



**Office of
Technology
Services**
OTS Training

Towson Online Services Student Center Reference Guide

Table of Contents

Introduction	3
Logging In	3
Overview of the Environment	4
Navigation	5
Widgets.....	5
Edit My Widgets	6
Navigation Menu.....	7
Other Resources.....	9
Frequently Run Reports	9
Transfer Credit Report.....	9
Academic Requirements Reports (coming soon)	10



Introduction

The Student Center is a self-service web application that provides students a single-entry point from which to begin navigation to student related transactions. It also presents to students, in one location, the information that is important to them, such as their class schedule, enrollment information, and financial information.

With the upgrade to Towson Online Services/PeopleSoft, you will see enhancements to the Towson Online Services Student Center user experience with an updated, simplified, and contemporary user interface. The fluid user interface allows seamless movement between different devices that are adaptive and responsive in nature as well as accessible. This reference guide will step through these enhancements with topics including, logging in, overview of environment, and navigation using both the widgets and the navigation menu.

Logging In

1. From your favorite browser, type **towson.edu** and press ENTER.

Note: TU Online Services is not supported by Internet Explorer.

2. Click the **Students** link at the top of the page and then click on **MyTU/Student Apps**.

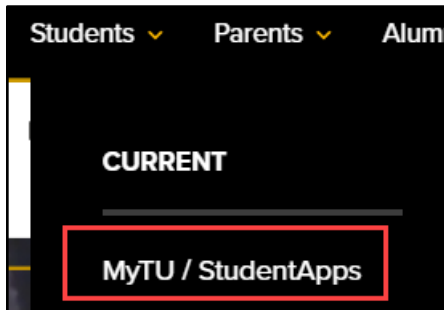


Figure 1

Note: Alternatively, you can type **towson.edu/mytu** in the address line of your favorite browser and click the **MyTU Student Apps** tile.

3. Click the **Towson Online Services Student Center** tile.

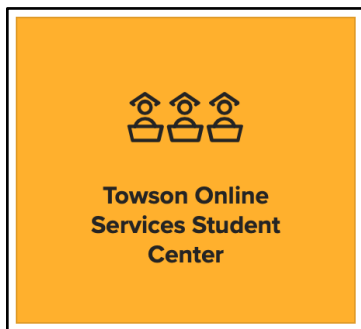


Figure 2

4. You may be prompted to enter your **Username (NetID)** and **Password** and click **Login**.
5. You will enter the **Dashboard**.

