

HOW DO I SET UP MY.EMICH ACCOUNT?

On the main page for my.emich (my.emich.edu), click on “How do I get my username and password,” under getting started on the left hand side of the page.

Once the page for my.emich Account Activation/Password Reset opens, follow these steps:

1. Choose Students
2. Activate a New Account
3. Type in your student ID and PIN
4. Select Lookup Logon
5. Write down/print page with your username and initial password
6. You may now login to your my.emich account at my.emich.edu.

TO RESET/CHANGE YOUR PASSWORD:

Go to password.emich.edu and login using your my.emich username and password.

Answer the three challenge questions; create and answer two user defined questions. Submit.

Choose “Change Password (Universal)” from the options along the left side of the page.

Enter your initial password. Enter a new password that will be easy for you to remember but difficult for others to guess. Retype the password. Submit.

HOW DO I USE MY.EMICH TO RECEIVE A DEGREE EVALUATION?

Once you login to your my.emich account, follow these steps to generate a degree evaluation:

- Click on the Student tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
 1. Student Services & Financial Aid
 2. Student Records
 3. Degree Evaluation
 4. Select the current term and submit
 5. Choose a link at the bottom of the page to view previous evaluations, generate a degree evaluation or perform a what-if analysis for a degree/major other than that on record – see directions which follow for each function.



QUESTIONS

Contact CAPP staff by email:

CAPP.inquiries@emich.edu

HOW DO I GENERATE A NEW DEGREE EVALUATION?

Once you choose the “generate new evaluation” link, you will be walked through the steps below to generate a new evaluation for your program of record.

- Use the radio button to the left of your program.
- Choose your expected term of graduation from the drop down list.
- Click the generate request button.
- Choose the Submit button to view the degree summary.
- You may print this summary if you wish.

HOW DO I VIEW MY PREVIOUS DEGREE EVALUATIONS?

Once you choose the “previous evaluations” link, you will be shown all of the previous degree evaluations which have been performed.

- Select the evaluation you want to view.
- Choose the Submit button to view the degree summary.
- You may print this summary if you wish.

HOW DO I GENERATE A DEGREE EVALUATION FOR A MAJOR OTHER THAN MY OWN?

Once you choose the “what if analysis” link, you will be walked through the steps below to generate a new evaluation for your program of record.

- Enter your first term of enrollment and choose continue.
- Enter your desired degree and college connection from the drop down list and choose continue.
- Choose a major from the drop down list and choose submit.
- Enter the term you expect to graduate from the drop down list and choose the “generate request” button.
- Choose the Submit button to view the degree summary.
- You may print this summary if you wish.

HOW DO I PRINT MY UNOFFICIAL TRANSCRIPT?

Once you login to your my.emich account, follow these steps to print your unofficial transcript:

- Click on the Student tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
 1. Student Services & Financial Aid
 2. Student Records
 3. Academic Transcripts
 4. Select transcript level (ALL) and type (Web)
 5. Submit
 6. Print using file menu

Service EMU

268 Student Center

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service.emu@emich.edu

2.27.06



Instructions For
*Curriculum,
Advising and
Program Planning
(CAPP)*

Services
Available on
my.emich!