College of Menominee Nation

My Empower

Student User Manual

My Empower Student User Manual
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My Empower - Introduction

What is My Empower?

My Empower is the student data base system used by the College of Menominee Nation to collect student information. My Empower is a self-service on-line web resource developed for students to view or obtain their student records.

What information can I access from My Empower?

My Empower contains Admissions, Financials, and Student Record information.

Admissions	**Financials**	**Student Records**
Admission Profile	Financial Aid Award Letter	Student Schedules
Who is my Counselor	Accept/Decline Award Letter	Unofficial Transcript
Admissions Status	FA/Missing Documents	Grade Reports
Update Emergency Information	Billing Detail Summary	
View Missing Documents		
Contact Advisor		

Who should I contact for questions relating to my student records?

The College of Menominee Naton strongly encourages students to first use their My Empower before contacting departments. However, if is necessary to contact the department please use the directory below.

Admissions	**Admissions and Enrollment Manager**	**Tessa James** Tjames@menominee.edu	715-799-6226 Ext. 3053
Student Records Schedule/Unofficial Transcript	**Registrar**	**Juanita Wilber** jwaukau@menominee.edu	715-799-6226 Ext. 3052
Financials Financial Aid	**Financial Aid Director**	**Nicole Fish** NFish@menominee.edu	715-799-6226 Ext. 3039
Billing Billing Detail Summary	**Bursar**	**Clara Fowler-Otto** cotto@menominee.edu	715-799-6226 Ext. 3034
Technical Support	**System Administrator**	**Geraldine Sanapaw** GSanapaw@menominee.edu	715-799-6226 Ext. 3084

Accessing My Empower

How do I access My Empower?

To access your **My Empower** account complete steps 1and 2.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. The Student Information Center **My Empower** screen will appear.

3. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

Accessing My Empower - New Student - Create an Account

How do I Create a New Account?
To create a new account complete steps 1-6.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Select the **Create an Account** tab.

3. The Create an Account screen will appear.

Accessing My Empower - New Student - Create an Account

Continue - How do I Create an Account?

4. The **Desired Username** field is the first six letters of your last name, first letter of your first name, underscore (_), and month and day of your birth date. Enter your information in all lower cases with no spaces.

➡ *Example Username* - John Johnson and his DOB is Feb. 4th:   johnsoj_0204

   If your last name is fewer than six letters you would then use your entire last name and the first letter of your first name, underscore (_), and month and day of your birth date.

➡ *Example Name* - John Doe: doej_0204

5. The **Desired Password** is a **TEMPORARY** password. This temporary password will be your Social Security Number, underscore (_), and CMN. Enter your information with no spaces and capitalize CMN.

➡ *Example Password* – Social Security Number_CMN: 123456789_CMN

6. **Change Password.** After a new student has registered for classes he/she will be required to change their My Empower password to their **Student ID number**.
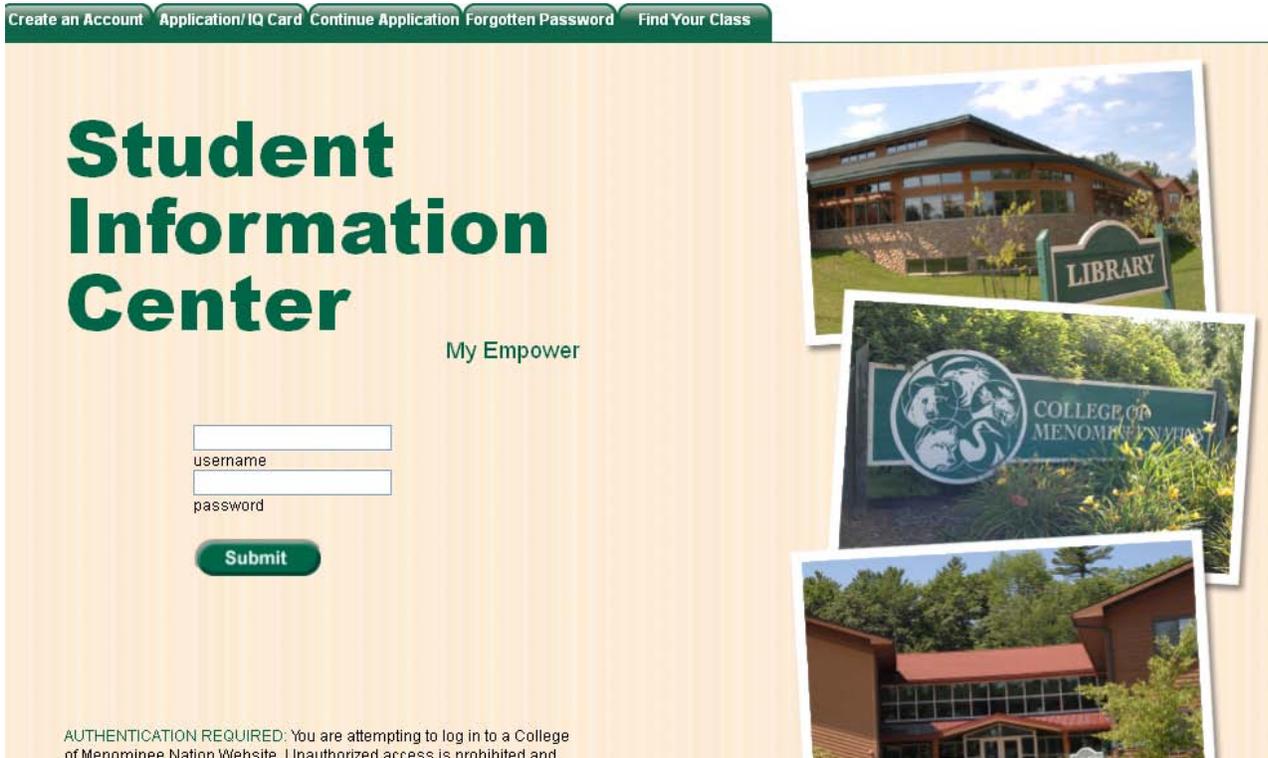
7. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

Accessing My Empower - New Student - Change - Password

How do I Change my Password?

