

Navigating my.LSUA – Student Guide

This document will review a few of the features available for your use in myLSUA.

Website Menu

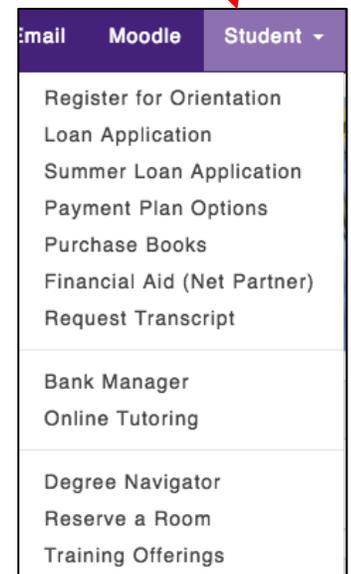
In my.LSUA, you have an easy to use menu at the top of the screen that takes you to important resources like Self Service, Email, and Moodle



Role Specific Tab

When selecting the student tab on the main menu, you have access to resources like the following:

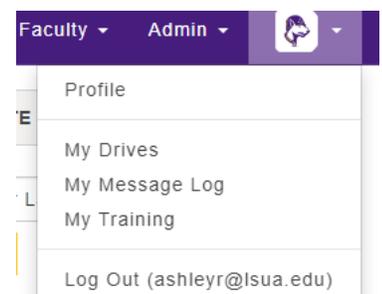
- 1) Register for Orientation - Are you an incoming freshman? You will be able to register for orientation through my.LSUA for any available sessions.
- 2) Loan Application - Apply for a loan through our integrated Loan Application.
- 3) Payment Plan Options - Set up payment plan options for your school balance.
- 4) Purchase Books - Registered for classes but need to find out what textbooks you need? Check out the "Purchase Books" link.
- 5) Financial Aid (Net Partner) - Need to verify your financial aid for the semester? Visit Net Partner through the Financial Aid link.
- 6) Request Transcript - Current students can order a copy of their transcript online!
- 7) Bank Manager - Manage your bank information used for direct deposit.
- 8) Online Tutoring – Follow this link to access the one-demand, online tutoring.
- 9) Degree Navigator - Analyze your coursework progress through the Degree Navigator system.
- 10) Reserve a Room – This link allows you to request a reservation for an event held on campus.
- 11) Training Offerings - Need help with technology? Check out the training offerings for a list of classes currently scheduled.



Profile Options

When selecting the avatar (your profile photo), you are provided another set of menu options.

- 1) **Profile** – where you can edit your personal details. For example, providing your cell phone number for emergency text messages, a secondary email, student ID number, and even how soon your password will expire. You can also update your profile picture which can be used for my.LSUA and Oakard photos
- 2) **My Drives** – Access your X: Drive (student share) on the road or at home.
- 3) **My Message Log** – review messages sent to your advisor/instructor through my.LSUA
- 4) **My Training** – Review training sessions that you have registered for (or cancel reservation if needed)



Announcements/Spotlights

My.LSUA provides announcements and photo spotlights for events on campus. To open an announcement, simply click the title to expand for further information.



Most spotlights will have a hyperlink (to a website or a document) – make sure you check these out regularly! If you have a request for a spotlight, please submit a HelpDesk ticket to IET Services.



IET Services – HelpDesk & Support Center

You can check out the status of your HelpDesk tickets by visiting this link. You also have the ability to submit a brand new ticket.

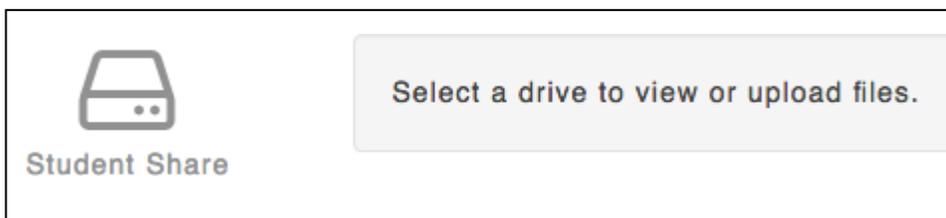
Need Help?

You can also visit the support center 24/7 by going to the following website:

helpdesk.lsua.edu

Using My Drives

When you are not on campus, you can access your files stored on your personal student share through my.LSUA. After selecting My Drives through the profile menu, you are able to select which drive you wish to view. You can download a file simply by clicking the name of the file (or open folders to locate a file). You can add files to your drive by utilizing drag-n-drop or file browser. *Note – it will place a copy of the file on your drive if you already have a file with the same file name. You may have to rename the file or delete the duplicate file. File overwriting is not available.



Active Course List

You can view your active course schedule by using “select a term”. Once selected, that term’s list of courses will appear displaying information such as: course dates/times, instructor, and class location. You will also have the ability to see your midterm/final grade in the course.

CLASSES FOR 2018 - SPRING	Select a Term ▾
KINS 2540 (A71I) Adapted Physical Education INT 6:00AM - Online	2018 - FALL 2018 - SPRING 2017 - FALL