Overview of the Environment

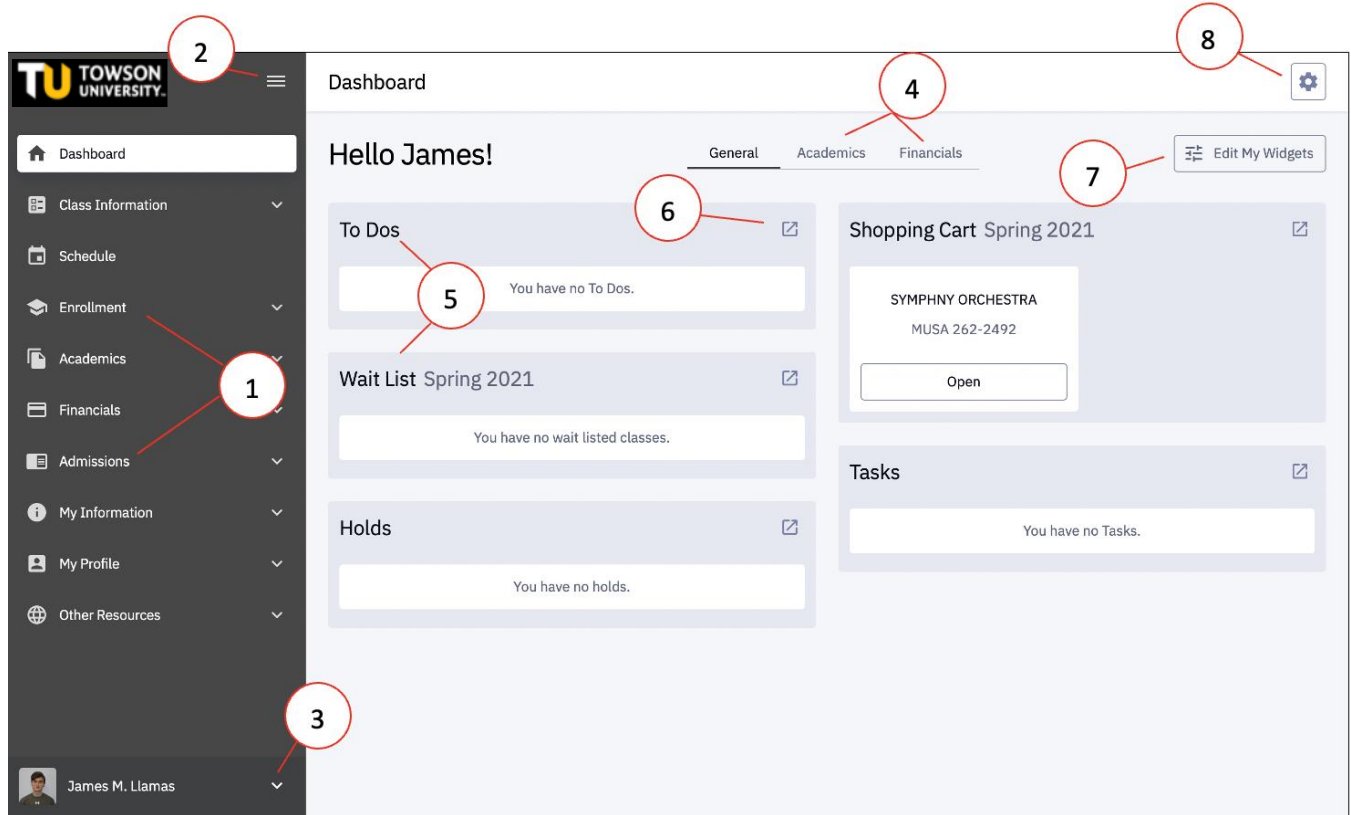


Figure 3

NUMBER	TITLE	DESCRIPTION
1	Left Navigation Menu	Menu items for all tasks performed within the student online services
2	Expand/Collapse	Expand and collapse the left navigation menu
3	Logout	Click the arrow beside your name to reveal the Logout selection
4	Content Tabs	Click the General , Academics or Financial tabs to reveal widgets related to each
5	Widgets	Most frequently used commands within the student dashboard
6	Go to	Click on this icon to open the widget
7	Edit My Widgets Button	Customize which widgets will display on the Dashboard
8	Preferences Menu	Click to reveal the About menu selection (help menu)

Navigation

There are 2 main ways to navigate through the Dashboard. One way is using the widgets and the other is by clicking on the left-hand navigation menu items. The widgets are designed to hold the more frequently used commands. All other commands may be found in the left navigation menus.

Widgets

1. Click on one of the three content tabs at the top of the dashboard, either **General**, **Academics** or **Financials**. You will see different widgets for these 3 main areas.