To change your Password a new student will need their **Student ID Number**. To obtain your Student ID Number you will be required to e-mail the Admissions Office directly at Admissions@menominee.edu. Complete steps 1-7.
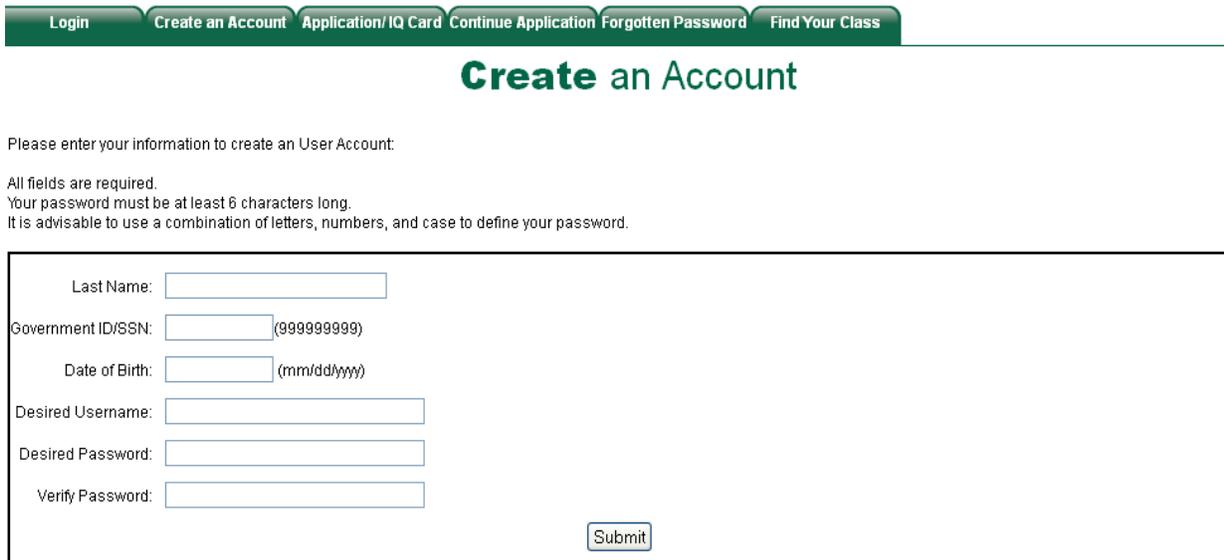
1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and **TEMPORARY** password then click the "**Submit**" button.

3. To change your password, click on **Change Password** under the **Settings and Tools** tab.

Accessing My Empower - New Student - Change Password

Continue - How do I Change my Password?

4. Enter your "**Current Password**." Your Current Password is your **TEMPORARY** password.

5. Enter your "**New Password**." Your New Password is your **Student ID** number. To confirm your New Password you will need to re-enter and press the "**Submit**" button.

6. A new password will be automatically sent to your CMN student e-mail. Student e-mail accounts will be activated **one** week prior to the first day of classes.

➡ **Note:** Your CMN student e-mail address is the first six letters of your last name, first letter of your first name, underscore (_), and month and day of your birth date @menominee.

Example Username - John Johnson and his DOB is Feb. 4th: johnsoj_0204

Example CMN Student E-mail - johnsoj_0204@menominee.edu

➡ If you've obtained your Student ID prior to the student e-mail accounts being activated your new password will be sent to the e-mail specified on your admission application. If you did not provide an e-mail address on your admission application, please update the Admissions Office with your information at Admissions@menominee.edu.

7. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

Accessing My Empower – New Student – Forgotten Password

What happens if I forgot my username and password?
If you forgot your username and password complete steps 1-3.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Select **Forgotten Password** tab.
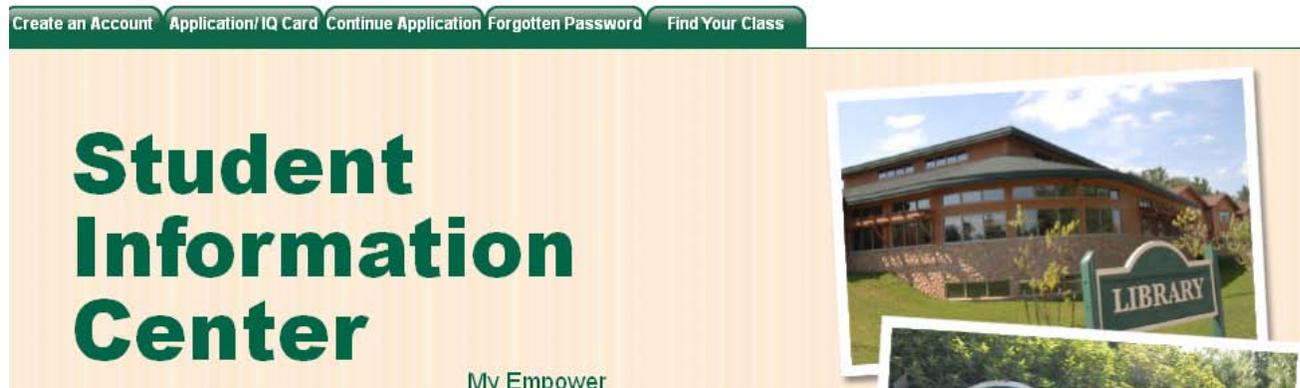
3. Enter your CMN **E-mail address** and your **Student ID number**.

