Student Portal Manual

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**Client Browser Requirements**

The suggested minimum browser requirements are:

**Microsoft Windows:** Internet Explorer 7.0, Netscape 8.1, Firefox 2.0 (Windows XP)

**Macintosh:** Firefox 2.0 (Mac OS X 10.2 or later), Safari 2.0 (Mac OS X 10.4 or later)

**Accessing the Mycampus Portal**

The Mycampus portal can be accessed through the Pitzer College website as follows.

- Go to [http://www.pitzer.edu](http://www.pitzer.edu)
- Mouse over the *Quicklinks* button
- Click on *MyCampus2 Portal* link
- This will take you to the new portal homepage. Follow the directions below to login and access the portal tools.

**Logging in to Mycampus Portal**

In the username and password fields, enter your Pitzer computer account information.

- **User Name:** Enter the Pitzer College network username that you use to login to your computer.
- **Password:** Enter the password assigned to the user name you entered.
- **Login:** Click the Login button to enter the portal.
Upon login you will be directed to the portal Homepage.
On the Faculty page you will see the following portlets available:

- Academic Schedule
- Student Schedule
- Grade Report
- CX – Student Profile Portlet
- GPA Projection
- Unofficial Transcript
In the upper right corner of every portal page there will be a Printer Friendly link which can be used to print the contents of the page in a printer friendly format.