


MyYU SELF-SERVICE GUIDE FOR STUDENTS

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Questions or need help? Email sqregistrar@einstein.yu.edu

MyYU SELF-SERVICE LOG-IN INSTRUCTIONS

1. Go to <http://yu.edu/myyu>
2. Click “Faculty, Students and Staff”
3. Enter your User ID & PIN
4. Click “Login”

 To protect your privacy, please Exit and close your browser when you are finished.

Please note that the system may lock your account if you try to log in with an incorrect password too many times and follow the instructions.

User ID: <input type="text"/>	Begins with either the number "8" or "9". If you have forgotten your ID , please click here .
PIN: <input type="text"/>	If you have forgotten your PIN, enter your User ID, then click the " Forgot PIN? " button below.

NEW! If you have forgotten your pin and do not know the answer to your security question, you can RESET your pin by clicking on the "**RESET MY PIN**" button below.
Remember when entering a NEW PIN do not select: 111111, 222222 etc. or 123456, or 654321, make sure you mix your numbers.

RELEASE-8 5 2

USER ID and PIN

- User ID is your Banner ID #
- PIN - Personal Identification Number
 - a. If this is the first time logging on: click on the “**RESET MY PIN**” link on the [BANNER Web login page](#). You must provide your YU ID (Banner ID) and your valid Einstein email address. Other email addresses cannot be used for this purpose. New PIN will be sent to your Einstein email address. **Note**, you will be prompted to change your PIN.
 - b. If you have previously logged on: Whatever pin you chose your first time logging on.
 - c. If you have forgotten your PIN or your access was disabled, you can click on the “**RESET MY PIN**” link on the [BANNER Web login page](#). You must provide your YU ID (Banner ID) and your valid Einstein email address. Other email addresses cannot be used for this purpose. New PIN will be sent to your Einstein email address. **Note**, you will be prompted to change your PIN.

REGISTRATION

IMPORTANT REMINDERS

- Every PhD and MD/PhD student must register online, using BannerWeb, during the designated registration periods as indicated on the Graduate Division Academic Calendar.
- Each year, the designated registration periods are published on the Academic Calendar.
- The Academic Calendar is available online at <http://einstein.yu.edu/education/phd/current-students/calendar.aspx>
- Declared students must register for Thesis Research each fall, spring and summer semester.
- Each student is responsible for the completeness and accuracy of his/her registration. Failure to comply with department, school, and university regulations may jeopardize your student status in the program.
- **Add/Drop Period:** *The add/drop period for each course block is published on the Academic Calendar.*
 - To add a course to your schedule during the add/drop period, follow the instructions in steps 1-10 below.
 - To drop a course, follow steps 1-10 below (see section on Dropping Courses [all Blocks]) then use drop down bar, under action column, to search for “Web Drop” option. Click “Web Drop” for appropriate course(s). Click “Submit Changes”. Errors, if any, will be displayed at the bottom of the page.

Courses dropped during the add/drop period will not appear on your graduate transcript.

- **Official Course Withdrawal Period** (grade “W” will appear on transcript) *The course withdrawal period for each course block is published on the Academic Calendar.* Official withdrawal from a course requires the completion and formal notification to the Course Leader, your Advisor and the Registrar and cannot be done thru BannerWeb. Withdrawal forms can be obtained from the Graduate Office.

A withdrawn course is reflected on your academic transcript with a grade of “W.”

BLOCKS I, II, III AND FULL-TIME THESIS RESEARCH

Registration details including course listings and a step-by-step guide are available online at:
<http://www.einstein.yu.edu/education/phd/current-students/registration.aspx>

SUMMER SEMESTER FULL-TIME THESIS RESEARCH

Registration details including course listings and a step-by-step guide are available online at:
<http://www.einstein.yu.edu/education/phd/current-students/registration.aspx>

PRINTER FRIENDLY STUDENT SCHEDULE

1. Go to <http://yu.edu/myyu>
2. Click "Faculty, Students and Staff"
3. Enter your User ID and PIN
4. Click "Login"
5. Click "Student" located on top bar
6. Click "Select Term" to select the appropriate term (e.g. Summer 2014)
7. Click "Print Friendly Student Schedule"

[Personal Information](#) [Student](#) [Employee Services](#) [Financial Aid](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration

[Einstein 3RD YEAR STUDENT SCHEDULE <--3rd Year AECOM students click here to see your rotation schedule](#)
[AECOM 3rd Year Student Rotation Schedule](#)

[Registration Status](#)

[Select Term](#)

[Add or Drop Classes](#)

[Printer Friendly Student Schedule](#)
[One Page Display of the Student Schedule](#)

[Look Up Classes](#)

(Click the BACK button on your browser to return to MY YU.)

