

Using MyULM/Campus Systems:

To Get MyULM/EMAIL User Information

Go to www.ulm.edu...

click **MyULM** (toward right side, under search bar)

click **HELP** tab (2nd tab from left)

Enter CWID into box on right side of page.

click **GET ACCOUNT NAME**

The **MyULM User ID** will show **ex: prestridge2**

Your password is initially assigned using your birth month, birth day & year, followed by a dash and then the last 4 digits of your CWID. Ex: 090395-1234.

ULM EMAIL – **ex: prestridge2@warhawks.ulm.edu**

(yourMyULMUser_ID@warhawks.ulm.edu) Your ULM email can be accessed via MyULM.

You can access Office365 help via: http://www.ulm.edu/computingcenter/office365_help/web_users.html

Students are required to use their ULM Warhawks email address when communicating with ULM instructors &/or coordinators.

For problems with resetting a password or logging into the ULM Campus systems, contact the ULM Help Desk at 318-342-3333.

To log into MyULM

Go to www.ulm.edu...

click **MyULM** (toward right side, under search bar)

Enter MyULM User ID (your assigned account name) and password.

click the **Campus Systems** tab (second from left).

Once logged into MyULM, students are automatically logged into the **ULM Email account** (click Office 365), **Moodle** (click Moodle Sign On), and **FlightPath** (click FlightPath Sign On).

Important Note regarding MOODLE: The first time students log into Moodle, they will not see courses. Students must log into Moodle and immediately log out. 30-minutes to 3-hours after the initial login, courses will have loaded into Moodle and students will be able to access course pages.

To log into the Banner system

Students can **either** click the **Banner Sign On** within MyULM or go to www.banner.ulm.edu

Click Login to Access Your Personal ULM Information

Enter the **CWID number** & PIN (the Banner PIN is initially the same as the initial MyULM password)

User ID: <input type="text"/>	Banner User ID is the CWID number
PIN: <input type="text"/>	

Click

To Register for classes

- With your campus ID and PIN, Log onto BANNER, either via MyULM or at www.banner.ulm.edu
- Click on the "Student Tab"
- Click on "Registration"
- Click on "Add or Drop classes" (Under Registration)
- Select the term in which you want to register
- Enter the 5-digit CRNs for your classes into the boxes provided
CRNs for RTG courses are found on the ULM DE – RTG webpage: <http://www.ulm.edu/dualenrollment/rtg-leadership.html>
- Click submit
- Review your schedule - click "Concise Student Schedule" (under Registration)
It is vital that you check your schedule to ensure that you have registered for classes in the specific term(s) for which you intend to take them. Pay attention to the COURSE DATES to ensure you have registered correctly.

To check the unofficial transcript in the Banner system

Login to Banner (see above)

Click Student tab

Click Student Records

Click Academic Transcript

Click Submit

HOW TO: Your video guide to simplifying access to ULM's student resources:

<http://www.ulm.edu/howto/>

ULM Dual Enrollment Contact Information:

ULM regular office hours are Mon-Thurs 7:30 am – 5:00 pm & Fri 7:30-11:30 am

Students should have CWID numbers and all relevant course information available when contacting ULM offices.

ULM Dual Enrollment Coordinator: Noelle Prestridge - Prestridge@ulm.edu

(318) 342-1032 - Alternate phone number (318) 342-1030

ULM Registrar's Office: (318) 342-5262

ULM Student Account Services Office: (318) 342-5124

ULM Computing Center Help Desk & Support - (318) 342-3333 or helpdesk@ulm.edu

Website: <http://www.ulm.edu/computingcenter/helpdesk/>

Additional hours of support for Moodle/Online Classes Mon - Thurs: 5:30 pm - 9 pm AND Fri: 11:30 am - 4:30 pm

Contact Moodle support directly at 318-342-5047

To continue at ULM as a beginning freshman:

Senior-year high school students registered in Dual Enrollment classes can activate the beginning freshman application by submitting the form at this link: www.ulm.edu/activate.

Senior DE students who activate the beginning freshman application do not pay an additional application fee and will also be considered for Freshman Academic Scholarships.

To transfer ULM Dual Enrollment Credit to other Universities:

A transcript request form is required to request an official ULM transcript for other institutions.

The official ULM transcript is required to transfer courses to other universities.

Go to this link - <http://www.ulm.edu/registrar/>

Transcript Requests & Request Form

Not only can you mail your completed, signed transcript request form to us, you can now scan/email

it. **Click here** to access the request form, which includes the email address and other information related to your request.