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Last Changed by	ASDS

Managing Personal Information via the Student Center

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Concept

The Student Center is a central location in MaineStreet where students can access their personal data such as names and addresses, plus application status and to do lists, academic data such as class schedule and enrollment, financial data such as the student's account and financial aid.

This document covers how a student can manage his/her personal data via the Student Center.

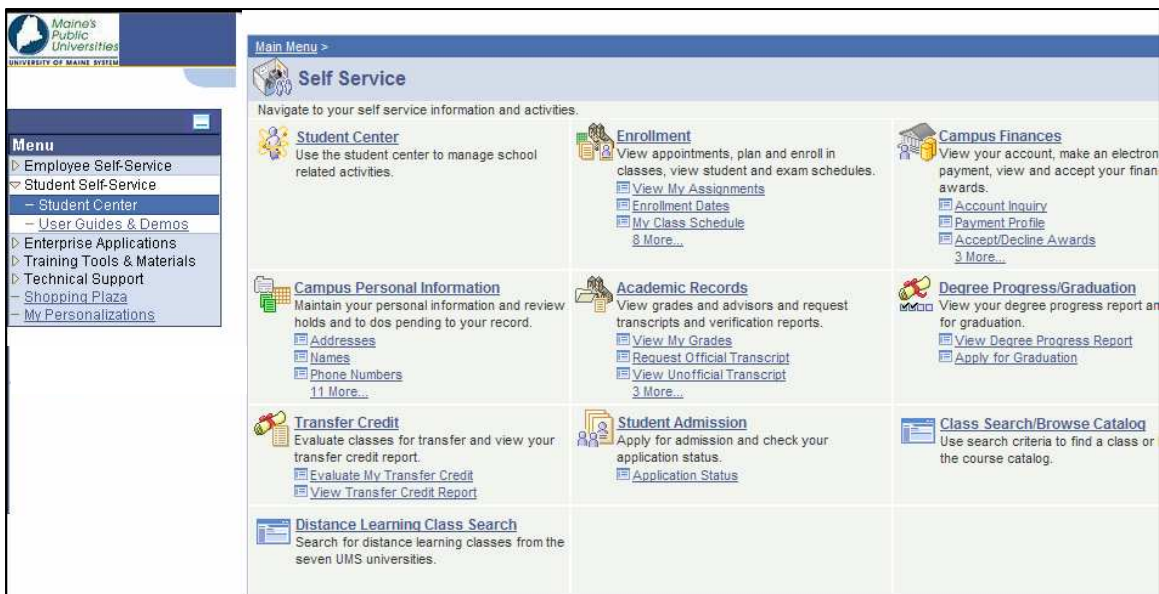
Navigation

Step	Action
1.	To access the Student Center, sign in to MaineStreet using your UMS User id and password. Once you are signed in, select Student Self-Service from the MaineStreet menu.



The screenshot shows the MaineStreet UMS portal homepage. At the top, there is a navigation bar with links for Home, Add to My Links, and Sign out. Below this, there is a 'MaineStreet Menu' section with a tree view containing: University of Maine System, Employee Self-Service, Student Self-Service, and My Personalizations. To the right of the menu is a 'MaineStreet News' section featuring the MaineStreet logo and a welcome message: 'Welcome to the MaineStreet UMS portal. Information, tools, and resources specific to your role in the University of Maine System as a faculty member, staff member, student or applicant for admission.'

2.	From the Self Service menu, click the Student Center link.
----	-------------------------------------------------------------------



The screenshot shows the 'Self Service' menu in the MaineStreet UMS portal. The menu is titled 'Main Menu > Self Service' and includes a sub-header: 'Navigate to your self service information and activities.' The menu items are arranged in a grid:

- Student Center**: Use the student center to manage school related activities.
- Enrollment**: View appointments, plan and enroll in classes, view student and exam schedules. Sub-links: View My Assignments, Enrollment Dates, My Class Schedule, 8 More...
- Campus Finances**: View your account, make an electron payment, view and accept your finan awards. Sub-links: Account Inquiry, Payment Profile, Accept/Decline Awards, 3 More...
- Campus Personal Information**: Maintain your personal information and review holds and to dos pending to your record. Sub-links: Addresses, Names, Phone Numbers, 11 More...
- Academic Records**: View grades and advisors and request transcripts and verification reports. Sub-links: View My Grades, Request Official Transcript, View Unofficial Transcript, 3 More...
- Degree Progress/Graduation**: View your degree progress report an for graduation. Sub-links: View Degree Progress Report, Apply for Graduation.
- Transfer Credit**: Evaluate classes for transfer and view your transfer credit report. Sub-links: Evaluate My Transfer Credit, View Transfer Credit Report.
- Student Admission**: Apply for admission and check your application status. Sub-link: Application Status.
- Class Search/Browse Catalog**: Use search criteria to find a class or the course catalog.
- Distance Learning Class Search**: Search for distance learning classes from the seven UMS universities.