➡ If you've obtained your Student ID prior to the CMN student e-mail accounts being activated, your new password will be sent to the e-mail specified on your admission application.

If you forgot your **Student ID Number** you will be required to e-mail the Admissions Office directly at Admissions@menominee.edu.

4. Click the "**Submit**" button. Your **Username** and **Password** will be automatically sent to your CMN student e-mail account or the e-mail address specified on your admission application.

5. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

Accessing My Empower – Returning Student

How do I Log-In to My Empower?

To log-in to your existing **My Empower** account complete steps 1-4.

1. Go to CMN's Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. **Enter your Username**. Your user names is the first six letters of your last name, first letter of your first name, underscore (_), and month and day of your birth date. Enter your information in all lower cases with no spaces.

    Example Username - John Johnson and his DOB is Feb. 4th: johnsoj_0204

    Example CMN Student E-mail - johnsoj_0204@menominee.edu

3. **Enter your Password**. Your Password is your **Student ID** number. To obtain your Student ID Number you will be required to e-mail the Admissions Office directly at Admissions@menominee.edu.

4. Click the "**Submit**" button.

5. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

Accessing My Empower - Returning Student - Fogotten Password

What happens if I forgot my username and password?
If you forgot your username and password complete steps 1-3.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Select Forgotten Password tab.

3. Enter your CMN **E-mail address** and your **Student ID number**. If you've obtained your Student ID prior to the CMN student e-mail accounts being activated, your new password will be sent to the e-mail specified on your admission application.

   Your CMN student e-mail address is the first six letters of your last name, first letter of your first name, underscore (_), and month and day of your birth date @menominee.

   Example CMN Student E-mail: johnsoj_0204@menominee.edu

   If you forgot your **Student ID Number** you will be required to e-mail the Admissions Office directly at Admissions@menominee.edu.

4. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower- Getting Started

Once you've succesfully logged into you My Empower a WELCOME screen will appear with your name.

1. On the Welcome screen you will be notified if you have any holds on your account. If there is an active hold there will be a message in **red** under "Holds." The message is short and includes the department that placed the hold, the date in which the hold was applied, and when it will end.

2. To discuss your hold please contact the department responsible for placing the hold.

Admissions	Financials	Student Records	Surveys	Settings and Tools

WELCOME Dolly Barbie

Holds ▼ ✕

There are holds on your account.
Please contact the department placing the hold.
- Description: Admissions Update
  Began: 05/12/2011
  Ends: 01/31/2020

Advisors ▼ ✕

You have no advisors for the currently set Term.

Advisor Query...

Weather Channel ▼ ✕

Class Schedule ▼ ✕

No Schedule Information for the currently set Term

Activities ▼ ✕

No Student Activities to Display.

Degree ▼ ✕

You have not declared a degree for this term.

Notes ▼ ✕

No Notes to Read.

3. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Admissions

What is an Admission Status?

An Admission Status is a category that a student acquires during his or her admisson process.
There are (4) Admission Statuses:

Admission Process

Inquiry

Applicant

Accepted

Registered
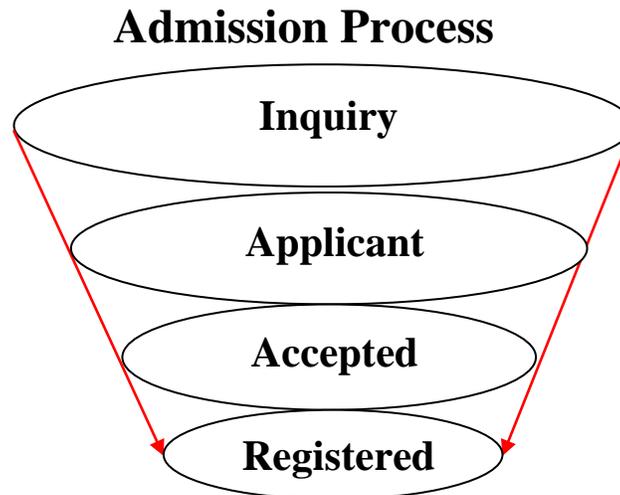
Admission Status Definitions

Inquiry: Ask or request information about the College of Menominee Nation.

Applicant: Submitted an application for admission to the College of Menominee Nation.

Accepted: Successfully submit all required admission documents. *(see below)*
   1. Admission Application
   2. Demographic Verification Form (DVF)
   3. Official High School, GED or HSED Transcript
   4. Official College Transcript(s) (*from all previously attended colleges*)
   5. Accuplacer Placement Test (*if required*)

Registered: The student and advisor meet to schedule classes.

Empower - Getting Started

How do I access my Admissions Information?

To access your admissions information complete steps 1-4.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To access your admission information place the arrow over the **Admissons** tab. Three titles will appear: **Student Services**, **Missing Documents** and **Contact Forms**.

4. To view your admission information click on one of the subject titles: **Admissions Profile, Who is my counselor, Admission Status, Update Emergency Contact, AT Missing Documents, or Contact Counselor**.

5. For all your admission questions, please contact the Admissions and Enrollment Manager at 715-799-6226 ext. 3053, or by e-mail at tjames@menominee.edu.

6. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Admissions

How can I view my Admissions Profile?

To view your Admission Profile complete steps 1-4.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view your Admission counselor select "**Who is my counselor**" under the Student Services tab.

4. Your admission Counselor's name and e-mail address will be listed.

Admissions	Financials	Student Records	Surveys	Settings and Tools

Admissions Profile

Results filtered with: **User:** Mrs. Dolly J Barbie **Term:** 2011FA **Dept:** **Crse:** **Sect:** **Year:** 2011

Change filter parameters.