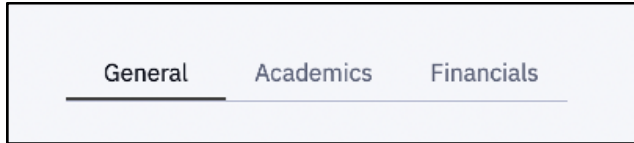


Figure 4

2. Click on the **Go to** button in top right corner of a specified widget.

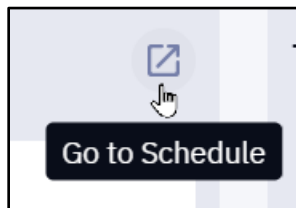


Figure 5

3. You will be taken to that selected area. Notice that the left navigation menu reflects your current location.

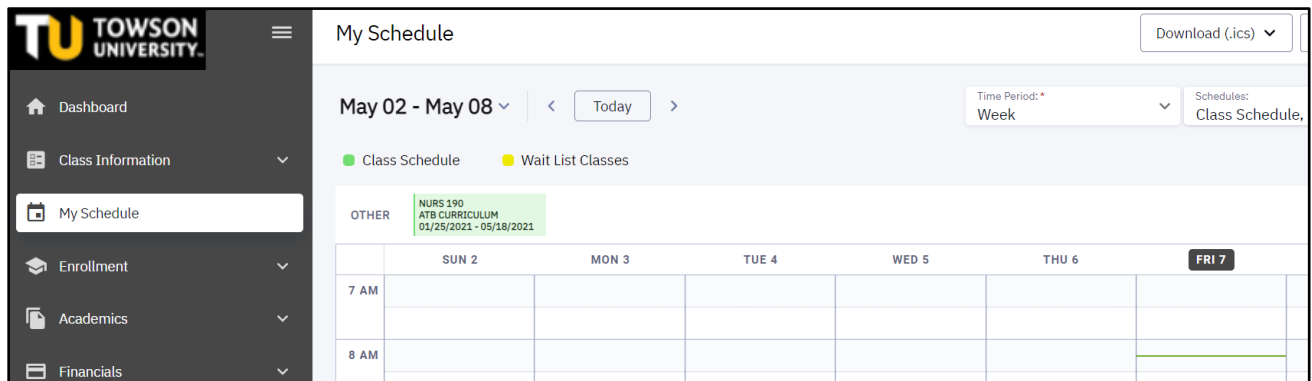


Figure 6

4. Click the **Dashboard** menu option to return to the main Dashboard.



Figure 7

Edit My Widgets

You may add or remove widgets to the Dashboard.

1. Click the **Edit My Widgets** button in the upper right-hand corner of the screen.

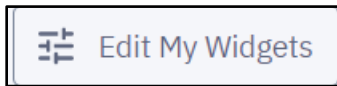


Figure 8

2. You will see a variety of widget selections under the 3 main categories. Click the **checkbox** beside the widget's name to **enable/disable** the widget.