Student Center Overview

Step	Action
1.	<p>The Student Center page is divided into sections: Academics, Finances, Personal Information and Admissions. Access to all your academic information is available in the Academics section, including your class schedule if you are currently enrolled in classes. You can view and pay your student bill in the Finances section. You can view and update your personal information in the Personal Information section.</p> <p>On the right side of the page are sections for Holds, the To Do List, Enrollment Dates, the Advisor assigned to the student, and useful links. There is also a "Search for Classes" button.</p>

Hyacinth's Student Center

▼ Academics

Enrollment

[My Class Schedule](#)

[Wish List](#)

[Add a Class](#)

[Drop a Class](#)

Academic History

[Grades](#)

[Degree Progress](#)

Deadlines URL Gradebook

2008 Fall Schedule

	Class	Schedule	Room
ENG 5-0000 LEC (14738)		Mo 10:00AM - 12:45PM	TBA
ENG 100-0001 LEC (17006)		TuFr 2:00PM - 3:20PM	Cyr Hall 200

[weekly schedule ▶](#)

SEARCH FOR CLASSES

▼ Holds

Immunization Hold

[details ▶](#)

▼ To Do List

Official HS Transcript

[details ▶](#)

▼ Enrollment Dates

[Open Enrollment Dates](#)

▼ Advisor

Program Advisor

None Assigned

▼ UMS Web Links

[WebDSIS](#)

[University of Maine System](#)

▼ Finances

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

▼ Personal Information

[Demographic Data](#)

[Emergency Contact](#)

[Names](#)

Contact Information

Your Home Address	Your Mailing Address
1234 XYZ ST Old Town, ME 04468 Penobscot	None
Your Home Phone	Your UMS email address
None	None

Viewing Holds

Step	Action												
1.	<p>A "Hold" or "Service Indicator" has been assigned to this person.</p> <p>A Hold may prevent certain activities, or simply be a reminder that the student must do something. For example, if a student has not paid a bill, he/she may be prevented from registering for classes. Some Service Indicators are positive - they document that the student is in a certain category (athlete, international student).</p> <p>To see more about a Hold, click the Details link in the Holds section.</p> <p style="text-align: center;"><input type="button" value="details ▶"/></p> <p>Hyacinth's Student Center</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Academics</p> <p>Enrollment My Class Schedule Wish List Add a Class Drop a Class</p> <p>Academic History Grades Degree Progress</p> <p>other academic... <input type="button" value="▶"/></p> </div> <div style="width: 35%; text-align: center;"> <p><input type="button" value="SEARCH FOR CLASSES"/></p> <p>2008 Fall Schedule</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 40%;">Class</th> <th style="width: 30%;">Schedule</th> <th style="width: 25%;">Room</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">34</td> <td>ENG 5-0000 LEC (14738)</td> <td>Mo 10:00AM - 12:45PM</td> <td>TBA</td> </tr> <tr> <td style="text-align: center;">34</td> <td>ENG 100-0001 LEC (17006)</td> <td>TuFr 2:00PM - 3:20PM</td> <td>Cyr Hall 200</td> </tr> </tbody> </table> <p style="text-align: right;">weekly schedule ▶</p> </div> <div style="width: 20%;"> <p>Holds</p> <p>Immunization Hold details ▶</p> <p>To Do List</p> <p>Official HS Transcript details ▶</p> </div> </div>		Class	Schedule	Room	34	ENG 5-0000 LEC (14738)	Mo 10:00AM - 12:45PM	TBA	34	ENG 100-0001 LEC (17006)	TuFr 2:00PM - 3:20PM	Cyr Hall 200
	Class	Schedule	Room										
34	ENG 5-0000 LEC (14738)	Mo 10:00AM - 12:45PM	TBA										
34	ENG 100-0001 LEC (17006)	TuFr 2:00PM - 3:20PM	Cyr Hall 200										

Hyacinth Z Foofram

Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

Item List					
Hold Item	Amount		Institution	Term	Department
Immunization Hold		USD	University of Maine at Augusta	Beginning of time	Registrar

Step	Action
2.	<p>To return to the Student Center page, pull down the "go to ..." menu, select Student Center and click the GO button (>>).</p> <p style="text-align: center;"><input type="button" value="go to ..."/></p>



Viewing To Do List

Hyacinth's Student Center

Academics

Enrollment
[My Class Schedule](#)
[Wish List](#)
[Add a Class](#)
[Drop a Class](#)

Academic History
[Grades](#)
[Degree Progress](#)

other academic... >>

Deadlines URL Gradebook

2008 Fall Schedule

	Class	Schedule	Room
ENG 5-0000 LEC (14738)		Mo 10:00AM - 12:45PM	TBA
ENG 100-0001 LEC (17006)		TuFr 2:00PM - 3:20PM	Cyr Hall 200

weekly schedule >

SEARCH FOR CLASSES

Holds
 Immunization Hold
[details >](#)

To Do List
 Official HS Transcript
[details >](#)