			High School:	Flandreau Indian High School
ID: 1008650	Mrs. Dolly J Barbie		**Home School:**	
Birth Date: 03/12/1985			**Demographics:** American Indian 1st Descendant	No
Address:Line 1	PO Box 555		Are you on Active Duty?	No
HOME :Line 2			Did parent earn a 4yr Degree?	Yes
Line 3			Did you sign WI Cov Pledge?	No
Line 4	Shawano	WI 54166	Employment Status	Part Time Employment
E-Mail	santee7@hotmail.com		Ethnic Rpt (IPEDS NEW)	Amer. Indian or Alaska Native
			Gender	Female
			Handicap	other disability
			I'm interested in 4yr Univ.	Yes
			Marital Status	Divorced
			Student Support Services	Yes
			Tribal Affiliation	Menominee
			Veteran Benefit Status	Yes - US Military Veteran
			What U.S. Military Branch?	U.S. Air Force
			Miscellaneous:	

5. For all your admission questions, please contact the Admissions and Enrollment Manager at 715-799-6226 ext. 3053, or by e-mail at tjames@menominee.edu.

6. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Admissions

Who is my Counselor?

To view the name of your Admission Counselor complete steps 1-4.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view your Admission counselor select "**Who is my counselor**" under the Student Services tab.

4. Your admission Counselor's name and e-mail address will be listed.

Admissions | Financials | Student Records | Surveys | Settings and Tools

Who is my counselor

Results filtered with: User: Mrs. Dolly J Barbie Term: 2011FA Dept: Crse: Sect: Year: 2011

Change filter parameters.

Who Is Your Counselor? FALL 2011

Barbie, Mrs. Dolly Jane

FOR TERM	YOUR COUNSELOR IS	PHONE	E MAIL ADDRESS
FALL 2011	Webster, Romona L.		rwebster@menominee.edu

5. For all your admission questions, please contact the Admissions and Enrollment Manager at 715-799-6226 ext. 3053, or by e-mail at tjames@menominee.edu.

6. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Admissions

What is my Admission Status?

To view your admission status complete steps 1-4.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view your admission status select "**Admission Status**."

4. Here you will be able to view the name of your admission counselor, the term you expect to start, admission status, major, and demographic information.

Admissions	Financials	Student Records	Surveys	Settings and Tools

Admissions Status

Results filtered with: **User:** Mrs. Dolly J Barbie **Term:** 2011FA **Dept: Crse: Sect: Year:** 2011
Change filter parameters.

Admissions Status Screen
First Name: Dolly Last Name: Barbie

Your personal counselor is: Romona Webster

Can be contacted by -
  E-mail: rwebster@menominee.edu
  Phone: not available

Term you expect to start: FALL 2011

Admission Status: Not reg, app not withdrawn

	College	Program	Major
1.	College of Menominee Nation	not available	Biological & Physical Sciences
2.	not available	not available	not available
3.	not available	not available	not available

Minor: not available

Specialization: not available

Resident of -
  Country: United States
  State/Province: Wisconsin
  County: SHAWANO

Citizen of: United States

Admissions Missing Documents   Financial Aid Awards   Financial Aid Missing Documents

5. For all your admission questions, please contact the Admissions and Enrollment Manager at 715-799-6226 ext. 3053, or by e-mail at tjames@menominee.edu.

6. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Admissions

How do I update my Emergency Contact Information?

To update your Emergency Contact Information complete steps 1-4.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view your current Emergency Contact click on "**Update Emergency Contact**."

4. Click on the "**Request**" button and your information will be automatically sent to the Admissions Office for processing.

5. For all your admission questions, please contact the Admissions and Enrollment Manager at 715-799-6226 ext. 3053, or by e-mail at tjames@menominee.edu.

6. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Admissions

What type of Admission Missing Documents am I missing?

To view what type of admission documents you are missing complete steps 1-4.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under" Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view your missing documents click on "**AT Missing Documents**."

4. Your missing documents will appear under "**Required Documents**."

5. For all your admission questions, please contact the Admissions and Enrollment Manager at 715-799-6226 ext. 3053, or by e-mail at tjames@menominee.edu.

6. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Admission

How can I contact my Counselor?

To contact your admission Counselor by e-mail complete steps 1-3.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To contact your Counselor by e-mail click on the **Admissions** tab. The Contact Counselor link will be available under **Contact Forms**.

4. Next, click on the "**Contact Counselor**."

5. To send an e-mail to your admission Counselor select Counselor from the drop down box. Next, create your message and press the "**Request**" button.

6. For all your admission questions, please contact the Admissions and Enrollment Manager at 715-799-6226 ext. 3053, or by e-mail at tjames@menominee.edu.

7. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower – Student Records

How do I access my Student Records?

To access your Student Records information complete steps 1-4.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To access your Student Record informaiton place the arrow over the **Student Records** tab. Two titles will appear: **Schedule Information and Grades and Attendance**.

4. To view your Schedule Information click on one of the subject titles listed under **Schedule Information**: **Student Schedule (Detail)/Unofficial Transcript or Student Schedule (Summary)**.

