

# Managing myZou

The screenshot displays the myZou website interface. At the top left is the myZou logo featuring a tiger head. The top right shows the University of Missouri-Columbia logo and navigation links: Home, Add to Favorites, and Sign out. A left sidebar menu includes sections for My Favorites, UM Processes and Reports, Self Service (with sub-links for Enrollment, Campus Finances, Academic Records, Degree, Progress/Graduation, Transfer Credit, Residential Life, Student Center, Class Search/Browse, and Catalog), UM E-Consent, UM E-mail, Emergency Mass Notification, and My Personalizations. The main content area is titled 'Main Menu >' and 'Self Service'. It contains several service tiles: 'Student Center' (manage school activities), 'Class Search/Browse Catalog' (find classes), 'Enrollment' (view appointments, exam schedules, final exam schedule, enrollment dates, class schedule), 'Campus Finances' (view account, make payments, accept awards), 'Campus Personal Information' (maintain personal info, review holds, addresses, names, phone numbers), 'Academic Records' (view grades, advisors, transcripts, request evaluation), 'Degree Progress/Graduation' (view progress, apply for graduation), 'Transfer Credit' (evaluate classes, view transfer credit report), and 'Residential Life' (student self-service, check in/out verification, view information).

**STUDENT CENTER** By clicking on the Student Center, you can access all registration functions and see registration holds, your academic adviser, payments due, current address and more.

Your myZou Student Center page is the fastest way to get to everything you need to take care of as a student. You can log on to myZou at [myZou.missouri.edu](http://myZou.missouri.edu). Enter your PawPrint (also known as your user name or SSO ID) and password. If you can't log on, try resetting your password. Click **Forgot Your Password?** from the myZou log-in page, and follow the on-screen prompts.

After logging on to myZou, click **Student Center** on the middle of the page. From the Student Center page, you can add or drop classes, see your bill, handle your financial aid and more. ►

## ADD A CLASS

Under **Academics**, click **Add a Class**. Choose the term for which you want to add a class, click on **Continue**, enter the number of the class (or search for it), then follow on-screen instructions. *Note: When attempting to register, add or drop classes, you must agree to a statement that you are fully responsible for all charges incurred as a result of those actions. You also agree to certain terms and conditions outlined on that electronic document. If you do not agree, you will not be able to complete the registration process.*

## DROP A CLASS

Under **Academics**, click **Drop a Class**. Choose the term for which you want to drop a class, click on **Continue**, then select one of the classes on your schedule by clicking in its checkbox. Click **Drop Selected Classes**, then **Confirm**.

## VIEW YOUR GRADES

Under **Academics**, click **Grades**. A list of the past few semesters will be displayed. Click on the button to the left of the semester for which you want to see your grades, then click **Continue**.

## REQUEST AN UNOFFICIAL ACADEMIC RECORD

Under **Academics**, go to the drop down menu, then **Unofficial Academic Record**, click and follow the prompts to receive an unofficial record of academic credit by e-mail.

## SEE YOUR WEEKLY SCHEDULE

Under **Academics**, click **Weekly Schedule**.

## CHECK YOUR "TO DO LIST" AND "HOLDS"

On the right-hand side of the screen, you will see a box for **Holds** and **To Do List**.

## SEE YOUR BILL

Under **Finances**, click **View Bill**, then **Continue**. You'll be taken to the Web site of our electronic billing provider. *Note: If the **Finances** section of your Student Center page displays "You do not have access to financial information because you have not granted e-Consent," click **e-Consent Details** and choose **Accept e-Consent**. You will have to log back on to myZou to continue.*

## ACCEPT OR DECLINE FINANCIAL AID

Under **Finances**, click **Accept/Decline Awards**. Choose the term for which you want to accept or decline financial aid, then click the "Accept" or "Decline" checkbox. Click **Submit**.

## SET UP DIRECT DEPOSIT OF FINANCIAL AID PROCEEDS

Under **Finances**, click **Manage Direct Deposit**, then enter your bank's routing number and your account number.

## MAINTAIN AUTHORIZED USERS (ADD A PARENT)

Under **Finances**, click **Maintain Authorized Users**, then click **Continue**. Setting up authorized users allows parents and others to view your monthly billing statement and make electronic payments on your student account.

## SIGN UP FOR THE EMERGENCY MASS NOTIFICATION SYSTEM

The university has set up this system to inform students of emergencies on campus. The system uses the phone number you enter into myZou to contact you. Be sure to keep this number and all your contact information current. To enter your information, under **Personal Information**, go to the drop down menu, then choose **Phone Numbers**. Click . Click **Add A Phone Number**, and enter the number to which you would like to receive messages in the event of a campus emergency. If you wish to receive a text message, click **Add A Phone Number**, select the phone type as **Text Messaging**, then enter your cellular number. You may enter the same number for **Cellular** and **Text Messaging**.

## UPDATE EMERGENCY CONTACT(S)

Under **Personal Information**, click, **Emergency Contacts**. Click **Add An Emergency Contact**, then enter the emergency contact name and information. Click **Save**.

## CHANGE ADDRESS

Under **Personal Information**, go to the drop down menu, then choose **Addresses**. Click . Click **Edit** next to the address to change. Make the desired changes, then click **OK**. Click **Save**. Click **OK**.

## RESTRICT YOUR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) automatically restricts information

the university may share publicly without your permission. Directory information may be shared, unless you specifically restrict its release. To restrict, under **Personal Information**, go to the drop down menu, then select **Privacy Settings**. Click . *Note: Restricting the release of directory information will remove your name and e-mail from the global address list within the MU e-mail system. If you have a personalized e-mail alias, that will also be removed, and you will no longer receive messages sent to that address. Students who want to restrict their address and/or phone number from showing in the e-mail directory will have a new option in fall 2009. Watch your Mizzou email account for updated information later this summer. For more information about FERPA, visit [registrar.missouri.edu](http://registrar.missouri.edu) and click **Policies**.*

## VIEW YOUR HOUSING INFORMATION

From the left-hand menu, click **Residential Life** to view your FIG or Learning Community, room, meal plan and roommate. If you haven't already done so, you can submit your residence hall contract and select a room at [roar.missouri.edu](http://roar.missouri.edu). You can find more information about the residence halls at [reslife.missouri.edu](http://reslife.missouri.edu).

**HELP!** If you click on a link and are not directed to the page you were looking for, make sure all pop-up blockers are disabled. You may also call the IT Help Desk at 573-882-5000 or visit the online KnowledgeBase at [help.missouri.edu](http://help.missouri.edu).

