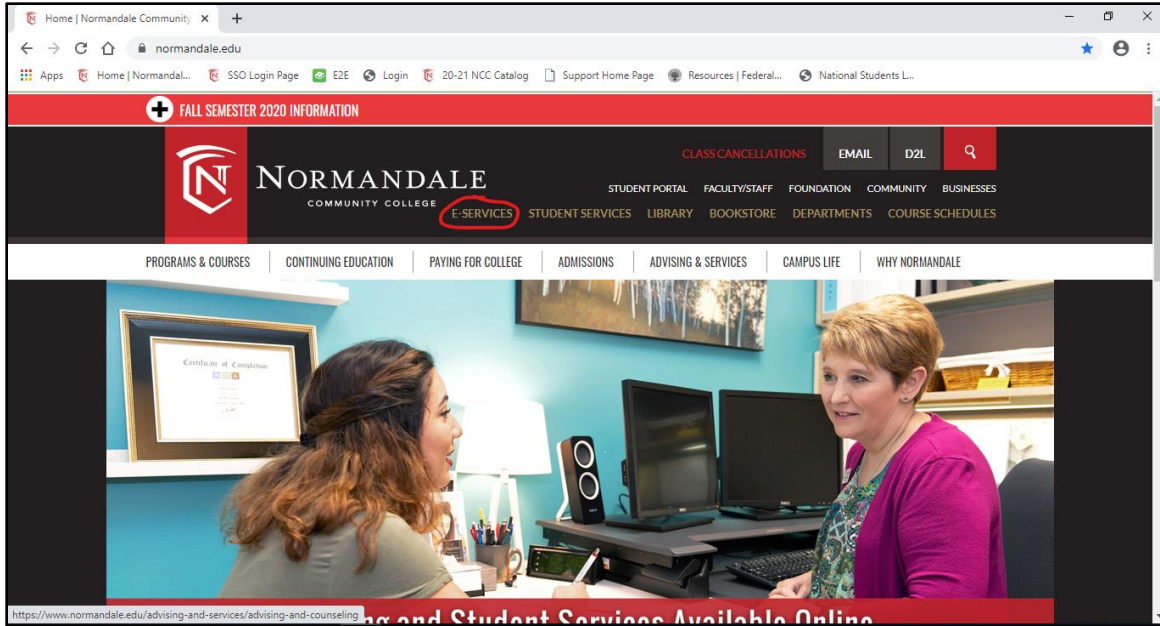


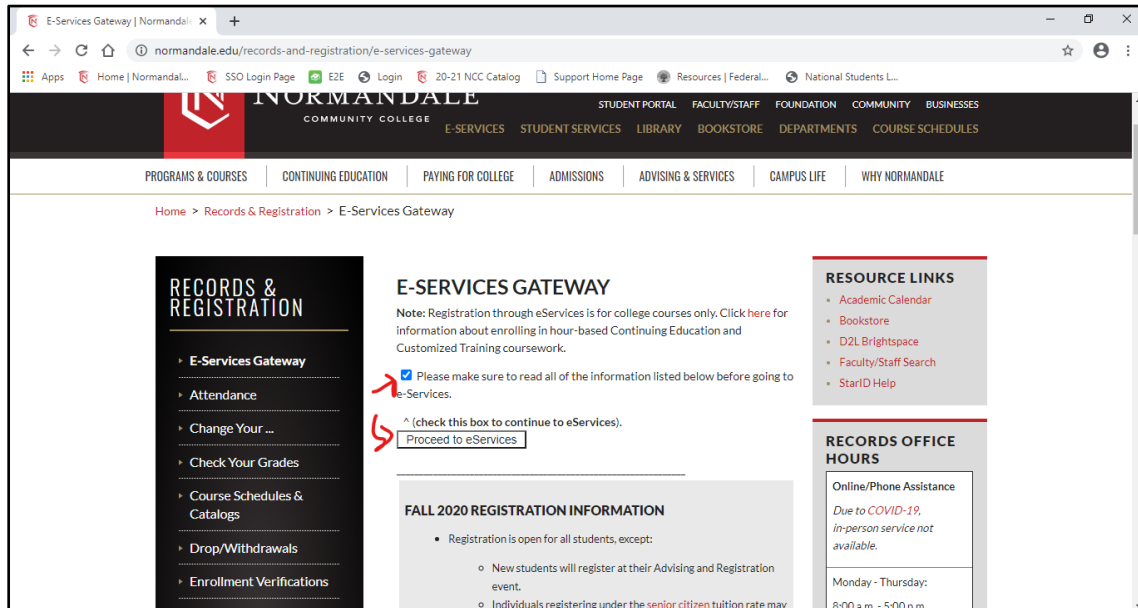
How to Navigate through E-Services

Logging into E-Services

1. On the Normandale Community College homepage (www.normandale.edu), at the top menu, click on “E-SERVICES”



2. On the **E-Services Gateway** page, check the box and then click “Proceed to eServices”



How to Navigate through E-Services

- When you get to the e-services login page, enter in your **STAR ID (ex: ab1234cd)** and **STAR ID PASSWORD**, then click "Login"