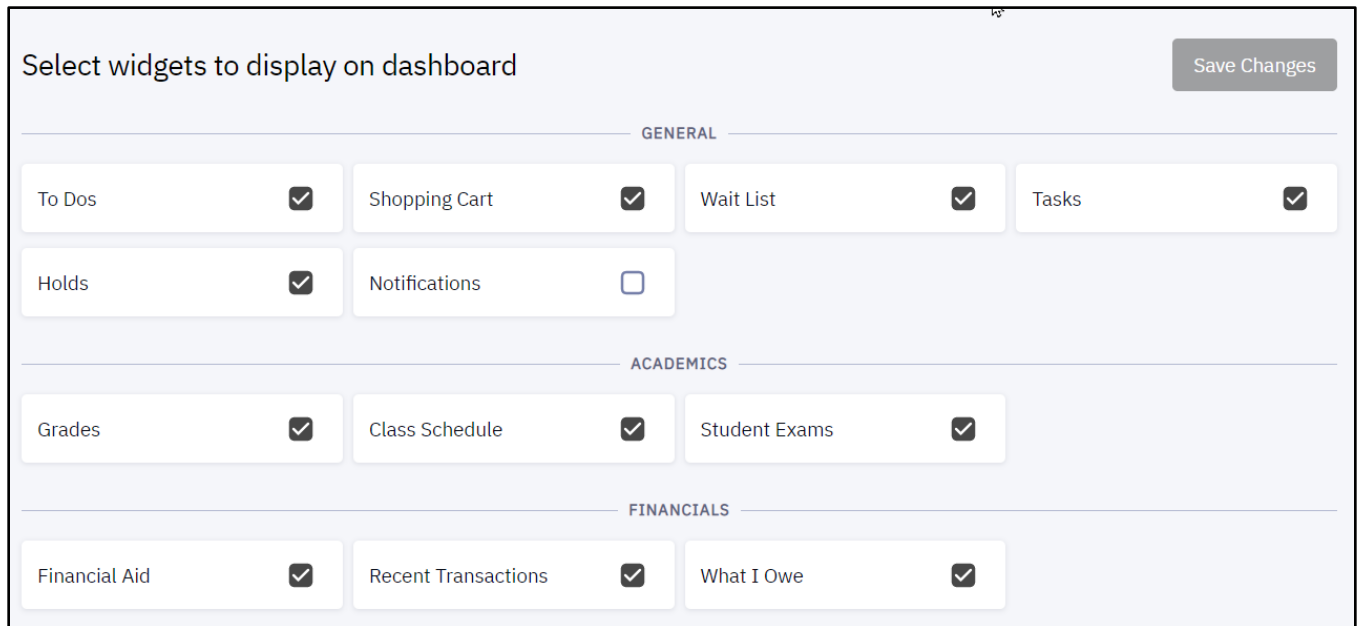
A screenshot of a web interface titled "Select widgets to display on dashboard". In the top right corner, there is a "Save Changes" button. The interface is organized into three sections: "GENERAL", "ACADEMICS", and "FINANCIALS". Each section contains several widget cards, each with a name and a checkbox. In the GENERAL section, "To Dos", "Shopping Cart", "Wait List", and "Tasks" have checked checkboxes, while "Holds" has a checked checkbox and "Notifications" has an unchecked checkbox. In the ACADEMICS section, "Grades", "Class Schedule", and "Student Exams" all have checked checkboxes. In the FINANCIALS section, "Financial Aid", "Recent Transactions", and "What I Owe" all have checked checkboxes.

Figure 9

6. Click **Save Changes** when finished.

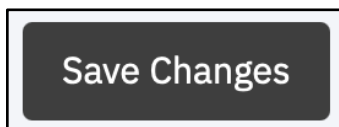


Figure 10

7. Click the **Dashboard** menu item to return to the main Dashboard.

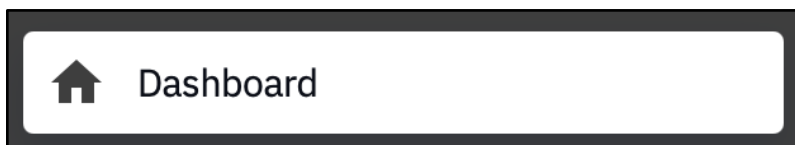


Figure 11

Navigation Menu

If you have used the Student Center previously, navigation steps should be the similar.

1. On the left-hand side of your screen is the **Navigation** menu. You may have to click the **triple bar** icon to **expand/collapse** the navigation menu if it is not in view.

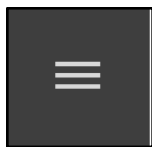


Figure 12

2. Click on a menu item. Any menu item that has an arrow beside it can be expanded revealing additional menu items beneath.

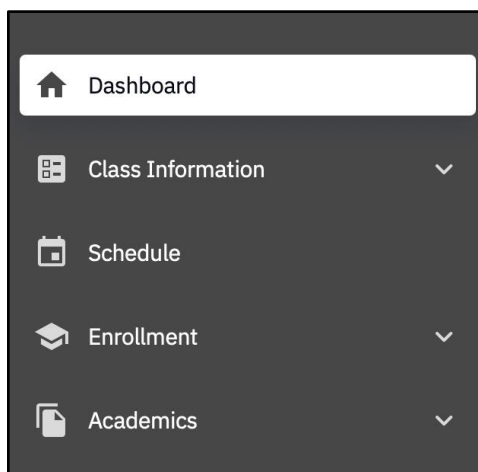


Figure 13

3. In this example, we will perform a **Class Search** and then add that class to our planner. Click on the **Class Information** expand arrow. A drop-down menu will appear. Click **Class Search**.