Step	Action
1.	<p>The To Do List section lists items such as application fees, transcripts, financial information for financial aid, immunization records, etc., that the student must provide. To Do items may be assigned when the student applies, after he/she has been admitted and applies for financial aid, and in many other situations.</p> <p>As the student provides those items, they will disappear from the To Do list. To get another view of a To Do List item, click the Details link.</p> <p>details</p>

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Home Add to Favorites Sign out

go to ... >>

To Do List

Item List	To Do Item	Institution	Administrative Function
	Official HS Transcripts	University of Maine at Augusta	Official HS Transcript

go to ... >>



Reference Document

Managing Personal Information via the Student Center

Step	Action
2.	Click the entry in the To Do Item column. Official HS Transcript

Home | Add to Favorites | Sign out

To Do List

To Do Item Detail

Hyacinth Z Foofram

Description: **Official HS Transcript**

Name:

Academic Career: UGRD
Student Career Nbr: 0
Application Nbr: 00387918
Application Program Nbr: 0

Contact

Descr2: Academic Institution: University of Maine at Augusta
Descr: Administrative Function: Admissions Program
Due Date: 02/25/2008
Contact: John Q Staffperson
staffperson@maine.edu

Description

Please have your high school submit an official transcript to us.

Return

Step	Action
3.	Click the Return button. <input type="button" value="Return"/>

Reference Document

Managing Personal Information via the Student Center



Hyacinth Z Footram Home Add to Favorites Sign out

go to ...

To Do List

Item List		
To Do Item	Institution	Administrative Function
Official HS Transcript	University of Maine at Augusta	Official HS Transcript

go to ...



Step	Action
4.	To return to the Student Center page, pull down the " go to ... " menu, select Student Center and click the GO button (>>).
	go to ...