5. To view your Grades and Attendance information click on the subject title listed under **Grades and Attendance**: **Grade Report**.
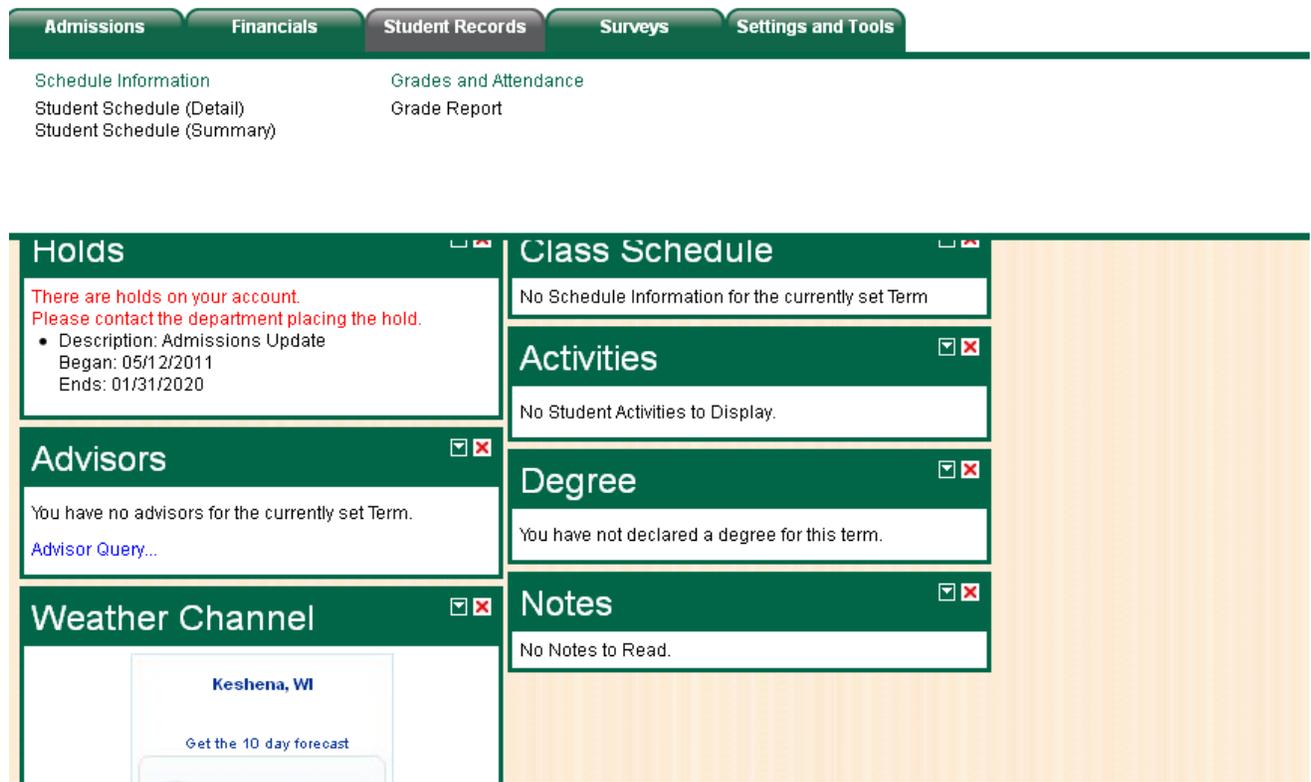
6. For all your Student Record questions, please contact the Registrar at 715-799-6226 ext. 3052, or at jwaukau@menominee.edu.

7. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Student Records

How can I view/print my Student Schedule (Detail)/Unofficial Transcript?

To view or print your Student Schedule (Detail)/Unofficial Transcript complete steps 1-5.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view or print your Unofficial Transcript click on the **Student Records** tab. The Student Schedule (Detail) link will be available under **Schedule Information**.

4. Next, click on **Student Schedule (Detail)**.

5. To print your **Unofficial Transcript**, click on Printer Version on right-hand-side of drop down box.

School/thesis	Degree	Major	Earned	Awarded
	High School Diploma		05/29/2009	

Undergraduate Courses

Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA
												FALL 2011	
2011FA	ECN	203	01	Microeconomics	M	06:00/08:50	SD	125	CHISHA		START: 08/22/2011			
2011FA	EDU	295	01	Student Portfolio Seminar	R	12:00/02:50	SD	225	Staff		START: 08/25/2011			
2011FA	ENV	150	01	Introduction to Environmental Science	R	09:00/11:50	SD	125	GOODWILL		START: 08/25/2011			
2011FA	NAR	260	01	Introduction to Water and Soil Resources	M	09:00/11:50	SD	123	Paquette		START: 08/22/2011			
2011FA	NAR	261	01	Introduction to Water and Soil Resources Laboratory	W	09:00/10:50	SD	123	Paquette		START: 08/24/2011			
2011FA	NAR	290	01	Internship in Natural Resources	S	12:00/12:00	TBD	TBD	Crocker P.		START: 08/27/2011			
Term Totals										0	0	0	0
												SPRING 2011	
2011SP	ART	106	01	Fundamentals of Design	M	06:00/08:50	SD	123	Grignon B		3	3	9	
2011SP	CHM	105	01	Chemistry	T	12:00/02:50	SD	222	Paquette		5	5	10	
					R	12:00/03:50	SD	222	Paquette					
2011SP	LAN	102	01	Menominee Language II	MW	04:00/05:50	SD	125	Teller		4	4	12	
2011SP	POL	202	01	Introduction to Public Policy	M	12:00/02:50	SD	121	BRZEZINSKI		3	3	3	
Term Totals										15	15	34	2.267
												FALL 2010	
2010FA	COM	100	02	Introduction to Oral Communications	T	06:00/08:50	SD	125	Winn R.		3	3	7.5	
2010FA	ENG	102	01	College English and Research	T R	03:00/04:20	SD	220	Besaw		3	3	6	
2010FA	LAN	101	01	Menominee Language I	MW	04:30/06:20	SD	126	Teller		4	4	12	
2010FA	NAR	250	01	Introduction to Forestry, Fisheries, and Wildlife	T	08:00/10:50	SD	123	Reiter Don		3	3	10.5	
2010FA	NAR	251	01	Introduction to Forestry, Fisheries, and Wildlife Laboratory	R	08:00/09:50	SD	123	Reiter Don		1	1	3.5	
Term Totals										14	14	39.5	2.821
												SPRING 2010	
2010SP	BIO	202	01	Principles of Biology	M	09:00/11:50	SD	124	HANSON		5	5	15	
					W	09:00/12:50	SD	124	HANSON					
2010SP	HUM	100	01	Introduction to the Humanities	T R	01:30/02:50	SD	126	Vickers D.		3	3	10.5	
2010SP	NAR	151	01	Introduction to Natural Resources	M	06:00/08:50	SD	121	CJanowski		3	3	6	
2010SP	SDE	100	01	Introduction to Sustainable Development	M	12:00/02:50	SD	125	Van Lopik		3	3	9	
Term Totals										14	14	40.5	2.893
	Honors											**FALL 2009**	
2009FA	CMP	180	02	Introduction to Computer and Information Technology	MW	09:00/11:50	SD	220	Vickers D.		3	3	12	
2009FA	EDU	095	01	Fundamentals of Critical Literacy	MW	09:00/11:50	SD	225	Peterson		3	3	12	
2009FA	EDU	100	02	Student Success Strategies	MW	01:00/02:50	SD	224	HALL		2	2	6	
2009FA	MAT	106	02	College Algebra	W	05:00/07:50	SD	226	Martin C		3	3	9	
2009FA	SCI	090	01	Fundamentals of Science	MW	12:00/02:50	SD	222	Creapeau		3	3	12	
Term Totals										14	14	51	3.643