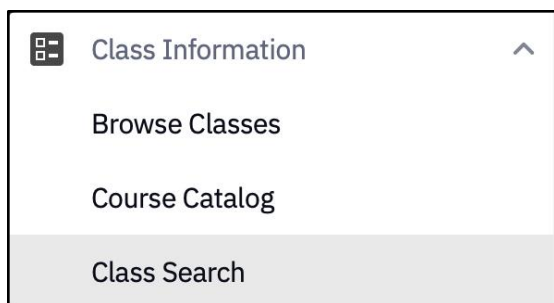


Figure 14

4. Fill out all appropriate fields, including **Term**, **Subject**, and **Catalog #**, then click **Search**.

A search form with a light blue background. At the top, it says 'Select all the required (*) search criteria.' Below this are four input fields: 'Term:*' with a dropdown menu showing 'Spring 2021', 'Acad Career:' with a dropdown menu showing 'Undergradu...' and a close button 'X', 'Subject:*' with a dropdown menu showing 'ECON - Econo...', and 'Catalog #:' with a text input field containing '451'. To the right of these fields is a 'Keyword' text input field. Below the input fields are two buttons: a dark 'Search' button and a light 'Reset Filters' button. At the bottom, there is a checkbox labeled 'Show Open Classes Only' which is checked.

Figure 15

- Click on the course to view more information.

Figure 16

- Click the **Additional Actions** menu (triple dot) on the right-hand side of the course: for example, you can **Add to Planner**.

Figure 17

- Click the **Enrollment** menu option in the left navigation menu and then click **Planner**.

Figure 18

- Notice the class has been added. You can select the class (by clicking the checkbox to the right of the course) and then **Add to Cart** or **Add Course** if you wish.

Figure 19

Other Resources

Notice the **Other Resources** menu option. Click on this option to reveal helpful links to additional resources within TU. This includes the **Academic Calendar**, **Exam Schedule**, and **Blackboard Log In**.