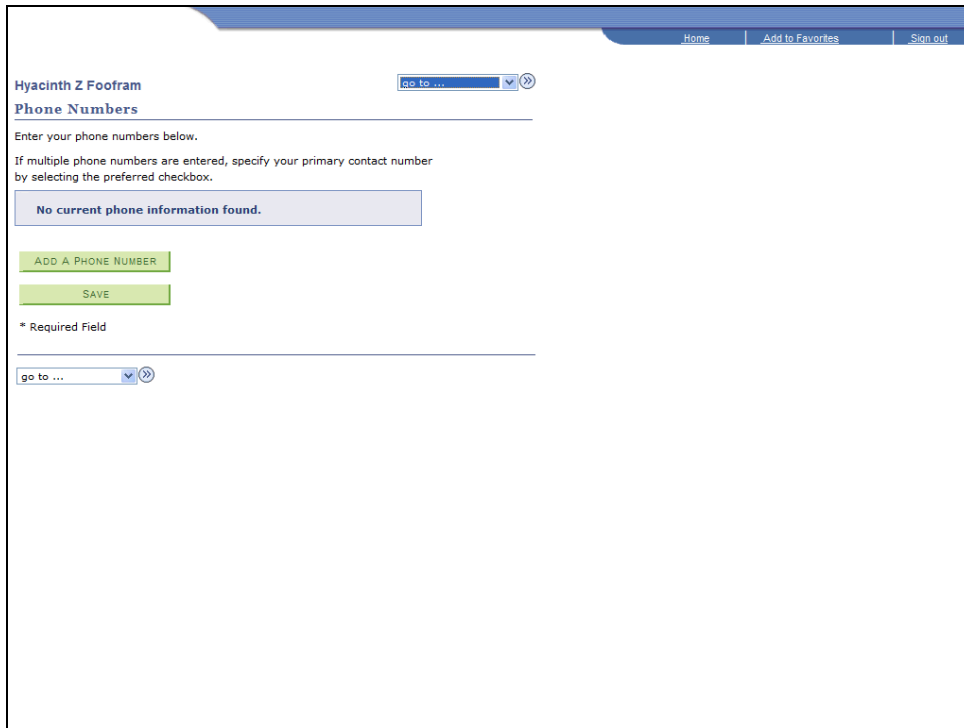
Add/Update Addresses

Step	Action														
5.	<p>MaineStreet stores your personal information and makes it available to you to view and update. Start by looking at your address information.</p> <p>Click the Your Home Address link.</p> <p>Your Home Address</p>														
6.	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 10px;"> ▼ Personal Information </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Demographic Data</p> <p>Emergency Contact Names</p> <p>other personal... ▼ ⌵</p> </div> <div style="width: 45%; border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e6eef3; padding: 2px; margin-bottom: 5px;">Contact Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Your Home Address</td> <td style="width: 50%;">Your Mailing Address</td> </tr> <tr> <td>1234 XYZ ST Old Town, ME 04468 Penobscot</td> <td>None</td> </tr> <tr> <td>Your Home Phone</td> <td>Your UMS email address</td> </tr> <tr> <td>None</td> <td>None</td> </tr> </table> </div> </div> <p>To make changes to this address, click the edit button. To add another address, such as a mailing address or billing address, click the Add a New Address button.</p> <p style="text-align: right;">Hyacinth Z Foofram go to... ▼ ⌵</p> <p>Addresses</p> <hr/> <p style="font-size: 0.8em;">View, add, change or delete an address.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e6eef3;"> <th style="width: 20%;">Address Type</th> <th style="width: 60%;">Address</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>1234 XYZ ST Old Town, ME 04468 Penobscot</td> <td style="text-align: center;">edit</td> </tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">ADD A NEW ADDRESS</p> </div>	Your Home Address	Your Mailing Address	1234 XYZ ST Old Town, ME 04468 Penobscot	None	Your Home Phone	Your UMS email address	None	None	Address Type	Address		Home	1234 XYZ ST Old Town, ME 04468 Penobscot	edit
Your Home Address	Your Mailing Address														
1234 XYZ ST Old Town, ME 04468 Penobscot	None														
Your Home Phone	Your UMS email address														
None	None														
Address Type	Address														
Home	1234 XYZ ST Old Town, ME 04468 Penobscot	edit													



Add/Update Phone Numbers

1.	<p>Just as you can edit and add addresses, you can update and add phone numbers and e-mail addresses.</p> <p>Click the Your Home Phone link.</p> 
2.	<p>On this page, the student can enter several different types of phone numbers.</p> <p>Click the Add a Phone Number button.</p> 
3.	<p>Click the Phone Type list.</p>



Hyacinth Z Foofram

Phone Numbers

Enter your phone numbers below.
 If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

No current phone information found.

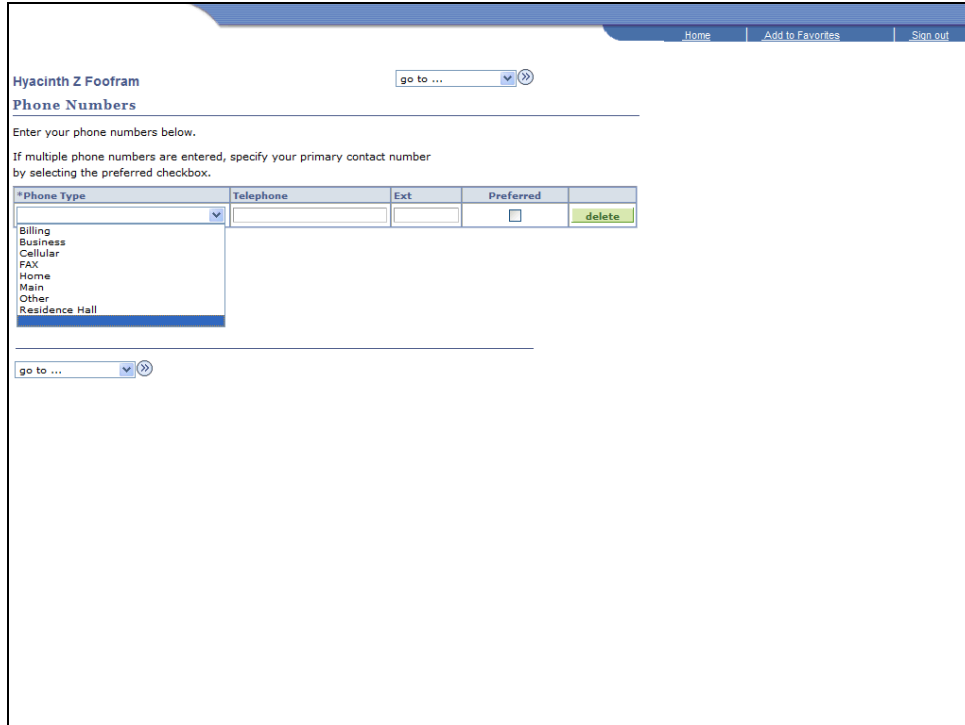
ADD A PHONE NUMBER

SAVE

* Required Field

go to ...

Step	Action
4.	Click the Phone Type list.



Hyacinth Z Foofram go to ...

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	Telephone	Ext	Preferred	delete
<ul style="list-style-type: none"> Billing Business Cellular FAX Home Main Other Residence Hall 			<input type="checkbox"/>	delete

go to ...

Step	Action
5.	Select a phone number type from the list.

Reference Document

Managing Personal Information via the Student Center



[Home](#) [Add to Favorites](#) [Sign out](#)

Hyacinth Z Foofram go to ...

