

My.goucher.edu for Faculty Goucher College

Log on to my.goucher.edu

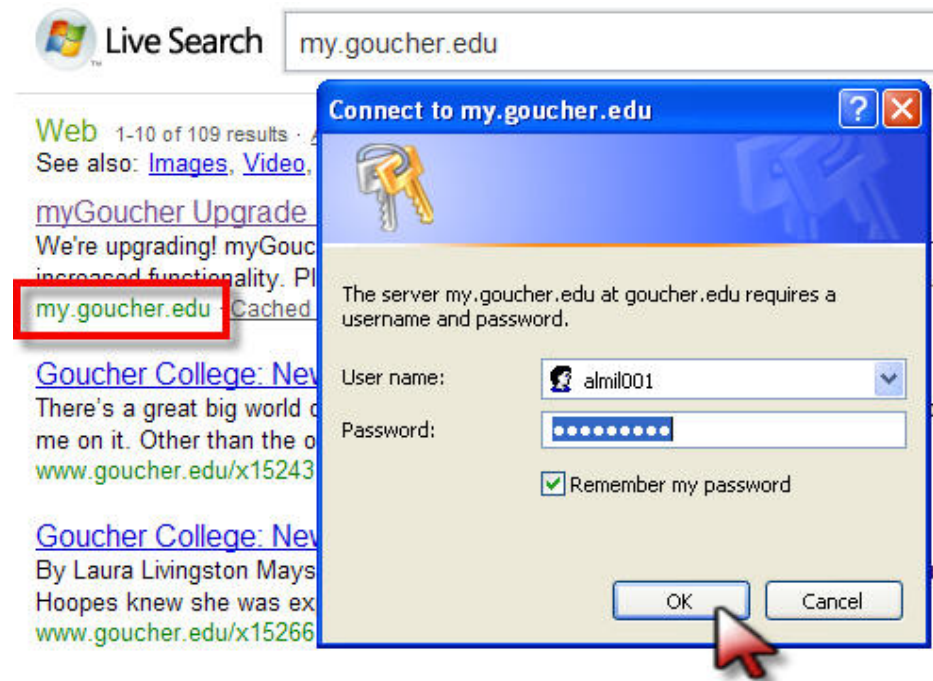
What is my.goucher.edu?

MyGoucher is a great resource for Goucher College faculty to use to access vital program information and documents online. It is a direct link to communication on campus and a starting point for course management.

To access the site, enter my.goucher.edu into your web browser and click the **Search** button.

When the **Connect to my.goucher.edu** window opens, enter the user name and password given to you by the college.

Click the **OK** button at the bottom of the window.



The screenshot shows a Live Search window for 'my.goucher.edu'. A dialog box titled 'Connect to my.goucher.edu' is overlaid on the search results. The dialog box contains the following text: 'The server my.goucher.edu at goucher.edu requires a username and password.' Below this text are two input fields: 'User name:' with a dropdown menu showing 'almil001' and 'Password:' with a masked field. There is a checked checkbox for 'Remember my password' and two buttons at the bottom: 'OK' and 'Cancel'. A red mouse cursor is pointing at the 'OK' button. In the background search results, the link 'my.goucher.edu' is highlighted with a red box.

On the MyGoucher Home page, click on the **Faculty** tab to get access to secured areas of information.



The screenshot shows the MyGoucher Home page in a web browser. The browser title is 'Home - MyGoucher'. The page features a navigation menu with tabs for 'Home', 'Students', 'Faculty', and 'Staff'. The 'Faculty' tab is highlighted with a red box and a red mouse cursor. Below the navigation menu, there is a section titled 'Tip for Spring 2009: Log in to Self-Service' with the following text: 'Some of the links on MyGoucher will take you to a Service. The first time you click on a link that goes prompted to log in again. This should only happen taken to the page that you requested.' At the bottom, there is a note: 'If you have any other questions, comments or sug send an e-mail to helpdesk@goucher.edu.'

The Faculty Page

When the Faculty page opens, you will find links to Registration, Reports, Course Information, and Records that you can access.

Simply click on the desired link to open it.