Normandale Community College
3700 France Avenue South
Bloomington, MN 55431
USA
Phone: (952) 358-8200
Toll-free: (800) 481-5412

Please login to continue.

The "*" indicates a required field.

* StarID: [Need Login Help?](#) Need an ID? [Sign Up Now.](#)

* Password:

Institution: Normandale Community College

Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

[Login](#)

You must **logout** when finished to ensure that nobody else gains access to your records.

Campus Specific Instructions

- After successfully logging in, you will be brought to your **Dashboard**. Here, you will be able to see any holds that may impact your registration, any action items, your class schedule, financial aid, and any other MinnState School's you have or are attending.

You will also be able to see the navigation menu on the left-hand side

Student e-services

Dashboard

Home

Account Management

Courses & Registration

Academic Records

Financial Aid

Bills and Payment

Student Employment

Contact Us

Campus

Normandale Home

Payments & Billing Office

Continuing Ed (non-credit)

Registration Holds

Textbook Information

Normandale Community College

My Dashboard

Student ID: [REDACTED] | [My Profile](#) | [Logout](#)
[Switch to Employee e-Services](#)

Welcome to Minnesota State Colleges & Universities eServices.

Holds that may Impact Registration

Your Immunization Record may not be current: One or more of your immunization records is missing or out of date. Submit your immunization form, available at www.normandale.edu/records under "Official Forms", to the Records Office.

Action Items

[Personal - Military and Veteran Status](#)

Class Schedule

Current Term: Summer 2020

School	Class	Days	Time	Bldg/Room
Next Term: Fall 2020				

Financial Aid - Academic Year 2020

School	Status
Normandale Community College	

My Minnesota State School Summary

Normandale Community College

How to Navigate through E-Services

E-Services Navigation Menu

1. Account Management

- a. Here, you are able to Opt In/Out of text messaging communications with the college
- b. You are also able to change your name and address

NORMANDALE
COMMUNITY COLLEGE

Student e-services

- Dashboard
- Home
- Account Management**
- Name and Address Info
- Courses & Registration
- Academic Records
- Financial Aid
- Bills and Payment
- Student Employment
- Contact Us

Campus

- Normandale Home

My Profile

To change your StarID password, please visit the [StarID Self-Service Page](#)

Opt In/Out Agreements

[Turn Text Messaging On or Off](#)

[Allow someone else to view and pay my bills.](#)

NORMANDALE
COMMUNITY COLLEGE

Student e-services

- Dashboard
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- Name and Address Info**
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- Contact Us

Campus

- Normandale Home

Student ID: [REDACTED] | [My Profile](#) | [Logout](#)
[Switch to Employee e-Services](#)

Name Maintenance

Preferred Name

Students may request that their "Preferred Name" be different from their legal name of record. The preferred name will be used where possible in the course of Minnesota State Colleges and Universities business. Minnesota State Colleges and Universities reserves the right to deny an inappropriate preferred name.

Not provided [Edit](#)

Address Maintenance

Select "View" or "Edit" for an address type from the list below. If the "Edit" option is not available, please contact the records office to update that particular address type.

Diploma
[View](#)

Local
[View](#)

Permanent
[View](#)

How to Navigate through E-Services

2. Courses & Registration

- a. In this tab, you will be able to search for a course, view/modify your schedule, register for courses, etc.

The screenshot shows the Normandale Community College e-services portal. The top navigation bar includes the college logo and name, a student ID field, and a 'Logout' link. A left sidebar menu lists various services, with 'Courses & Registration' highlighted in yellow. The main content area is titled 'Courses and Registration' and contains several links: 'Search for a Course', 'Review My Plan', 'View/Modify Schedule', 'Quick Add (Register)', 'Registration Holds', 'Registration Access Code', 'Registration Window', and 'Registration Log'. A red bracket highlights the first four links. Below the links is a yellow box with text regarding registration cancellation and international student requirements.