Phone Numbers

Enter your phone numbers below.
If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	Telephone	Ext	Preferred	
Cellular	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	delete

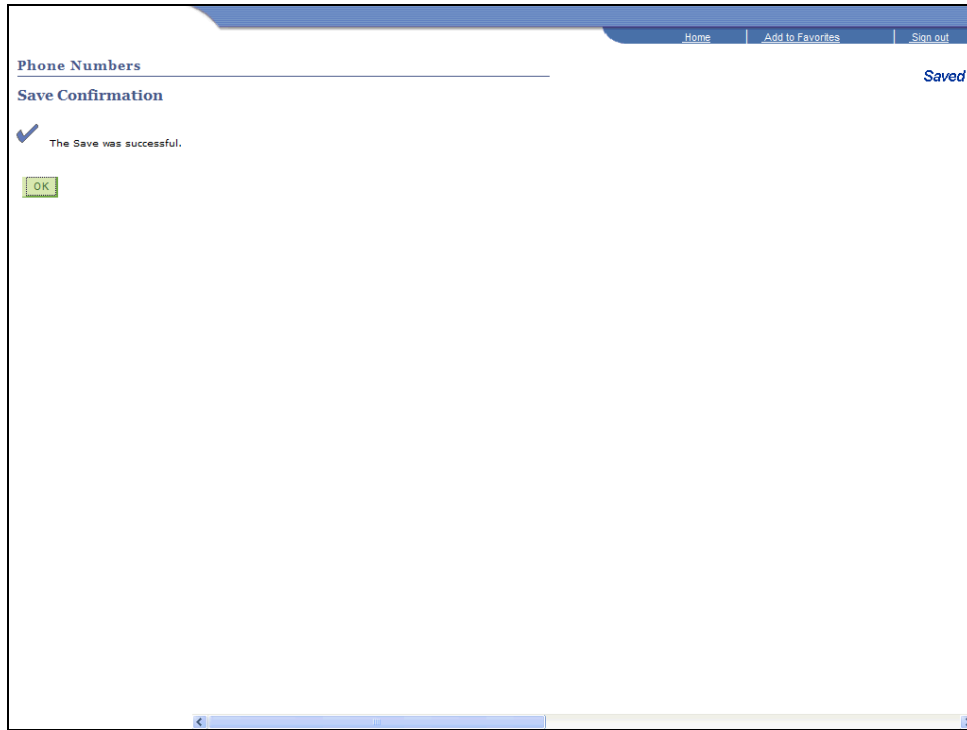
[ADD A PHONE NUMBER](#)


[SAVE](#)

* Required Field

go to ...

Step	Action
6.	Type the phone number into the Telephone field.
7.	Click the Preferred option.
8.	In the example shown, a second phone number was added. To save the changes, click the Save button.



Step	Action
9.	Click the OK button. 
10.	In the same way, the student can enter multiple types of e-mail addresses.

Add/Update Emergency Contacts

1.	Click the Emergency Contact link. Emergency Contact
----	-------------------------------------------------------------------------------

Hyacinth's Student Center

- ▶ Academics
- ▶ Finances
- ▼ Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... ▼ ⏏

Contact Information

Your Home Address	Your Mailing Address
1234 XYZ ST APT 10 Old Town, ME 04468 Penobscot	PO Box 99999 Orono, ME 04473 Penobscot
Your Home Phone	Your UMS email address
207/555-4444	None

Step	Action
2.	Click the Add an Emergency Contact button. ADD AN EMERGENCY CONTACT

Hyacinth Z Foofram go to ... ▼ ⏏

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

No current emergency contact information found.

ADD AN EMERGENCY CONTACT

go to ... ▼ ⏏

Reference Document

Managing Personal Information via the Student Center



Step	Action
3.	Enter the Contact Name .
4.	Click the Relationship list.

The screenshot shows a web interface for managing emergency contacts. At the top, the user's name "Hyacinth Z Foofram" is displayed, along with navigation links for "Home", "Add to Favorites", and "Sign out". The page title is "Emergency Contacts".

The main section is titled "Emergency Contact Detail" and contains the following fields and options:

- *Contact Name**: A text input field.
- *Relationship**: A dropdown menu currently set to "Other".
- Two checkboxes: Same Address as Individual and Same Phone as Individual.
- Contact Address**: A section with "Country" and "Address" fields, and an [Edit Address](#) link.
- Contact Phone**: A section with a "Phone" input field.
- Other Telephone Numbers**: A table with columns for "Phone Type" and "Phone Number".

At the bottom of the form, there are two green buttons: "ADD A PHONE NUMBER" and "SAVE". A [Return to Emergency Contacts](#) link is also present. A legend indicates that an asterisk (*) denotes a required field.

Reference Document

Managing Personal Information via the Student Center



Step	Action
6.	Enter contact information. Either enter an address or click the Same Address as Individual option.
7.	Either enter a phone number or click the Same Phone as Individual option.
8.	Click the Phone Type list.

