

HPU Gateway – Basics for Admitted Students

As you get started at HPU, the Gateway will provide important information regarding enrollment items submitted, enrollment items to be completed, as well as links to campus systems and resources. Check out HPU Gateway and be certain you can navigate to the key areas listed below.

Admitted Student Checklist

Once you have claimed your HPU account and verified your identity, your checklist will populate with up-to-date information regarding items needed to finalize your enrollment. The green check and red x will show you the status of each requirement. Click the name of the item to be redirected to the required forms or additional details.

ADMITTED STUDENT CHECKLIST	
The items below are required to finalize your enrollment. Click the name of the item to be redirected to the required forms or additional information	
Completed 2017-2018 FAFSA	✓
Accepted for Admission	✓
Completed Core Residency Form	✓
Completed Financial Aid Application	✓
Paid Housing Deposit	✓
Paid Tuition Deposit	✓
Submitted Health Form	✗
Submitted Housing Application	✓
Submitted Meningitis Shot Record	✗
Advised and Scheduled for Classes	✗
Submitted Official High School Transcript(s)	✗
Finalized With Business Office	✗

HPU Email, Office 365, & OneDrive

Student email accounts are provided via Office 365, which not only provides email functionality but also gives students 1TB of cloud based storage via OneDrive and the ability to download the latest version of Microsoft Office for use on up to 5 personal devices.

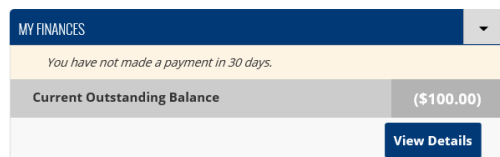


- You can quickly see the number of unread messages currently in your HPU inbox and click the Office 365 link to be taken directly to your email account.
- Click the OneDrive icon shown here to go directly to your cloud based storage.
- To access the Office download, check out the instructions at **Menu -> IT Services -> Student Resources**.

Self-Service Quick Links

The self-service quick links area provides students with a way to view/accept financial aid awards, to view/modify their course schedule, and to view term balance information, grades, transcripts etc. Select the appropriate link to access each area of the system.

SELF-SERVICE QUICK LINKS
View Schedule
Modify Schedule
Term Specific Balance
View/ Accept Financial Aid
Grades
Transcripts
Update Address Information



My Finances

The My Finances webpart will give an at-a-glance view of your current balance and any recent payments. Select **View Details** to be taken to term specific balance information, as well as a Make Payment link which will allow you to make one-time payments or setup of a payment plan.

Portal Information

Visit **Menu -> Portal Information** in HPU Gateway to find step-by-step documentation on specific functionality with the portal. Instructions useful for newly admitted students include how to view/accept financial aid awards and how to pay enrollment deposits. After you schedule classes, you will go here to find information regarding viewing your course schedule, locating transcripts and grades, etc.

IT Services Information

Check out **Menu -> IT Services** for general information regarding campus technology and available resources. Specifically, newly admitted students may be interested in the **Student Resources** page which contains frequently asked questions as well as instructions for connecting devices to HPU wireless and email.

PROBLEMS?

IT SERVICES

helpdesk@hputx.edu

(325) 649-8840