



Helpful Information for New Students

STUDENT RESOURCES

- **Canvas:** Canvas is the Mount's learning management system used for your classwork. Professors will generally upload their syllabus to Canvas two weeks prior to class start date. Canvas allows you to interact with your professor/classmates, upload assignments, check grades, download course materials and more. Login to [Canvas](#) using your full Mount email and password. 24/7 support for Canvas is available by clicking the Help icon while logged in.
- **Portal:** Your Mount 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, only use your username and not your entire email address. You will find the following information on your Portal: 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 courses online and easily find your textbooks. Visit the [bookstore's website](#).
- **Informational Technology Support Center:** For technological support, contact ITSC by [submitting a service ticket to ITSC](#) or call 301-447-5220.
- **Registration:** Link to [Course Schedules and Registration](#). 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 classes, login to [Portal](#) and open the "Account Balance" tab at the top of the site. This tab will allow you to check your 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.

For Current Students, Faculty & Staff