[Home](#) [Add to Favorites](#) [Sign out](#)

Hyacinth Z Foofram
Emergency Contacts

Emergency Contact Detail

*Contact Name
 *Relationship

Same Address as Individual
 Same Phone as Individual

Contact Address

Country
 Address
[Edit Address](#)

Contact Phone

Phone

Other Telephone Numbers

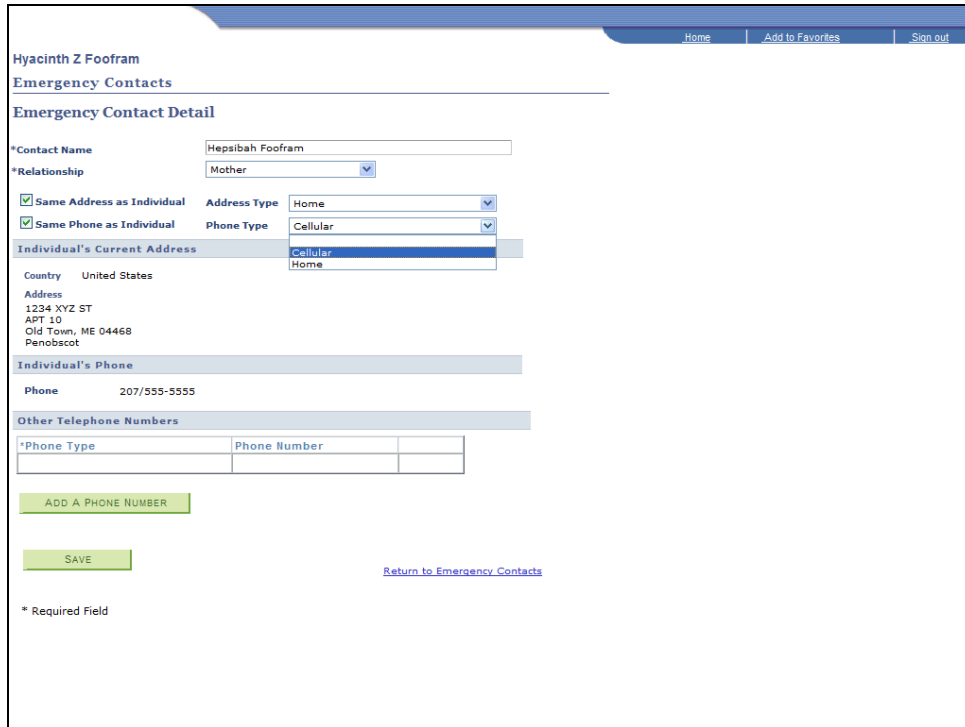
*Phone Type	Phone Number	

[ADD A PHONE NUMBER](#)

[SAVE](#) [Return to Emergency Contacts](#)

* Required Field

Step	Action
9.	Click the appropriate phone type from the list.



Hyacinth Z Foofram
Emergency Contacts

Emergency Contact Detail

*Contact Name: Hepsibah Foofram

*Relationship: Mother

Same Address as Individual Address Type: Home

Same Phone as Individual Phone Type: Cellular

Individual's Current Address: Cellular (selected), Home

Country: United States
Address: 1234 XYZ ST, APT 10, Old Town, ME 04468, Penobscot

Individual's Phone: 207/555-5555

Other Telephone Numbers

*Phone Type	Phone Number

[ADD A PHONE NUMBER](#)

[SAVE](#) [Return to Emergency Contacts](#)

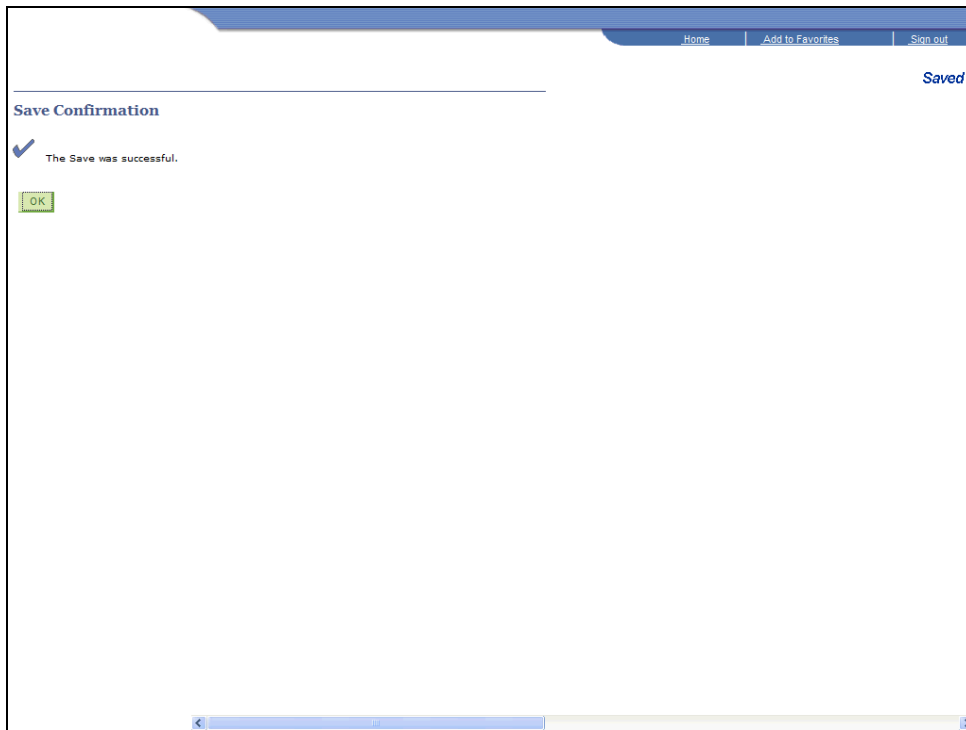
* Required Field


Step	Action
10.	Click the Save button.