[Change Class Options](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[Active Registration](#)

[Registration History](#)

[Einstein 3rd Year - Core Clerkship Site Preferences](#)

[Einstein 4th Year Site Preference](#)

[Einstein 4th Yr Site Preference Selection](#)

[Einstein Evaluation of Clinical Performance and Professional Attributes](#)

[Einstein Evaluation of Core Competency](#)

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DROPPING COURSES (All Blocks)

1. Go to <http://yu.edu/myyu>
2. Click “Faculty, Students and Staff”
3. Enter your User ID & PIN
4. Click “Login”
5. Click “Student” located on top bar
6. Click “Registration”
7. Click “Add or Drop Classes”
8. Click “Submit” for the appropriate Term (e.g. Summer 2014)
9. Click the drop down box under ‘Action’ and select ‘Web Drop’
- Note:** You cannot drop your last class
10. Click “Submit Changes”

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 20, 2014	None None Web Drop	60538	LABR	9006	0	Sue Golding Graduate Division	6.000	Research/Rotation Thesis	Research

SG Credit Hours: 6.000
Total Credit Hours: 6.000
Billing Hours: 1.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Jun 23, 2014 03:31 pm

Add Classes Worksheet

CRNs						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

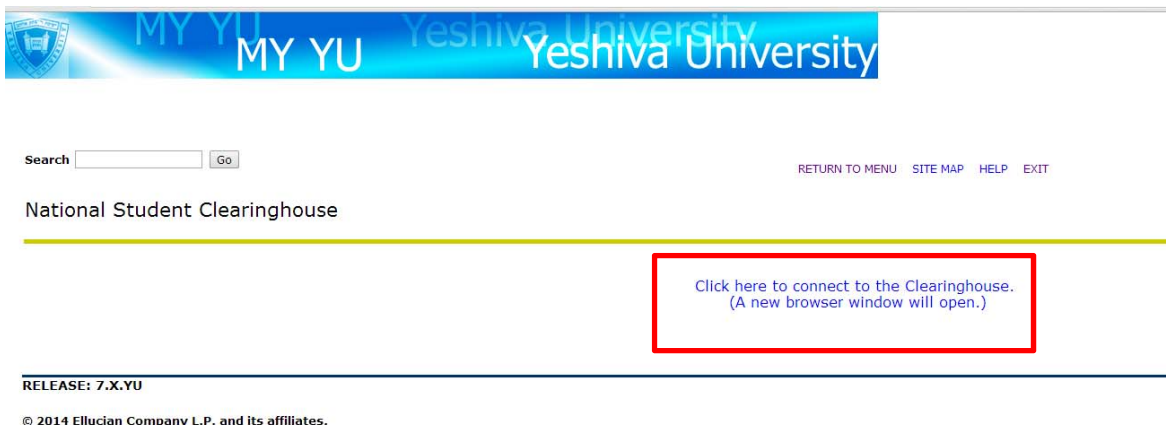
[[View Holds](#) | [Change Class Options](#) | [Registration Fee](#)]

ENROLLMENT VERIFICATION CERTIFICATE

An Enrollment Verification Certificate is an official document provided by the Registrar verifying dates of attendance at the institution and enrollment status by term.

An official Enrollment Verification Certificate can be obtained from the National Student Clearinghouse at any time, free-of-charge, using the following instructions:

1. Go to www.yu.edu/myyu
2. Click on “Faculty, Students and Staff”
3. Log in to your MYYU account using your User ID (Banner ID) (9-digit number starting with either ‘800’ or ‘999’)
4. Once logged in, click on “Student” located on top bar
5. Click on “Clearinghouse Services”
6. Click on “Click here to connect to the Clearinghouse”
This will open a new browser window. (Your computer’s pop-up blocker may need to be disabled)
7. Select the type of enrollment verification certificate you require. There are two types of Enrollment Verification Certificates:
 - o **Current Enrollment** – This type of certificate only verifies the semester in which you are currently enrolled at the institution.
 - o **All Enrollment** – This type of certificate verifies all the semesters you were enrolled at the institution, including the current semester.
8. After selecting the type of Enrollment Verification Certificate, click on “Obtain an enrollment certificate.” A new browser window will open with your Enrollment Verification Certificate which can be printed.
9. If you are forwarding your Enrollment Verification Certificate to a third party, be sure to print the policy number, account number, or any other identifying information located in the top right hand corner of each page of the certificate.



The screenshot shows the MYYU website header with the Yeshiva University logo and name. Below the header is a search bar with a "Go" button and navigation links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The text "National Student Clearinghouse" is displayed below a horizontal line. A red rectangular box highlights a link that reads "Click here to connect to the Clearinghouse. (A new browser window will open.)". At the bottom of the page, there is a footer with the text "RELEASE: 7.X.YU" and "© 2014 Ellucian Company L.P. and its affiliates."