6. For all your Student Record questions, please contact the Registrar at 715-799-6226 ext. 3052, or at jwaukau@menominee.edu.

7. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Student Records

How do I view/print my Student Schedule (Summary)?

To access and/or print your Student Schedule complete steps 1-7.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view or print your Student Schedule click on the **Student Records** tab. The link will be available under **Schedule Information**.

4. Next click on **Student Schedule (Summary)** link.

5. If your Student Schedule does not appear, click on the "Change filter parameters," which will take you to the **"Global Variables"** page to set the term you are planning to attend

6. To set your Global Variable select the term you are planning to attend and click the "**Return to Previous Page**" button.

7. Your Student Schedule Summary will appear.

8. To print your Student Schedule click on printer version on right-hand-side of drop down box.

| Admissions | Student Records | Financials | Surveys | Settings and Tools |

Student Schedule (Summary)

Results filtered with:
User   Term: 2011FA Dept: Crse: Sect: Year:
Change filter parameters.

Student Schedule - FALL 2011   🖶 Printable Version

Registered Courses

Dept	Crse	Sec	Title	CrHrs	Begin	End	Instr	Bldg	Room	Start	End	Days	Location
ECN	203	01	Microeconomics	3	08/22/11	12/10/11	CHISHA	Shirley Daly	125	06:00pm	08:50pm	M	Menominee Main Campus
EDU	295	01	Student Porfolio Sem	1	08/25/11	12/10/11	Staff	Shirley Daly	225	12:00pm	02:50pm	R	Menominee Main Campus
ENV	150	01	Environmental Sci	3	08/25/11	12/10/11	GOODWILL	Shirley Daly	125	09:00am	11:50am	R	Menominee Main Campus
NAR	260	01	IntroTo Water/Soil	3	08/22/11	12/10/11	Paquette	Shirley Daly	123	09:00am	11:50am	M	Menominee Main Campus
NAR	261	01	Intro Water/Soil Lab	1	08/24/11	12/10/11	Paquette	Shirley Daly	123	09:00am	10:50am	W	Menominee Main Campus
NAR	290	01	Nat Res Internship	2	08/27/11	12/10/11	Crocker P.	To Be Determined	TBD	12:00am	12:00am	S	Menominee Main Campus

9. For all your Student Record questions, please contact the Registrar at 715-799-6226 ext. 3052, or at jwaukau@menominee.edu.

10. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Student Records

How can I view/print my Grade Report?

To view or print your Grade Report complete steps 1-9.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view or print your Grade Report click on the **Student Records** tab. You will find the link available under **Grades and Attendance**.

4. Next click on the **"Grade Report"** link.

5. If your Grade Report does not appear, click on the "Change filter parameters," which will take you to the **"Global Variables"** page to set the term are planning to attend.

6. Select your term and year then click on the "**Return to Previous Page**" button.

7. Your Grade Report will appear.

8. If you have a BUSINESS HOLD on your account you will **NOT** be able to view/print your grades.

9. To print your Grade Report click on Printable Version on right-hand-side of drop down box.

| | | | | | Admissions | Student Records | Financials | Surveys | Settings and Tools | | | | | | |

Grade Report

Results filtered with:
User[   ]Term: 2011FA Dept: Crse: Sect: Year:
Change filter parameters.

Grade Report - FALL 2011

Printable Version

Undergraduate Courses

Dept	Crse	Sec	Title	Instr	Sess	CrHrs	Interim	Type	Final	Att	Ern	Pts	GPA
ECN	203	01	Microeconomics	CHISHA	1	3							
EDU	295	01	Student Porfolio Sem	Spence S.	1	1							
ENV	150	01	Environmental Sci	GOODWILL	1	3							
NAR	260	01	IntroTo Water/Soil	Paquette	1	3							
NAR	261	01	Intro Water/Soil Lab	Paquette	1	1							
NAR	290	01	Nat Res Internship	Crocker P.	1	2							
Term Totals										0.00	0.00	0.00	0.000

10. For all your Student Record questions, please contact the Registrar at 715-799-6226 ext. 3052, or at jwaukau@menominee.edu.

11. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Financials

What is Financial Aid and am I eligible?