Reference Document

Managing Personal Information via the Student Center



Step	Action
11.	On the Save Confirmation page, click the OK button. 

Add Preferred Name and Diploma Name


Step	Action
1.	You may want to add a preferred name or nickname, or specify a formal name for your diploma. To do that, click the Names link. Names



Reference Document

Managing Personal Information via the Student Center



Step	Action
2.	<p>This person prefers a nickname to her first name.</p> <p>To enter a preferred name, click the Edit button.</p> <p></p>


[Home](#) | [Add to Favorites](#) | [Sign out](#)


Hyacinth Z Foofram go to ...

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name Prefix	First Name	Middle Name	Last Name	Name Suffix	
Primary		Hyacinth	Z	Foofram		
Preferred		Hyacinth	Z	Foofram		



go to ...

[Home](#) | [Add to Favorites](#) | [Sign out](#)

Hyacinth Z Footram

Names

Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type:	Preferred	
Format Using:	English	Change Format
Prefix:	<input type="text"/>	
First Name:	<input type="text" value="Hyacinth"/>	Middle Name: <input type="text" value="Z"/>
Last Name:	<input type="text" value="Footram"/>	
Suffix:	<input type="text"/>	

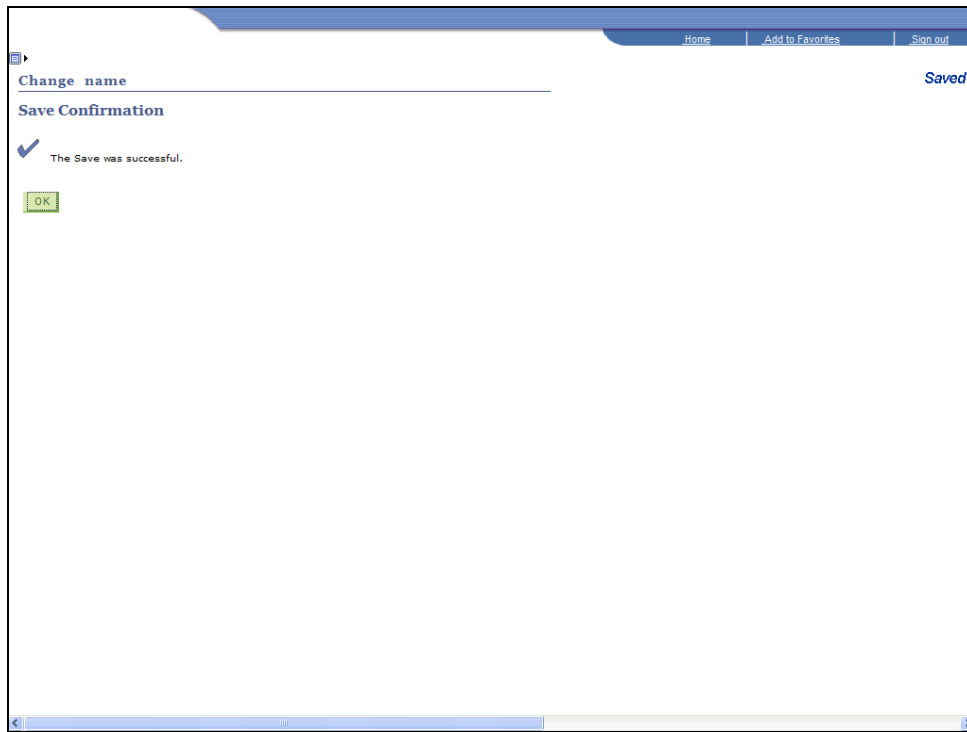
Date changes will take effect (example: 12/31/2000)


[Return to Current Names](#)

Step	Action
3.	Enter the desired information into the First Name field.
4.	Click the Save button. <input type="button" value="SAVE"/>

Reference Document

Managing Personal Information via the Student Center



Step	Action
5.	Click the OK button. 

Step	Action
6.	<p>You can also provide a different version of your for your diploma. Click the Add a new name button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #e6f2e6;">ADD A NEW NAME</div>

[Home](#) [Add to Favorites](#) [Sign out](#)

Hyacinth Z Foofram Go to ...

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name Prefix	First Name	Middle Name	Last Name	Name Suffix	
Primary		Hyacinth	Z	Foofram		
Preferred		Cindy	Z	Foofram		edit

ADD A NEW NAME

go to ...