Search for a Course
Review My Plan
View/Modify Schedule
Quick Add (Register)
Registration Holds
Registration Access Code
Registration Window
Registration Log

Your **REGISTRATION** may be **CANCELLED** if payment requirements have not been met by the published due date. Please go to your college or university website at <http://www.normandale.edu/payments-and-billing-office/payments-and-refunds/payment-reminder> for more information about your financial obligations. You will become obligated for all unpaid balances relating to courses for which you have registered **AT ANY MINNESOTA STATE COLLEGE OR UNIVERSITY** (even if you are not actually attending the classes at that school) unless you drop/withdraw from **ALL** your classes within the withdrawal period defined in Board Policy 5.12. You will be **BILLED** for any unpaid balances unless you take these actions. [Read summary of related Board policy.](#)

International Students: full-time enrollment is required for you to maintain your F-1 immigration status. Failure to enroll full-time may affect your ability to remain in the United States.

3. Academic Records

- a. In this tab, you will be able to check your grades, view your Unofficial Transcript, and view your Degree Audit

The screenshot shows the 'Check Grades' page. The left sidebar menu has 'Academic Records' highlighted in yellow. The main content area is titled 'Check Grades' and includes a message: 'Grades will be displayed for Summer Semester 2020. If you wish to view grades from a different term, select it from the following drop down list.' Below this is a dropdown menu labeled '-Select Term-' and a 'Get Grades' button.

Grades will be displayed for Summer Semester 2020
If you wish to view grades from a different term, select it from the following drop down list.

-Select Term- **Get Grades**

The screenshot shows the 'Academic Record' page. The left sidebar menu has 'Unofficial Transcripts' highlighted in yellow. The main content area is titled 'Academic Record' and includes a 'Sort By:' section with two radio buttons: 'Chronological' (selected) and 'Subject'. Below this is a 'Get Academic Record' button.

Sort By:
 Chronological
 Subject
Get Academic Record

The screenshot shows the 'Degree Audit' page. The left sidebar menu has 'Academic Records' highlighted in yellow. The main content area is titled 'Degree Audit' and includes a description: 'Degree Audit is a self-directed, automated electronic tool for tracking your progress toward completing an academic program (degree, diploma, or certificate). It provides a personalized listing of required, completed, in-progress, and needed courses.' Below this are links for 'Request a Degree Audit' and 'Request a Degree Audit (this link will open in a new window/tab)'. There is also a section for 'Resources and Tutorials' available at minnstate.edu, with a list of steps: 'Search "Degree Audit"', 'Select "Degree Audit (DARS) - Minnesota State"', and 'Select **RESOURCES AND TUTORIALS**'.

Degree Audit is a self-directed, automated electronic tool for tracking your progress toward completing an academic program (degree, diploma, or certificate). It provides a personalized listing of required, completed, in-progress, and needed courses.

Request a Degree Audit (this link will open in a new window/tab)

Select "Run Declared Programs" to generate an audit of the major/program you have declared at your school

Or

"Select a Different Program" to create a "What-If" audit so you can see how your coursework would apply toward other programs

Resources and Tutorials are available at minnstate.edu

- Search "Degree Audit"
- Select "Degree Audit (DARS) - Minnesota State"
- Select **RESOURCES AND TUTORIALS**

How to Navigate through E-Services

4. Financial Aid

- a. Here, you will be able to view your financial aid status for each semester, what your next steps or remaining steps are, view your award by credit level, set-up your direct deposit, view loan information, etc.

The screenshot shows the 'Financial Aid Status' page. On the left is a navigation menu with 'Financial Aid' highlighted. The main content area has a yellow header 'Financial Aid Status'. Below it, the 'Award Year' is 2019 - 2020 and the 'Semester' is Summer Semester 2020, with a 'Change semester' link. A 'Next Step' section contains a blue box with a star icon and text: 'FAFSA: You have not sent your 2019 - 2020 FAFSA results to Normandale Community College. Take 15 minutes and get your FAFSA filed now at www.fafsa.gov.' Below that, a 'Remaining Steps' section lists four items, each with a red star icon and a red bar: 'Aid Application Status', 'Ready for Official Award', 'Review and Respond to Award Notification', and 'Disbursement of Funds/Student Account'.