Financial Aid is financial assistance for those who are eligible. Financial Aid is intended to help cover college expenses such as tuition and fees, room and board, books and supplies, and transportation. Financial Aid can also help a student pay for childcare expense and other costs associated with college.
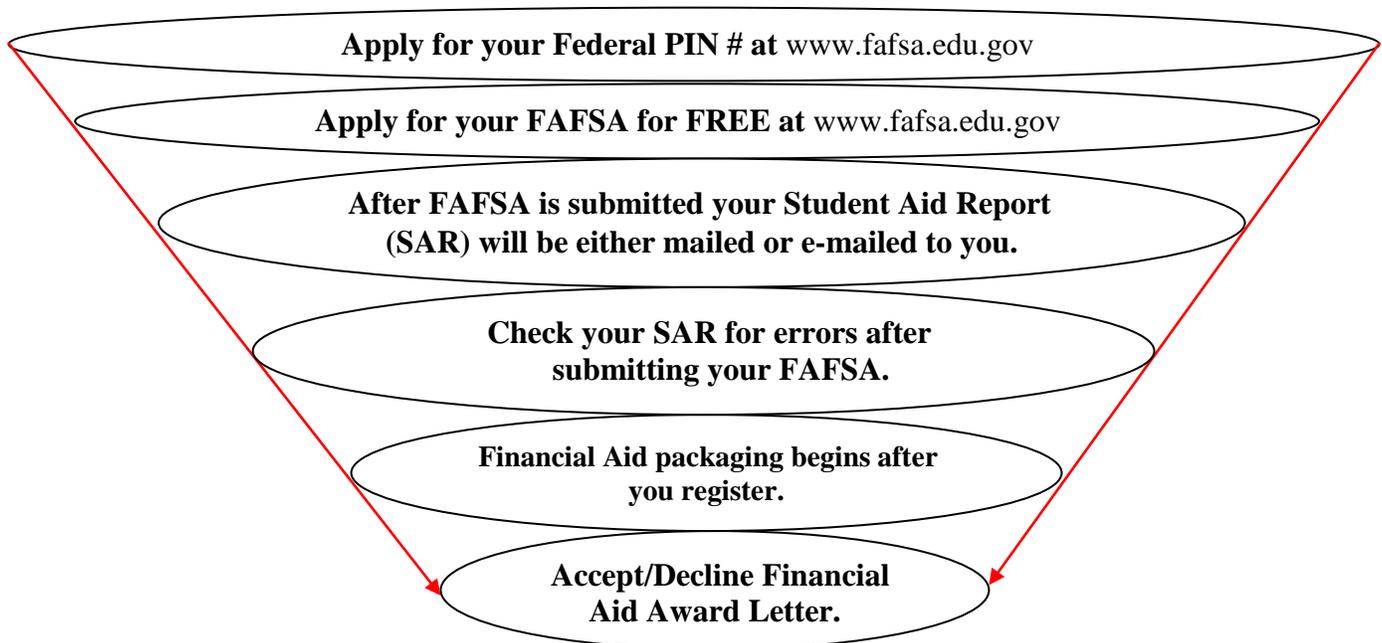
Student eligibility requirements:

- Be a U.S. citizen or eligible non-citizen (permanent resident);
- Be a Wisconsin resident for State funds;
- Have a valid Social Security number;
- Have a high school diploma or a General Education Development Certificate (GED/HSED);
- Be accepted, admitted, and enrolled in an eligible degree program;
- Demonstrate a financial need for programs as determined by the Free Application for Federal Student Aid [FAFSA];
- Be neither in default on a Title IV loan nor owe a repayment on a student grant;
- Be enrolled in at least half-time status to receive most types of financial aid;
- Meet the eligibility requirements for each of the aid programs in the application;
- Have registered for Selective Service, if required to do so;
- Maintain satisfactory academic progress as defined by CMN.

What is the Financial Aid process?

When applying for financial aid all information pertaining to a student's income or family income resources will be used to determine financial need and eligibility for financial assistance. CMN students must include the College of Menominee Nation's school code -**031251-** on their FAFSA application.

Financial Aid Process

Apply for your Federal PIN # at www.fafsa.edu.gov

Apply for your FAFSA for FREE at www.fafsa.edu.gov

After FAFSA is submitted your Student Aid Report (SAR) will be either mailed or e-mailed to you.

Check your SAR for errors after submitting your FAFSA.

Financial Aid packaging begins after you register.

Accept/Decline Financial Aid Award Letter.

My Empower - Financials

How do I access my financial information?

To access your financial information complete steps 1-4.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To access your financial information place the arrow over the "**Financials**" tab. Two titles will appear: **Financial Aid and Student Billing**.

4. To view your Financial Aid information click on one of the subject titles listed under **Financial Aid**: **Financial Aid Award Letter or Missing Documents**.

5. To view your Billing information click on the subject title listed under **Student Billing**: **Billing Detail Summary**.

Admissions	Financials	Student Records	Surveys	Settings and Tools

Financial Aid
Financial Aid Award Letter
Missing Documents

Student Billing
Billing Detail Summary

Holds
There are holds on your account.
Please contact the department placing the hold.
- Description: Admissions Update
  Began: 05/12/2011
  Ends: 01/31/2020

Advisors
You have no advisors for the currently set Term.
Advisor Query...

Weather Channel
Keshena, WI
Get the 10 day forecast

Class Schedule
No Schedule Information for the currently set Term

Activities
No Student Activities to Display.

Degree
You have not declared a degree for this term.

Notes
No Notes to Read.

6. For all your Financial Aid questions, please contact the Financial Aid Director at 715-799-6226 ext. 3039, or by e-mail at NFish@menominee.edu.

7. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Financials

How can I view/print my Financial Aid Award Letter?
To view your Financial Aid Award Letter complete steps 1-6.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view your Financial Award Letter first click on the Financials tab.

4. Next, click on "**Financial Aid Award Letter**."

5. Choose the AWARD **YEAR** from the drop down box.

6. To print your Award Letter, click on Printable Version on right hand side of drop down box.

7. For all your Financial Aid questions, please contact the Financial Aid Director at 715-799-6226 ext. 3039, or by e-mail at NFish@menominee.edu.

8. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Financials

How do I Accept/Decline my Financial Aid Award Letter?

