

New Student Check Sheet

Welcome to Point Park University! This check sheet contains important information you'll need as a new student.

ONLINE ACCESS AT POINT PARK: 3 systems, one log-in

There are three online access points you will use as a Point Park student. All share the same log-in.

1. Your university email account (@pointpark.edu)
2. Our student records portal, Pointweb
3. Our online course management system, Canvas

Access all online systems using **My Point Park** link on the left side of Point Park's home page, www.pointpark.edu – or just bookmark this page:
<https://www.pointpark.edu/myPointPark/index>. If accessing our website from a mobile device, click **Menu** and scroll down to the My Point Park link.

****Go to www.pointpark.edu/learningcenter to view video tutorials on accessing Pointweb, Point Park email etc.****

1. Start by accessing your Point Park email account:

<https://outlook.office.com>

- Upon admission, you should have received an email to your personal account advising you that your Point Park email is active. Check your spam/junk folder if you did not receive it. *If you have already accessed your Point Park email, please skip to #2.*
- **If you did not receive that email, please check all spam/junk folders, including the Gmail PROMOTIONS folder, as it may have been routed there. If you cannot locate the email, please contact the Help Desk (helpdesk@pointpark.edu) to let us know you did not receive it. Help Desk staff can assist with initial log-in and password generation.**
- **Point Park Email USER NAME:** firstname.lastname@pointpark.edu)
- **Point Park Email PASSWORD:** A random 12-character password has been sent to the email you used for your application. This password is one-time use, and must be changed immediately after logging in the first time.
- **Please check your email regularly. Once it is created, all University communications will be sent there.**
- For more information on email account creation, go to <https://www.pointpark.edu/about/admindepts/technologyservices/technologyresources/accountinformation>
- **Having log-in issues or did not receive your notification email/password? Please contact the Help Desk at helpdesk@pointpark.edu and provide a phone number where you can be reached. Admissions staff cannot generate passwords or assist with tech issues.**

2. Next stop, our student records portal, Pointweb:

<https://pointweb.pointpark.edu/ics>

- Log in using your Point Park email account username/password to see your student record and perform various tasks.
VIA DESKTOP/LAPTOP: Click **Students** on top left side of page to view student information links.
VIA MOBILE: Click on the **three lines** at the top left. Click **Students**, then the **blue arrow** at the bottom to view student information links. *Note: the blue arrow also serves as your “back” button when navigating Pointweb on mobile.*
- **Contact the Help Desk at helpdesk@pointpark.edu or 412-392-3494 if you cannot log on to Pointweb.**
- Review system tutorials at www.pointpark.edu/learningcenter.

On Pointweb’s Students tab, you can:

- Check your **financial aid** status (click **Financial Aid**)
- Register for classes (click **Course Information**, then **Add/Drop Courses** or **Course Search**). Your counselor can provide assistance with initial registration.
- Review/print your schedule (click **Course Information**, then **View Details** under **Student Schedule**)
- Review your **student account**, pay your bill, complete employer reimbursement form to defer tuition, or sign up for a payment plan (click **Student Accounts**)
- View/print your unofficial Point Park transcript and check your grades at the end of the term (click **Degree Information**)
- View/print your unofficial Point Park transcript (click **Degree Information**, then **Unofficial Transcript**)
- Print an unofficial enrollment verification (click **Degree Information**, then **Enroll Verificator/Loan Locator**)
- Check your grades at the end of the term (click **Course Information**, then scroll down to **Grade Report**)
- Complete your graduation application (required for all students several months prior to the start of the final semester) (click **Degree Information**, then **Graduation Application** to see deadlines and submit the application)
- See your advisor’s name (click **Advising** once the add/drop period is over)

3. Canvas houses all online classes and any online course shells for on-campus classes, if your professor creates one:

<https://pointpark.instructure.com/>

- Log in to Canvas using your Point Park email username and password-
- New Canvas users – once you are able to log in, click the “Help” icon on the sidebar to access step-by step written and video tutorials, technical support, and more.
- **Canvas Student Training is available. Steps for Self-Enrollment:**
 - Click this enrollment link: <https://pointpark.instructure.com/enroll/P74YBT>. Step two will vary:
 - If you are *not currently signed in* to the LMS, follow the prompt to sign in with an existing account and use your Point Park email and password to log in.

- If you are signed in, you should be redirected to step 3 immediately.
 - You will receive a confirmation notice that your enrollment has been successful and that you can now enter the course.
- NOTE: Canvas course shells are not typically accessible until a few days prior to the start of the course. Do not be concerned if you are unable to access it earlier. Canvas will not show your course before the course is open. This is completely normal.
 - Syllabus, assignments, announcements, and grades can be found on the Canvas site for a course once the instructor has opened the course.
 - Canvas also supports communication methods such as discussion groups, chat and messaging.
 - Enjoy mobile access to Canvas by downloading the app from your mobile device's app store.

Contact the University Helpdesk at helpdesk@pointpark.edu or (412) 392-3494 with any issues accessing online systems/email.

Academic Calendar

To see key dates on for this and future semesters, go to <http://www.pointpark.edu/Calendar/AcademicCalendar>. Make sure you scroll down to the appropriate calendar to see the dates that apply to you.