GRADUATE TRANSCRIPT REQUEST

RETRIEVING AN UNOFFICIAL TRANSCRIPT

1. Go to <http://yu.edu/myyu>
2. Click “Faculty, Students and Staff”
3. Enter your User ID and PIN (explained above)
4. Click “Login”
5. Click “Student” located on top bar
6. Click “Student Records”
7. Click “Academic Transcript”
8. Click the drop down box under Transcript Level and select “Sue Golding Graduate Division”
Note: Students in dual programs can select “All Levels” to view all available academic history
9. Click “Submit”

Personal Information **Student** Employee Services Financial Aid

Search

Academic Transcript Options

Select the transcript level and transcript type.

Transcript Level: Sue Golding Graduate Division ▼

Transcript Type: Un-Official YU Transcript ▼

REQUESTING AN OFFICIAL TRANSCRIPT

1. Go to <http://www.einstein.yu.edu/education/phd/>
2. Under “Quick Links” click “Graduate Division Forms”
3. Scroll down and click “Transcript Request Form”
4. Complete the request form and follow instructions on form on how to submit the request.

ADDRESSES AND PHONES

UNDERSTANDING ADDRESS TYPES

1. **EA – Einstein Address**
 - a. Campus address or local address from which student commutes to and from school. This address is used by the Graduate Division to send official communications to students.
2. **W2 - W2/Payroll Address**
 - a. This address is used by Human Resources and Payroll to send official communications to student, including paychecks and W2.
3. **PR – Permanent Home Address**
 - a. This address is the permanent address separate from the Einstein Address. Note: the PR address can also be the same address as the EA address if applicable.
4. **Other Address Types**
 - a. There may be additional address types available to add/update in MyYU Self-service. The Graduate Division does not recommend adding additional address types beyond EA, W2 and PR.
5. **Phone Numbers**
 - a. Under each Address type, student can add a phone number. There are multiple phone types available to choose from; Cell Phone and Home numbers are preferred.

UPDATING ADDRESSES and PHONE NUMBERS

1. Go to <http://yu.edu/myyu>
2. Click “Faculty, Students and Staff”
3. Enter your User ID & PIN (explained above)
4. Click “Login”
5. Click “Personal Information” located on top bar
6. Click “Update Address and Phones”
7. Existing Addresses can be changed/deleted by clicking “Current” link in front of each address. Existing Phone Numbers can be changed/deleted by clicking “Primary” link in front of each phone number
8. Click the drop down box under Types of Address to Insert and select address type to insert
9. Click ”Submit”
10. Complete required information
11. Click “Submit”

Personal Information Student Employee Services Financial Aid

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit. Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Addresses and Phones

Einstein Address	Phones
Current : Sep 11, 2008 to (No end date)	Primary : None Provided

Permanent Home Address	Phones
Current : May 26, 2010 to (No end date)	Primary : None Provided

W2/Payroll Address	Phones
Current : Sep 13, 2012 to (No end date)	Primary : None Provided

Type of Address to Insert:	<input type="button" value="Submit"/>
<input type="text" value="Select"/>	
<input type="text" value="Business Address"/>	
<input type="text" value="Einstein Address"/>	
<input type="text" value="Faculty Address"/>	
<input type="text" value="Permanent Home Address"/>	
<input type="text" value="Temporary Residence"/>	
<input type="text" value="W2/Payroll Address"/>	

[\[View Addresses and Phones \]](#)

EMERGENCY CONTACT INFORMATION

1. Go to <http://yu.edu/myyu>
2. Click “Faculty, Students and Staff”
3. Enter your User ID & PIN (explained above)
4. Click “Login”
5. Click “Personal Information” located on top bar
6. Click “Update Emergency Contacts”
7. Click “New Contact”

The screenshot shows the top navigation bar with 'Personal Information', 'Student', and 'Financial Aid' tabs. Below the search bar, the page title is 'Update Emergency Contacts'. A message states: 'Update a contact by selecting that contact and making the necessary changes.' Under the heading 'Emergency Contacts', there is a table with one row containing the text 'New Contact', which is highlighted with a red box. A link '[View Emergency Contacts]' is visible at the bottom right of the page.

8. Complete required information
9. Click “Submit Changes”

The screenshot shows the 'Update Emergency Contacts' page with a form for adding a new contact. The form includes fields for 'Remove Contact', 'Order', 'Relationship', 'First Name', 'Middle Name', 'Last Name', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'State or Province', 'Zip or Postal Code', and 'Country'. The 'Telephone' section has three sub-fields: 'Area Code', 'Phone Number', and 'Extension'. The 'Submit Changes' button is highlighted with a red box. A link '[View Emergency Contacts]' is visible at the bottom right of the page.