

Using the Student Portal

Student Portal Account Creation

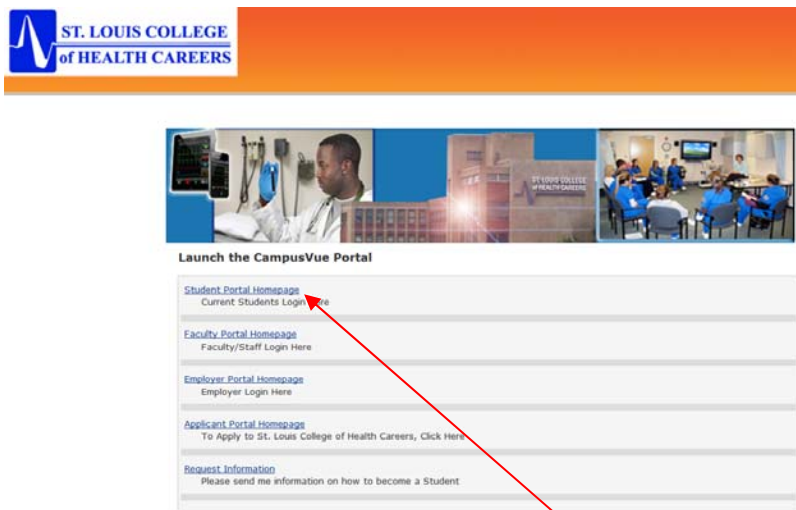
Open your Browser and go to the portal.

On Campus

<http://cvwebportal>

Off Campus

<http://portal.saintlouishealthcareers.com>



Click on the Student Portal Homepage link.

Login

Required Field*

Please Login

Username*

Password*

[Create a New Account](#)

[Forgot your password?](#)

From there click on the Create a New Account link.

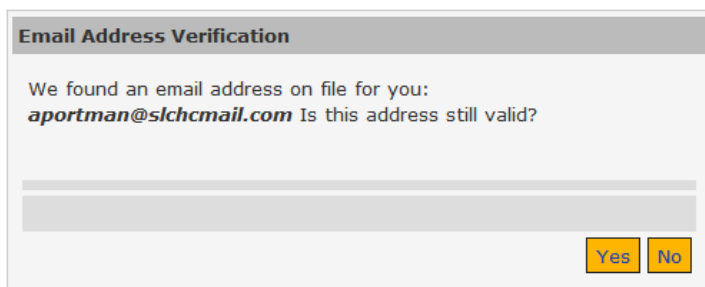
To create a new account, you will need the following information: your first & last name and either your student ID number or your Social Security Number.

NOTE: Do not save private information, like your SSN on public computers like school lab computers.

Your name needs to be written the same way as it appears on your school records. (Richard not Ricky). Correctly capitalize your name. Your Social Security Number will be encrypted and is only used to verify you against your school records. You will be asked to create a password. Please remember your password.

Note: You must have given us your email address for Portal to work. The confirmation email will be sent to the email address on file for you.

Email Address Verification



Email Address Verification

We found an email address on file for you:
aportman@slchmail.com Is this address still valid?

Yes No

A verification email will be sent to you. Click on the link to you. It may take a few minutes. If it take more than 10 minutes, contact us and verify we have your correct email address.

After you have verified your account, you may go ahead and login. Remember your password!

You now have access to the Student Portal!

Did you not get a login option? Make sure you are allowing pop ups.

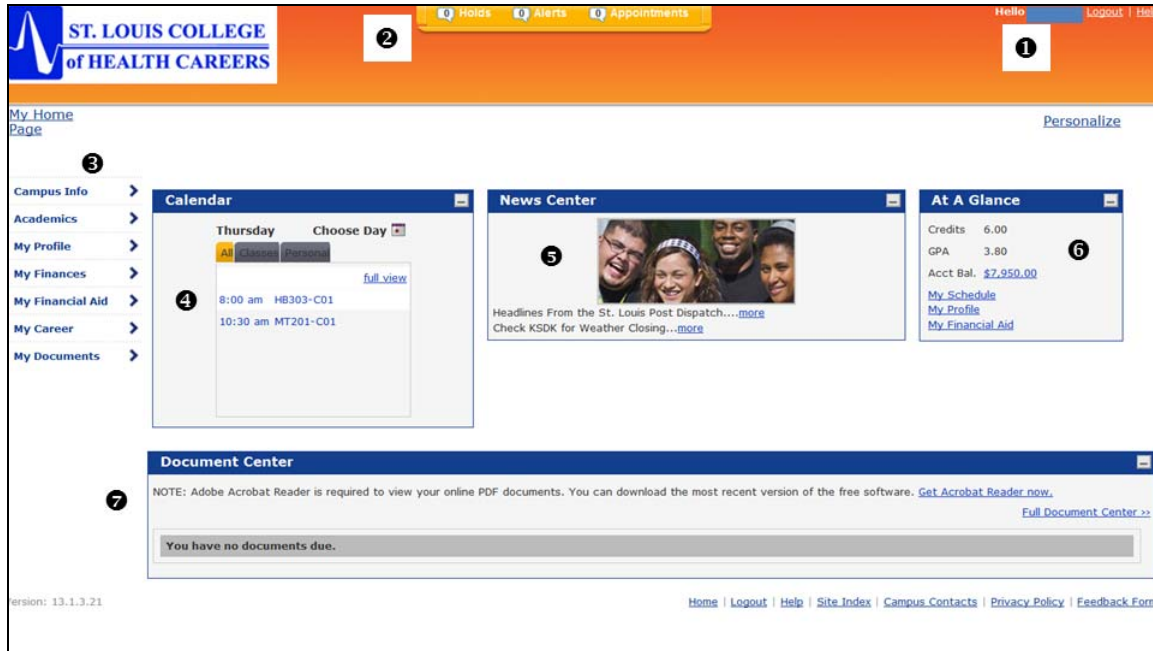
I can't log in!

Check these

1. The Portal won't open at all? Make sure you are using the correct URL for where you are. Portal.saintlouishealthcareers.com does not work on campus.
2. Are you using the correct email address? You need to be using the email address in your student records. Contact the Registrar to change your records.
3. IT Support is available by phone at **314-652-0300 ext. 2010** Monday-Friday, 8:30AM-3:30PM. Be prepared to verify your name against your records. This number is not continuously staffed, you may need to leave a message.

Inside the Student Portal

Welcome to the Portal



The parts of the Home Page

1. Your name/Logout/Help. - Help has more complete information than this document.
2. Alerts – Portal is designed for your instructors to contact you. If someone has something for you, you will have a notice here.
3. The Menu
4. Your Calendar. Your class schedule will be here. You can also post items to this calendar for you.
5. The News Center. Links
6. At a Glance – Your current credits, GPA and account balance
7. Documents.