Helpful Information for New Students

STUDENT RESOURCES

- **Canvas**: This is the Mount’s learning management system used for your classwork. Professors will upload their syllabus and other course materials for you to use. Canvas allows you to interact with your professor/classmates, upload assignments, check grades, and much more. Login to Canvas using your full Mount email and password to access Canvas. 24/7 support for Canvas is available by clicking the Help icon while logged in. [https://msmary.instructure.com/login/ldap](https://msmary.instructure.com/login/ldap)

- **Portal**: The Mount’s Portal can be accessed by going to portal.msmary.edu and logging in using your username and password. Please note, when logging into the Portal, you use your username only and not your entire email address. You will find the following information on your Portal account: course schedule, account balance, final grades, unofficial transcript, & online FERPA release form.

- **Bookstore**: You can purchase your textbooks, school apparel, and supplies from the online Mount bookstore. Professors register their required texts with the bookstore, so you can search your course and easily find your textbooks. Visit the bookstore’s website here: [https://msmu.bncollege.com/shop/msmu/home](https://msmu.bncollege.com/shop/msmu/home)

- **Informational Technology Support Center**: For technological support, contact ITSC at submitting a service ticket to ITSC or 301-447-5220.

- **Registration**: Course Schedules, Register Now. Questions- contact the Office of the Registrar at registrar@msmary.edu or 301-447-5215.

HOW TO PAY YOUR BILL

- After you have registered for class, login to Portal and open the “Account Balance” tab at the top of the site. This tab will allow you to check your outstanding balance, view your course statements, and log on to CASHNet.

- CASHNet allows for you to make online payments. Once you log on to CASHNet, go to the “Make a Payment” tab on the left hand side. CASHNet can also be accessed at the Accounting and Finance Office webpage.

- Payments may be made anytime between registration and the first Friday of classes.

- Tuition payments can also be made via check or money order. If you are making your payment in any of these formats, please mail them to the following address:
  
  Accounting & Finance Office
  Mount St. Mary’s University
  16300 Old Emmitsburg Road
  Emmitsburg, MD 21727

- If you have any questions regarding billing or bill payment, please contact the Accounting & Finance Office acctsrec@msmary.edu or 301-447-5353.