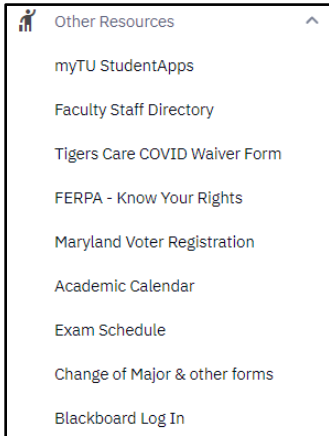


Figure 20

Frequently Run Reports

Transfer Credit Report

1. Click the **Academics** menu to expand and then click **Transfer Credit**.

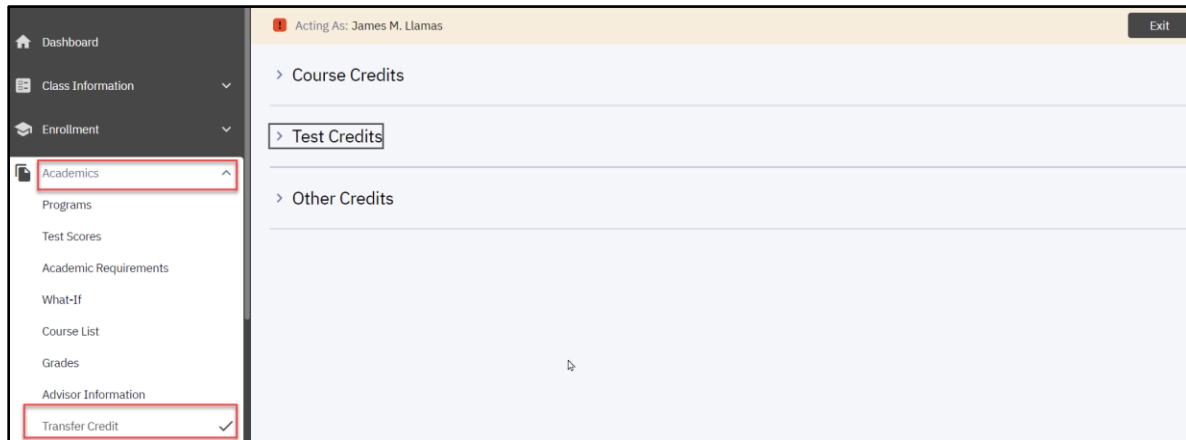


Figure 21

2. Click the **down arrow** beside any of the categories for additional information. In this example we have expanded **Course Credits** and then the **Community College**.

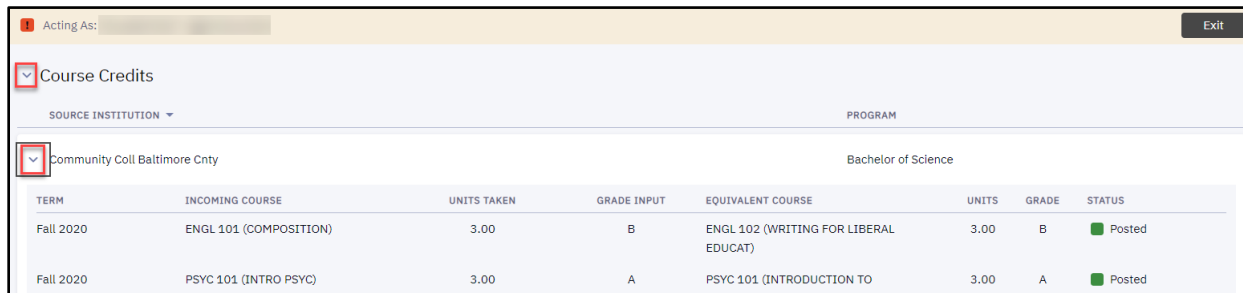


Figure 22

Academic Requirements Reports (coming soon)

In Fall 2021, we hope to have an updated version of the Academic Requirements Report which will be available in the left navigation.

1. Click **Academics** and then **Academic Requirements** on the left navigation menu.

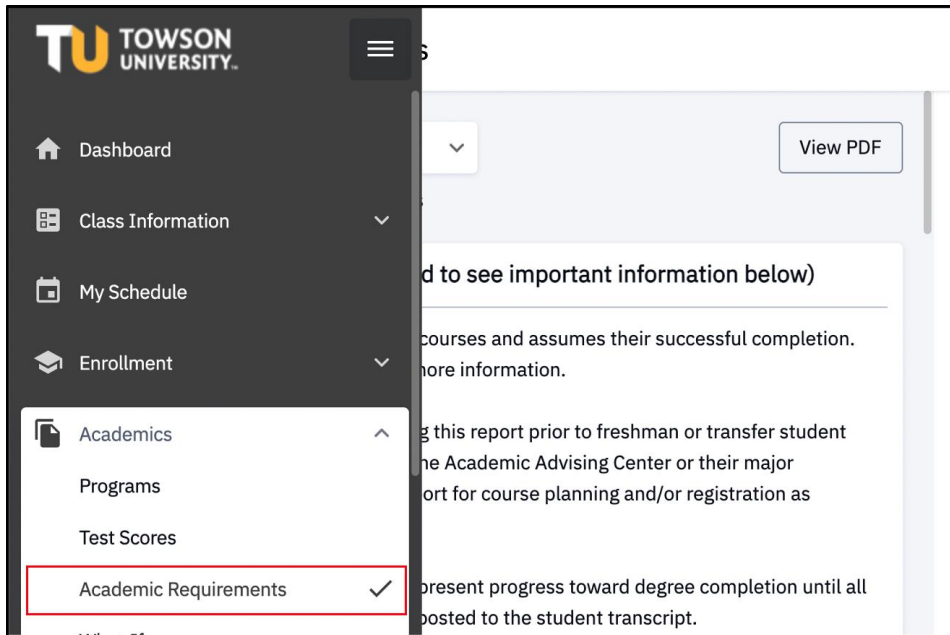


Figure 23

2. Look to the right to see all categories related to the progress of degree completion. To expand a category, click the right over arrow beside the category title. In this example, we will expand the **Courses In Progress & Incompletes** category.
3. Additional topics will appear to the right in a split screen view. Click the down arrow beside a category to expand. In this example, we have expanded the **Courses in Progress & Incompletes**. Click the **View Courses** button.