5. Bills and Payment

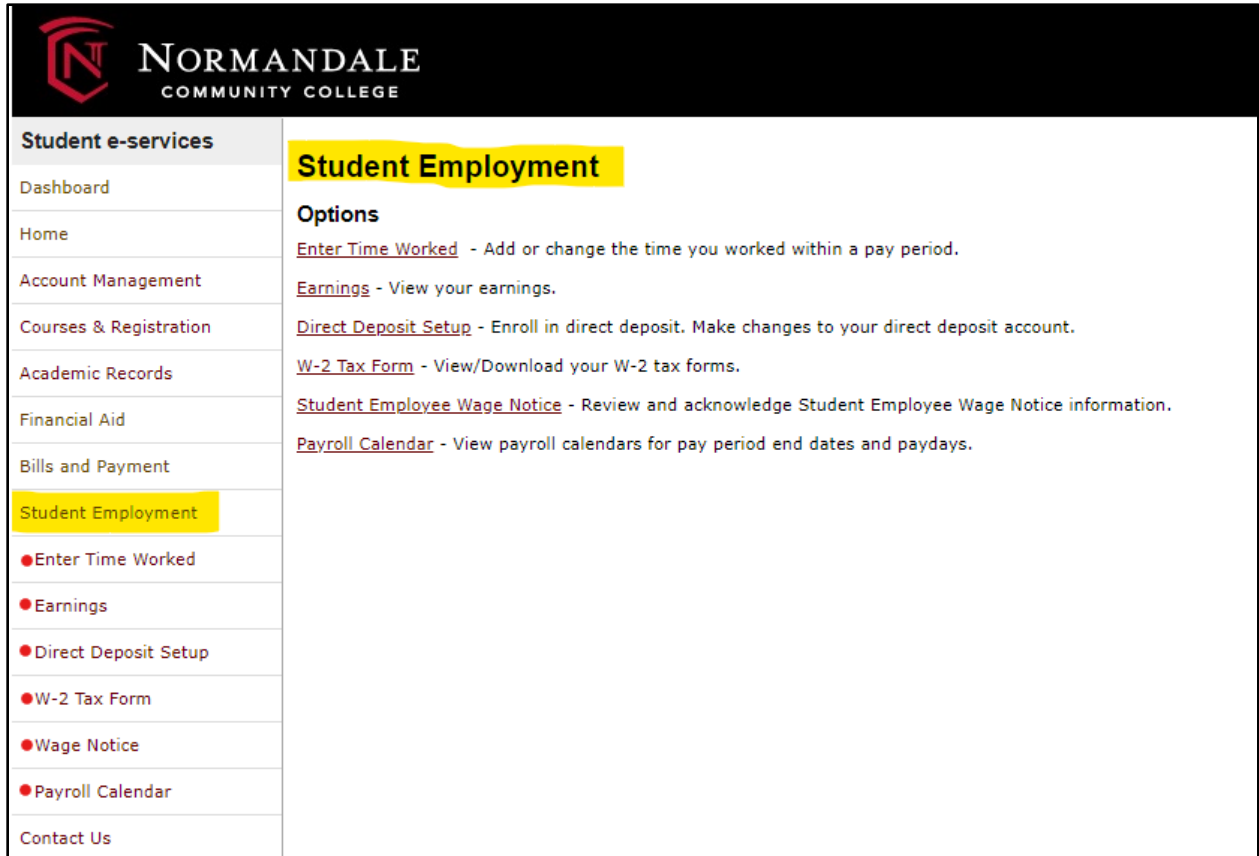
- a. Here, you are able to see your account detail, make payments, set-up a payment plan, and retrieve tax information.

The screenshot shows the 'Bills and Payment' page. At the top left is the Normandale Community College logo. The navigation menu on the left has 'Bills and Payment' highlighted. The main content area has a yellow header 'Bills and Payment'. Below it, the 'Account Balance By Institution' section shows a 'View Account Detail' button and a 'Total Account Balance For All Institutions: \$ 0.00' with a help icon. A table below shows the balance for Normandale Community College as \$ 0.00. A red warning icon and text state: 'There is no current enrollment or balance due data found for Normandale Community College.' At the bottom, there are three buttons: 'Make a Payment', 'Make a Prepayment', and 'Give Someone Access to Pay My Bill', each with a help icon.