Reference Document

Managing Personal Information via the Student Center



Hyacinth Z Foofram
Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type:

Format Using: English [Change Format](#)

Prefix:

First Name: Middle Name:

Last Name:




Suffix:

Date new name will take effect: (example: 12/31/2000)

[Return to Current Names](#)

Step	Action
7.	Click the Name Type list. Select the list entry " Diploma. "
8.	After entering the diploma name, click the Save button and then click OK on the Save Confirmation page.

Enter Language Preference


Step	Action
1.	Click the "Other personal..." pull-down menu. 
2.	Click on Languages. 
3.	Click the Go button. 



Reference Document

Managing Personal Information via the Student Center




Step	Action
4.	Click the Add a Language button. 


[Home](#) | [Add to Favorites](#) | [Sign out](#)


Hyacinth Z Footram


[Languages](#)


Language Detail


*Language Code 


Speaking Proficiency 

Reading Proficiency 

Writing Proficiency 


Is this your native language? 

Are you able to translate this language into your native language? 

Are you able to teach in this language? 

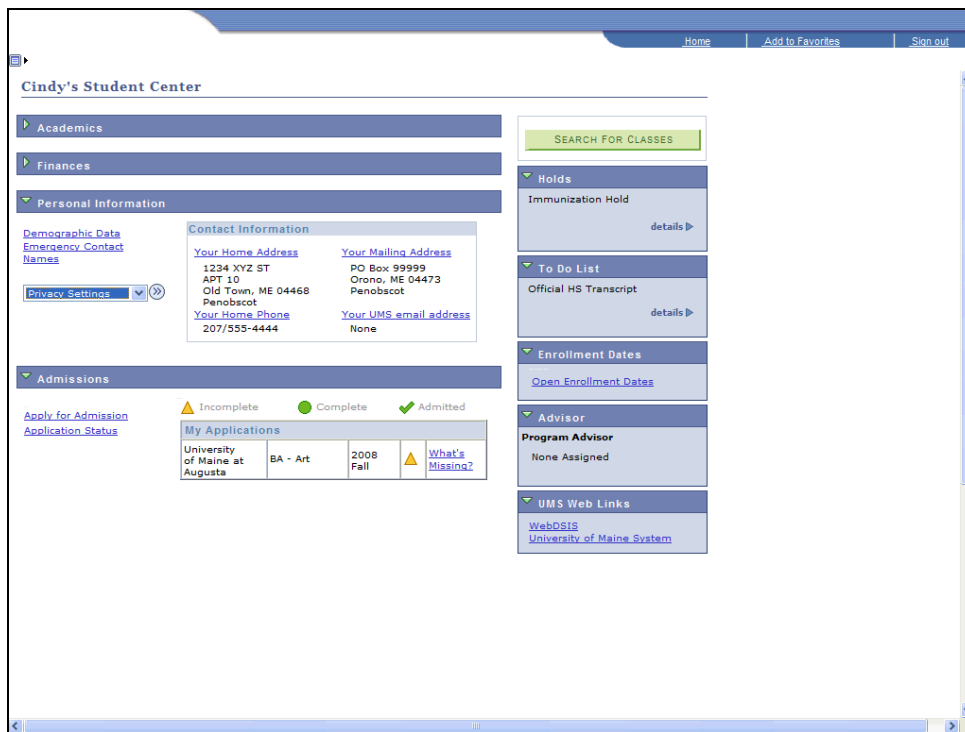
[Return to Languages](#)


* Required Field

Step	Action
5.	Click the Look up Language Code button. 
6.	Select the language.
7.	Use the menus to specify additional details. Click Save when done.



Entering Privacy (FERPA) Settings



Step	Action
1.	Select Privacy Settings and click the Go button. 

[Home](#) | [Add to Favorites](#) | [Sign out](#)

Hyacinth Z Footram

FERPA Restrictions

Edit FERPA/Directory Restrictions

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. Under FERPA, directory information may be publicly shared by the University, unless the student specifically requests that directory information not be released. The University of Maine System has designated the following as directory information.

- Name
- Address (excludes e-mail)
- Phone
- Date of Birth
- Program of Study
- Dates of Attendance
- Degrees and Awards received (including dates)
- Most recent previous educational institution attended
- Participation in sports and activities
- Class Level
- Enrollment status (full/part-time)
- Appropriate personal athletic statistical data

Students wishing to prevent the release of directory information should click on the first button below. **Caution:** if a student requests that directory information not be released, no information will be released to any requestor, including insurance companies and prospective employers, without the expressed written consent of the student. Nor will the student's name be included in the published Dean's List, student directory, commencement brochure or any other institutional publication or press release.

Please note: FERPA applies only to students who have enrolled, and does not apply to applicants.

Do not release any directory information
 Release all directory information

Step	Action
2.	<p>By law, a student can protect his/her personal data. This privacy is ensured by the FERPA law.</p> <p>On this page, the student can choose to protect his/her personal data, or not.</p>
3.	<p>Click the Save button after making your choice.</p> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="SAVE"/> </div>