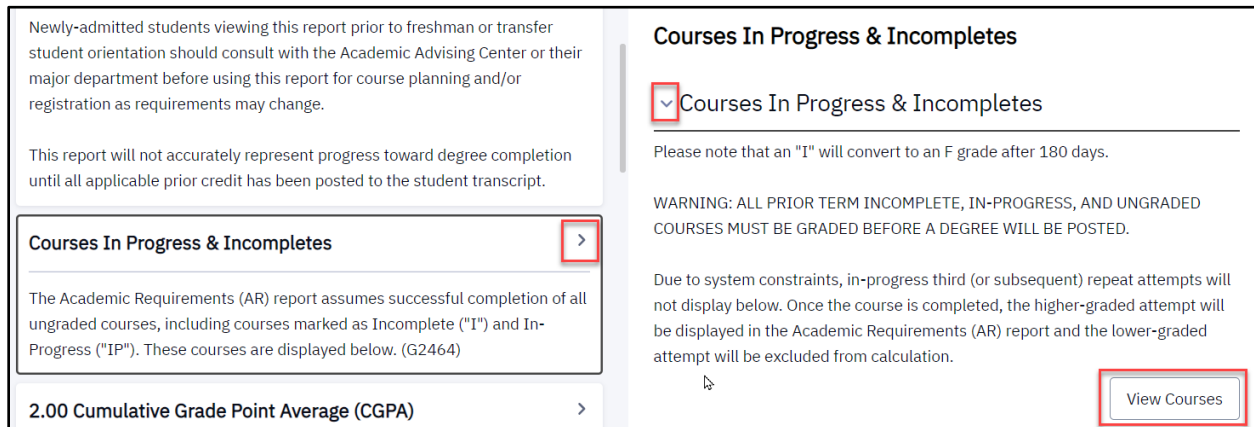


Figure 24

4. All courses will appear.

COURSE	DESCRIPTION	TERM	UNITS	STATUS
> ACCT 202	PRINCIPLES / MANAGERIAL ACCT	Spring 2021	3.00	In Progress
> CHEM 121	ALLIED HEALTH CHEM I LECTURE	Spring 2021	3.00	In Progress
> CHEM 121L	ALLIED HEALTH CHEM LAB I	Spring 2021	1.00	In Progress
> FMST 201	FAMILY RESOURCES	Spring 2021	3.00	In Progress
> MKTG 341	PRINCIPLES OF MARKETING	Spring 2021	3.00	In Progress
> MUSA 462	SYMPHNY ORCHESTRA	Spring 2021	1.00	In Progress

Figure 25

5. You may expand each course by clicking the **arrow** beside the **Course ID**.

<input checked="" type="checkbox"/> ACCT 202	PRINCIPLES / MANAGERIAL ACCT	Spring 2021	3.00	In Progress	View Sections
DETAILS Grading Basis: Undergraduate Units: 3 Component: Lecture - Required Course Description: Managerial accounting concepts and the significance of accounting information for managerial decision-making. How managers use information to carry out three essential functions in an organization: to plan operations, to control activities, and to make managerial decisions. Prerequisite: ACCT 201 or ACCT 211 with grade equivalent of 2.00 or higher.		OFFERING Course: ACCT 202 Academic group: Business & Economics Academic organization: Accounting Enrollment requirements: ACCT 202 requires a grade of C (2.0) or higher in ACCT 201.			

Figure 26