**myTrent**

Welcome to our tutorial about navigating through myTrent. myTrent is your student portal, which is primarily used to store, access, and update important information about your education.

To log in to myTrent, begin on the Trent University home page. In the top left corner, click on ‘Menu’ and then click on ‘myTrent’ near the bottom of the menu. This will lead you to another page, where you will select ‘Log In’. You will then be prompted to input your username and password to access myTrent. After competing these steps, you will be taken to your myTrent homepage.

Recent news, upcoming events, and personalized notifications can be conveniently viewed on your myTrent home page. From here, you can also access everything else that myTrent has to offer. Several tabs appear in the top right-hand corner. These are ‘Register’, ‘Academics’, ‘Finances’, ‘Services’, and ‘Support’. A ‘Log Out’ option is also available here.

Upon selecting any of these, you will be taken to a page that presents icons related to your chosen tab. You may scroll through all of these, or select one of the subcategories listed along the left-hand side of the screen, which will narrow your search. You may also use key words to search for a particular icon within a tab, or you can do so generally in the main search bar in the top right hand corner.

I will now highlight some important icons within each of these tabs.

In the ‘Register’ tab, you can access everything you need to register in your courses in a step-by-step format. The ‘Academic Calendar’ is an important document to review, as it contains important dates and deadlines for students, academic policy, financial aid information, as well as program and degree requirements. For more information, be sure to view our tutorial on navigating the Academic Calendar. The ‘Academic Timetable’ is another essential step of the course registration process, as it outlines which courses will be offered during the academic year and when they will be scheduled. For more information on this resource, please view our tutorial on understanding the Academic Timetable. For support in selecting which courses you should take, you can select the ‘Choose Your Courses’ icon for helpful resources, such as this list of first-year course suggestions for each major. Once you’ve determined which courses you would like to register in, it’s time to build your schedule. The Schedule Builder helps you with this step of the course registration process and is covered in another video tutorial. Once you have determined your program and degree requirements, selected your courses, and built your schedule, you can now move onto Step 4: registration. You can select ‘Registration Instructions’ for help in walking you through this step. The Express Registration and Course Register and Drop icons are where you will register in your courses. For more information on using these icons, be sure to view our additional video tutorial. Finally, Step 5 of course registration is determining whether you require a Verification of Enrolment Form, which can be ordered here.

In the ‘Academics’ tab, you can access your ‘Academic Record’ which lists your final grades in each completed course, as well as your academic standing. You can also easily view your ‘Class Schedule’ and access the ‘Exam Schedule’. In addition, an icon leading you to the ‘Blackboard Learning System’ is included, which is where instructors will post course information once classes begin. Important forms, such as the Change of Major form, can also be found within the Academics tab.

Under the ‘Finances’ tab, you can complete and submit ‘Bursary Applications’, and check your ‘Financial Aid Status’ year by year. You can also view your ‘Statement of Account’, which outlines all fees that you have paid and that are outstanding, and ‘Make a Payment’. ‘Tax Forms’ are made available in February here, as well.

Within the ‘Services’ tab, you can change your myTrent password by clicking on ‘Password Change’. Here is also where you can submit your ‘Trent U Photo’ for your student ID if you choose to take your own instead of having your photo taken on campus. Trent also offers students 5 copies of Microsoft Office, which can be downloaded by clicking on the ‘Microsoft Student Advantage’ icon. Your ‘Trent Email’ is accessible from this tab as well, which is where all of your Trent related emails will be sent.

Finally, in the ‘Support’ tab, you will find information that will help you connect to just about everyone you may need to during your time at Trent. Under ‘Academic Support’, you can book appointments with ‘Academic Advisors’ to aid you in making important academic decisions, such as choosing your courses and major here. ‘Academic Skills’ appointments can also be made under this tab, which offers valuable writing and studying instruction to students. Under ‘College Life’, you can find an option to change your college affiliation. A variety of health and wellness services and resources are offered here. Scrolling further through this section, you can find the option to book an appointment with the Careers Centre for support in building your resume, preparing for interviews, and more. In addition, a ‘Student and Alumni Job Board’ is available, where job openings are regularly posted.

Please take some time to look through some of the other icons not explained in this tutorial, as you will find yourself needing many of these at some point or another.

One other small but convenient feature about myTrent, is that you are able to drag and drop regularly used icons into a separate menu that will always appear at the bottom of your screen. I have chosen to keep access to my email, class schedule, and blackboard here. This concludes our video about using myTrent. Be sure to watch our other video tutorials on navigating the academic calendar, booking an academic advising website, and walking you through the course registration process.