How to Navigate through E-Services

6. Student Employment

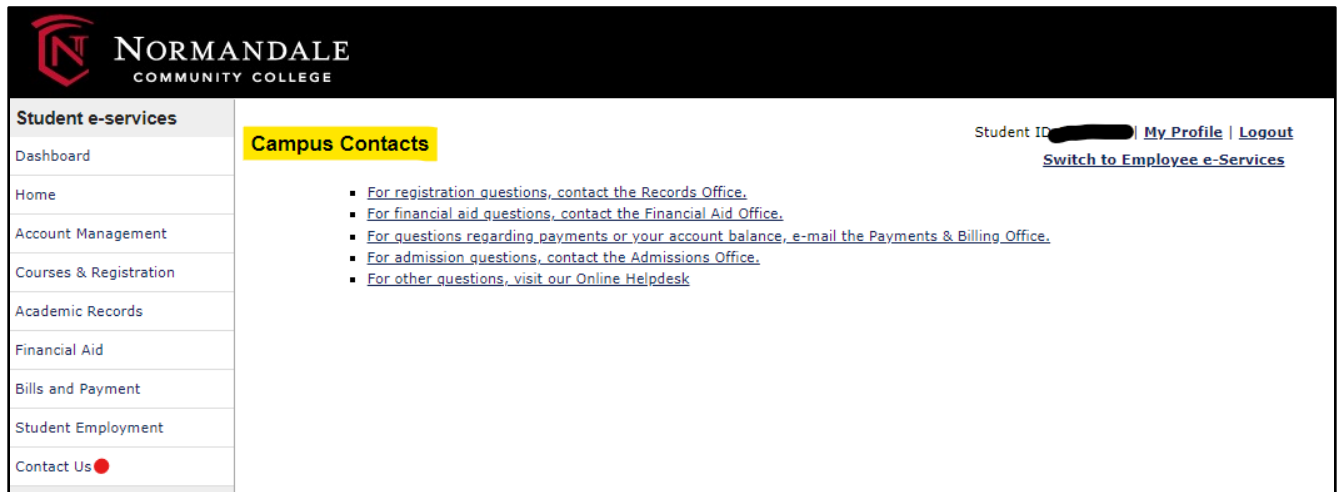
- a. In this tab, if you have an on-campus job (work study or non-work study), this is where you would enter in your timesheet, set-up your direct deposit for student employment, and retrieve any employment and/or tax information.



The screenshot shows the Normandale Community College Student e-services interface. The header includes the college logo and name. A left sidebar lists navigation options: Dashboard, Home, Account Management, Courses & Registration, Academic Records, Financial Aid, Bills and Payment, Student Employment (highlighted in yellow), Enter Time Worked, Earnings, Direct Deposit Setup, W-2 Tax Form, Wage Notice, Payroll Calendar, and Contact Us. The main content area is titled "Student Employment" (highlighted in yellow) and lists several options with links: "Enter Time Worked" (Add or change the time you worked within a pay period), "Earnings" (View your earnings), "Direct Deposit Setup" (Enroll in direct deposit. Make changes to your direct deposit account), "W-2 Tax Form" (View/Download your W-2 tax forms), "Student Employee Wage Notice" (Review and acknowledge Student Employee Wage Notice information), and "Payroll Calendar" (View payroll calendars for pay period end dates and paydays).

7. Contact Us

- a. Contact the offices that corresponds with each previous tab



The screenshot shows the Normandale Community College Student e-services interface. The header includes the college logo and name. A left sidebar lists navigation options: Dashboard, Home, Account Management, Courses & Registration, Academic Records, Financial Aid, Bills and Payment, Student Employment, and Contact Us (highlighted in yellow with a red dot). The main content area is titled "Campus Contacts" (highlighted in yellow) and contains a list of links for various offices: "For registration questions, contact the Records Office.", "For financial aid questions, contact the Financial Aid Office.", "For questions regarding payments or your account balance, e-mail the Payments & Billing Office.", "For admission questions, contact the Admissions Office.", and "For other questions, visit our Online Helpdesk". In the top right corner, there is a "Student ID" field with a redacted ID, and links for "My Profile", "Logout", and "Switch to Employee e-Services".

How to Navigate through E-Services

8. Campus

- a. The tabs under this heading will bring you directly to their main page at the Normandale Community College website and this tab shows Normandale's address and phone number

Campus	
Normandale Home ●	▶ Next Term: Fall 2020
Payments & Billing Office ●	Financial Aid - Academic Year 2020
Continuing Ed (non-credit) ●	School
Registration Holds ●	My Minnesota State School Summary
Textbook Information ●	Normandale Community College
Normandale Community College 9700 France Avenue South Bloomington, MN 55431 Phone: (952) 358-8200	