Offices to Know

_____ **Financial Aid—1st Floor, Thayer Hall / 412-392-3930 / financialaid@pointpark.edu**

- Students seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov>. The school code is 003357. This document is required for all types of funding, including institutional aid and loans.
- Make sure that all documents requested and needed are received in the Financial Aid Office in order for your file to be completed and reviewed by the Financial Aid staff.
- If a new Master Promissory Note (MPN) for federal student loans is needed, you can complete it on the Financial Aid page on Pointweb.
- If additional funding is needed, private alternative loans and/or other options may be available to you. Contact the Financial Aid Office to discuss with a financial aid counselor.

_____ **Student Accounts—1st Floor, Thayer Hall / 412 392-3424 / studentaccounts@pointpark.edu**

- Make arrangements with the Office of Student Accounts for any outstanding balance not covered by the financial aid award. The balance can be paid in full; a payment plan option is also available.
- See step-by-step instructions on how to view/pay your bill online via Pointweb: <https://www.pointpark.edu/about/admindepts/studentfinancialservices/studentaccounts/paymenttuitionduedat/directionstoviewpaybillonline>
- EMPLOYER REIMBURSEMENT-You can defer the portion of your tuition that your employer will be providing by submitting an Employer Reimbursement Agreement form on Pointweb. You will need to supply employer contact information so your reimbursement eligibility can be verified by our staff. Please note that there is a processing fee for using the deferment option.

Please Note: Students who file for financial aid late in the enrollment process may not be financially cleared for the semester and will be expected to make arrangements to pay all charges or sign up for a payment plan with the University until aid eligibility is determined.

_____ **Student ID Center—3rd Floor, Frontier Hall (First Ave) / 412-392-8066 / www.pointpark.edu/IDCenter**

- Once you have registered for classes and have your Point Park username and password, you should obtain your student ID, the Pioneer Card. **An ID card is now required to access all campus buildings.** It also may qualify you for student discounts at businesses who offer them.
- Go to <https://myphoto.pointpark.edu/> for instructions and to submit your photo and proof of identity via our online system. Video tutorial here: <https://www.youtube.com/watch?v=E3aH5dfTK7w>
- After processing, your card will be mailed to you.
- You may be able to use your card at establishments that offer student discounts.

_____ **Bookstore—1st Floor, Lawrence Hall / 412-392-3448 / <https://pointpark.bncollege.com/>**

- Textbooks may be purchased on-campus or online, but please note: **Effective Fall 2024, books will only be available online via the bookstore website.** Rental/used options and digital downloads may be available. ISBNs are provided in case you wish to purchase elsewhere, and the bookstore will price-match for selected online retailers.
- To view required texts, click Find Course Materials and Textbooks/Find Course Materials, then enter term and course/section information from your schedule to locate/purchase the correct book(s).
- Students may arrange to have books shipped to them for a nominal shipping fee through the bookstore.

_____ **Registrar's Office—1st Floor, Thayer Hall / 412-392-3861 / registrar@pointpark.edu**

- This office oversees grades and student academic records. If you need enrollment verification, official grade reports or transcripts (for employer reimbursement purposes or any other reason), you may obtain them from this office upon request.
- Point Park transcripts may be ordered online – info here: <https://www.pointpark.edu/About/AdminDepts/RegistrarsOffice/Transcripts/index>.
Note: unofficial transcripts may be printed anytime via Pointweb.
- Forms/information on the Registrar's webpage: <https://www.pointpark.edu/About/AdminDepts/RegistrarsOffice/index>

_____ **Register for [PointALERT](#)**- Register on Pointweb with the University's voluntary Emergency Notification System to receive text message alerts direct to your cell phone or email for up to two devices and email addresses. Visit www.pointpark.edu/PointAlert for details.

Graduate Student Association

The [Graduate Student Association \(GSA\)](#) at Point Park University creates networking opportunities, cross-industry knowledge-sharing, educational opportunities and cross-cultural understanding between graduate students, alumni, and local professionals. Follow them on PointSync and Social Media to stay up to date on meetings and events.

<https://pointsync.pointpark.edu/organization/graduate-student-association>

Facebook/LinkedIn: Point Park GSA Instagram/Twitter: pointparkgsa Email: gsa@pointpark.edu

Downtown Pittsburgh/Campus Information

- The **Point Café** is located on the 2nd floor of Lawrence Hall. It is open extended hours each evening and on Saturdays. Hot and cold entrees are available.

- Our campus coffeehouse, **Point Perk**, is located at 100 Wood Street and Village Park. Enjoy Starbucks coffee, breakfast options, pizza, sandwiches, and other light fare from 7 a.m. to 8 p.m.
- **Parking garages** are located on the Boulevard of the Allies and on Third Avenue (Pittsburgh Parking Authority info is here: <https://www.pittsburghparking.com/Facilities/Garages-and-Attended-Lots>). Evening and Saturday rates are reduced.
- The **Student Center**, located along the Boulevard of the Allies, is open free of charge to all Point Park University students. For a complete list of amenities please visit: <http://www.pointpark.edu/StudentLife/StudentCenter>
- **Room Assignments for on-campus students**—classes listed on your schedule will have a number followed by a building code. The number indicates which floor (i.e. Room 301 is on the 3rd floor; Room 1120 is on the 11th floor), and the letters indicate the building. The six main classroom buildings are:

**AH—Academic Hall
Center LH—Lawrence Hall
Building**

**TH—Thayer Hall
WP—West Penn
PLH--Playhouse**

UC—University