MyGoucher > Faculty

Authorize Registration

- [Authorize Student for Online Registration](#)

Reports

- [Course Listing with Seatcounts](#)
- [Budget Reports](#)
- [Advisor Student Locator](#)
- [Placement Exam Results \(Advisor\)](#)
- [Transcript Analysis](#)
- [Student Advisor Listing by Program and Curriculum](#)
- [Student Advisor Listing by Student Name](#)

Course Information

- [Review Past/Future Rosters](#)
- [Class Roster with Photos and Telephone Information](#)
- [Academic Progress Reports \(APRs\) - Faculty](#)
- [Enter Grades](#)
- [Search for Advises](#)



Important Records and Registration Information

- [Records and Registration web page](#)
- [What Everyone Needs to Know About the Academic Plan](#)

Since these are sensitive files you will be asked to log in again to verify authority.

Beneath the **Log In** button you will find links to **Forgot My Password** and **Self-Service Home**.

Log In

Please log into Self-Service. Once you are logged in, the page will refresh automatically.

User Name:

Password:

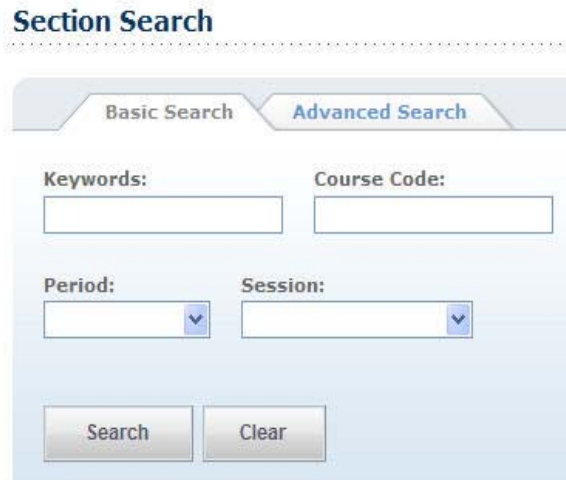
Log In

- ▶ [Forgot My Password](#)
- ▶ [Self-Service Home](#)



Self-Service Home

Click on the **Self-Service Home** link to find a **Section Search** tool if needed. Complete the form and click the **Search** button.



The image shows a 'Section Search' form with two tabs: 'Basic Search' and 'Advanced Search'. The 'Basic Search' tab is active. The form contains the following fields and controls:

- Keywords:** A text input field.
- Course Code:** A text input field.
- Period:** A dropdown menu.
- Session:** A dropdown menu.
- Search:** A button.
- Clear:** A button.

You will find another link to the **Self-Service Home** page in the form of a tab at the top of the Faculty home page.



When you click on the **Self-Service Home** tab, you will find another way to access information.

When that page opens, you can click on any of the tabs at the top of the page to access various functions.

You will also find helpful links at the bottom of the page.

To return to the Main Home page, click on the **Portal** button at the top of the window.



The image shows the Goucher College user interface. At the top, it says 'Welcome Alice (alnil001)'. There are navigation links for 'Cart', 'Portal', 'Help', and 'Log Out'. The 'Portal' link is highlighted with a red box. Below this is the 'GOUCHER COLLEGE' logo with the tagline 'Education without boundaries.'. A navigation bar contains tabs for 'Home', 'Register', 'Advising', 'Classes', 'Finances', 'Grades', and 'Se'. Below the navigation bar are links for 'Cart' and 'Degree Requirements'. A red mouse cursor is pointing at the 'Grades' tab. The main content area features a large photograph of a campus scene. Below the photo are sections for 'Students' and 'Faculty'. At the bottom, there are links for 'Find Courses' and 'Register'. A red mouse cursor is pointing at the 'Register' link.

More Faculty Links

Back at the Home page, you will find many other important links in the **Faculty Links** column on the right side of the page. Click on any link to open it.

Be sure to scroll down to the bottom of each section to see every item listed.

- Faculty Links**
- [Check Your E-mail](#)
- [BlackBoard](#)
- [Password Management System](#)
- [SonicWall E-mail SPAM Security](#)
- [Inside Goucher](#)

- [Bookstore](#)
- [Calling Card and Office Phone Telephone Statements](#)
- [Digest Portal](#)
- [E-mail forwarding](#)
- [Faculty/Staff/Department Directory](#)
- [Faculty website](#)
- [Goucher Classifieds](#)
- [Goucher e2Campus Notification System](#)
- [Goucher College website](#)
- [Goucher's Travel Portal](#)
- [Help Desk web request form](#)
- [Information Technology website](#)

For answers to **Frequently Asked Questions** click on the **Help** button at the top of the **Self-Service Home** page.

