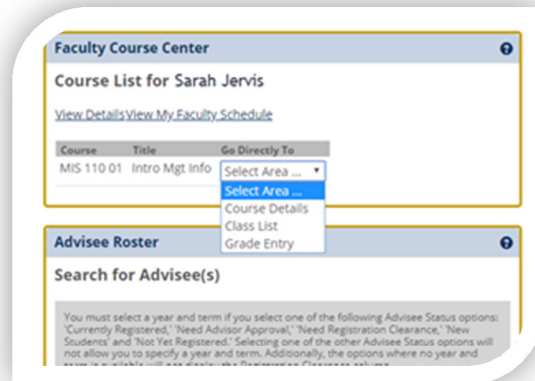


## Faculty

Faculty can access their Launchpad, resources, Faculty Course Center and much more.



## Faculty Course Center



### Side Links



## Campus Community

### Password Management

Password management is found on the bottom of the home page and myMU page. If you are logging in for the first time or want to change your password use Password Management.

1 Login - Modify Validation Email

Please enter your validation email in the event you ever forget your password.

Your Email Address:

Confirm Email Address:

Enter a non Misericordia email address

2 Login - Change Password

You are required to change your password

You are required to enter a new password. Please ensure your password is at least 8 characters long, at least 1 lowercase character, at least 1 number (0-9), and 1 non-alphabetic character (!) account name.

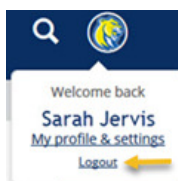
Old Password:

Enter new password:

Enter new password again:

ADP

Found in the Launchpad on myMU tab, you can log your work time, sick time, vacation time or check your pay statement using ADP.



It is important to remember to log out of myMU. Click on your photo to access the *logout* link. Also, next to your photo you will see the *search* icon to find items in myMU.