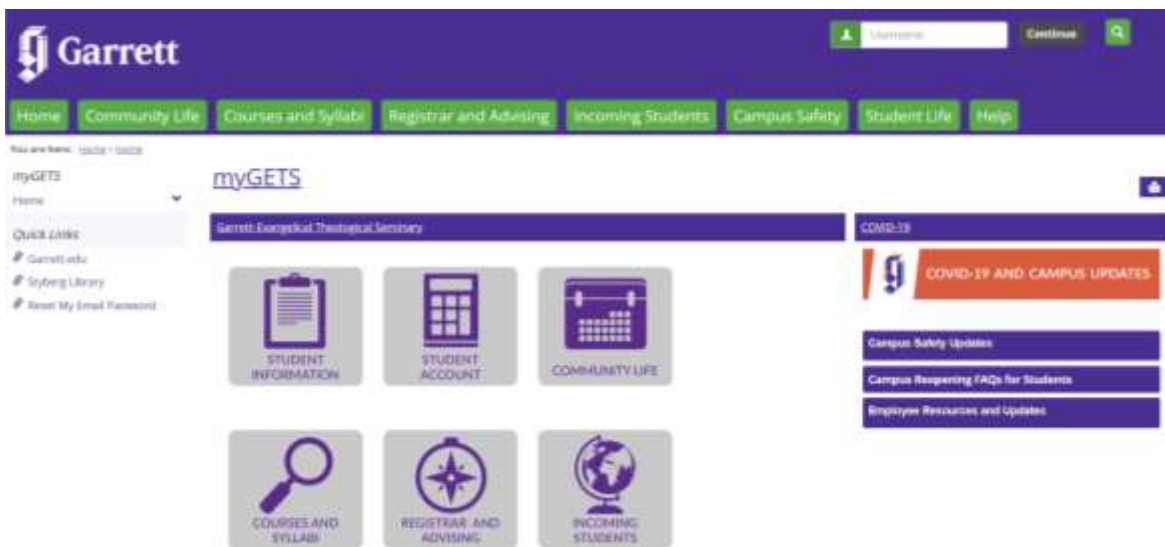


Portal Access Quick Guide for New Students

Garrett uses several online portals to provide students with access to important student information. We have, therefore, created portal access for you in our online systems. All portal access at Garrett is authenticated through a Garrett Microsoft 365 account. This account will become your primary email account for Garrett courses and will also provide you access to other Microsoft products that may supplement your courses. Information about this account will come directly from someone in our technology department. Please follow the instructions to activate your account once received. Once your Microsoft 365 account is established, you will be able to access our online portals.

Please contact the Garrett-Evangelical registrar's office at registrar@garrett.edu if you have any questions during your time taking courses with us. We are more than happy to assist you with any problems that you encounter and to help guide you to the right office for assistance if we cannot assist you directly.

myGETS



- Go to <https://mygets.garrett.edu>
- Enter your Garrett email username (the portion before the @; usually firstname.lastname) in the Username field and click Continue
- If you are already logged into your Garrett Microsoft 365 account in the browser, it should log you in automatically.
- Otherwise, you will be taken to a Microsoft 365 login screen.
 - Login to your Garrett account.
 - You will be redirected to the myGETS home page.

How to Plan and/or Register for Courses

1. Once logged, click on Student Information
2. The Student Dashboard currently appears in the right column
3. Under Registration, click on the Planning or Registration button
4. Under Add/Drop Courses, select the term you would like to plan or register for.
 - a. Plan – Students can begin searching courses and plan out their schedule in advance. Planning opens approximately 1 month before registration. The planning process is nearly identical to the registration process, except that you are not enrolled in classes yet.
 - b. Register – Students can register for classes once registration begins. The search process is identical. Whether you select courses through Planning or Registration, you will need to select the

Registration Checkout button after registration opens, confirm your course selections, and then click Register.

5. On the My Schedule screen, you will find several options for selecting courses.
 - a. For Master's degree students, a section will appear called **My Academic Plan**. This area will show the program requirements recommended for completion that term. Clicking a requirement will show you options in that term for meeting the requirement. Click the Plus button next to the course you want to add.
 - b. All students may also use the **Course Search** option to select courses according to other criteria. Unlike previous versions, these fields are more intuitive and can find courses based only on part of a word. Even so, the more options you enter, the less likely you are to find exact matches.
 - c. For students who are on an academic plan, you should also be able to select Future Requirements to select a course on your plan that is currently planned for a different term.
6. If registration has not yet opened, your course selection will remain on hold. You can use this opportunity to meet with your advisor to review your plan for the term.
7. Once registration opens, you will need to follow steps 1-4 above to return to the My Schedule screen. Click on the green Registration Checkout button at the upper right of the calendar-view. You will be asked to confirm your courses. Then click on Register to finish the process.

A more detailed guide with screen shots can be found here:

https://mygets.garrett.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=616551b5-d5f9-421b-8624-1a072013e81e

Additional information and reminders about registration can be found on myGETS here:

https://mygets.garrett.edu/ICS/Registrar_and_Advising/Registration_Reminders.jnz

Course Syllabi

Course syllabi are stored on myGETS and can be accessed by clicking on the 'Courses and Syllabi' link on the front page. On the Course Syllabi page, terms are listed in reverse chronological order (latest term first) and courses are according to the primary field. Syllabi are posted as soon as they are available.

Academic Information

Login and select the 'Student Information' link for access to course and faculty information and grades. The various options can be found in the page menu on the left side of the page

- **Course and faculty info** – Under 'Student Academics,' you can view course information for the current term. If you are registered for an upcoming term that has not started yet, click on View Details to view a different term. If you click on the course number of the course, you will find a brief course description, the name of the professor, and a link to send an e-mail to the professor. Clicking this link will open your default e-mail program.
- **Grades** – Once the term is done, you can check your grades on the Student Information page as well. Click the View Unofficial Transcript button under Academics in the right column to see all grades in your current program. Or, use the 'Student Academics' link in the left column to access term by term Grade Reports. Official grades for guest students will be forwarded to your home school registrar at the end of each term. *Grades are normally due from faculty about 2 weeks after the end of the semester or 2 weeks after the work due date for intensives.*

Financial Information

Students are required to pay tuition and fees at Garrett at the start of each term. Student Invoices are currently available through the 'Student Account' page. Login and click Student Account from the home page, then select Student Account on the new page. You can check account balances and make credit card payments.

Moodle



Garrett-Evangelical currently uses the Moodle learning management system for all of our online courses and to supplement many of our regular courses. You can usually verify if your course will be using Moodle by checking the preliminary syllabi.

Please note that not all professors will be using Moodle, so there may not be a Moodle site set up for all of your courses.

Also, Moodle sites will not be available until 1) your registration is finalized by your advisor and 2) the professor makes the course available to students. Faculty normally open courses shortly before the term begins.

- Go to <https://courses.garrett.edu/>.
- To login, press the Log in button at the top right of the page.
- If you are already logged into your Garrett Microsoft 365 account in the browser, it should log you in automatically.
- Otherwise, you will be taken to a Microsoft 365 login screen.
 - Login to your Garrett account.
 - You will be redirected to the Moodle dashboard.
- Additional information with screenshots can be found here: <https://mygets.garrett.edu/ICS/icsfs/Initial Moodle Login.pdf?target=970bc5ad-f937-48a1-bbf7-c46635077b93>.