To accept or decline your Financial Aid Award Letter complete steps 1-6.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view your Financial Award Letter first click on the Financials tab.

4. Next, click on "**Financial Aid Award Letter**."

☼ 5. Choose the AWARD **YEAR** from the drop down box.

6. To "**Accept**" or "**Decline**" click on the "**Accept/Decline Award Letter**" located at the bottom of the page.

7. The Accept/Decline Financial Aid page will appear. To "**Accept All**" or "**Decline All**" check the box, and then click on the "**Accept/Decline Financial Aid**" button.

My Empower - Financials

(Continued) How do I Accept/Decline my Financial Aid Award Letter?

8. Next, the "Accept/Decline Financial Aid Successfully" page will appear.

9. Click on the "**Done**" button.

10. For all your Financial Aid questions, please contact the Financial Aid Director at 715-799-6226 ext. 3039, or by e-mail at NFish@menominee.edu.

11. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Financials

What type of Financial Aid Missing Documents am I missing?

To view what type of Financial Aid documents you are missing complete steps 1-5.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view your Financial Aid Missing Documents click on **Financials** tab.

4. Next click on "**Missing Documents**."

☼ 5. Choose the AWARD **YEAR** from the drop down box.

Student Records | **Financials** | **Settings and Tools**

Financial Aid Missing Documents

2010-11

☼ Award Year 2010-11 ▼

2010-11

Required Documents:

Documents	Date Requested	Date Needed	Due Date
A report with amount of Child Support Received and/or Paid	07/29/2010	07/29/2010	07/29/2010
A signed copy of your Federal Tax Return	07/29/2010	07/29/2010	07/29/2010
A copy of your W2 Forms and other records of money earned.	07/29/2010	07/29/2010	07/29/2010
In Kind Support Form	07/29/2010	07/29/2010	07/29/2010
A signed copy of your parents Federal Tax Return	07/29/2010	07/29/2010	07/29/2010
A copy of your parents W2 Forms and other records of money earned.	07/29/2010	07/29/2010	07/29/2010
A completed and signed Verification Worksheet	07/29/2010	07/29/2010	07/29/2010
Need Tribal Higher Ed App, Please See Your Tribal Higher Ed Office	07/28/2010	07/28/2010	07/28/2010

Documents we would like to receive:

SAR Comment Code 170	07/26/2010	07/26/2010	07/26/2010

6. For all your Financial Aid questions, please contact the Financial Aid Director at 715-799-6226 ext. 3039, or by e-mail at NFish@menominee.edu.

7. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Financials

How can I view my Billing Detail Summary?

To view your entire Billing Summary complete steps 1-5.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view your Billing Detail Summary click on the **Financials** tab.

4. Next click on "**Billing Detail Summary**."

5. Your Billing Detail Summary will show your entire billing history.

6. For all your Billing questions, please contact the Bursar at 715-799-6226 ext. 3034, or by e-mail at cotto@menominee.edu.

7. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Surveys

How do I participate in the On-line Surveys/Course Evaluations?

To participate in the on-line Surveys/Course Evaluations complete steps 1-4.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To complete on-line Surveys/Course Evaluations click on **Online Surveys** under the **Surveys** tab.

NOTE: This is for "**Mid-Term"** and "**Final Course"** evaluations only.

Student Records	Financials	Settings and Tools	Admissions	Surveys

Online Surveys

Surveys

Course Surveys to Take:

Term	Class		Section	Complete Between	Not Started	In Process	Complete	
2011FA	ECN	203	01	11-25-2011 ·	X			
2011FA	ECN	203	01	10-05-2011 ·	X			
2011FA	EDU	295	01	11-25-2011 ·	X			
2011FA	EDU	295	01	10-04-2011 · 10-18-2011	X			
2011FA	ENV	150	01	11-25-2011 ·	X			
2011FA	ENV	150	01	10-04-2011 · 10-18-2011	X			
2011FA	NAR	260	01	11-25-2011 ·	X			
2011FA	NAR	260	01	10-04-2011 · 10-18-2011	X			
2011FA	NAR	261	01	11-25-2011 ·	X			
2011FA	NAR	261	01	10-04-2011 · 10-18-2011	X			
2011FA	NAR	290	01	11-25-2011 ·	X			
2011FA	NAR	290	01	10-04-2011 · 10-18-2011	X			

A link to other surveys that aren't shown

Public Surveys to Take:

4. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Settings and Tools

How do I change my Password?

To change your Password complete steps 1-7.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To change your password, click on **Change Password** under the Settings and Tools tab.

4. Enter your "Current Password."

5. Enter your "New Password."

6. To confirm your New Password you will need to re-enter and press the "**Submit**" button.

7. Your new password will be sent to your student e-mail account.

8. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

My Empower - Settings and Tools

How do I set my Global Variables/Parameters?

To set your parameters or term complete steps 1-4.

1. Go to CMN Official Website www.menominee.edu and click on **My Empower** under "Quick Links" or enter http://empower.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the "**Submit**" button.

3. To view your Admissions Status, Financials, or Student Records you will first need to set your parameters by going to the **Settings and Tools** tab and selecting **Global Variables**.

   Note: If you do **not** set your Global Variables and go directly to a screen to view your information the following message will appear. "**Your query returned no results. Please make sure to set necessary values in Global Variables. You can do this by accessing the Currently Set on the homepage or click Change filter parameters link on the browser.**"

4. In the Global Variables screen select the term you are attending from the drop down box.

5. Next select one of the titled tabs to view or print your information.

<p align="center">**Or**</p>

1. If you select a tab **before** setting your Global Variables the above message will appear. In the screen you will see the Change filter parameters located on the left-hand-side of the page. Click on the link and it will take you directly to the **Global Variables** screen.

2. In the Global Variables screen select the term you are attending from the drop down box.

3. Next click on the "**Return to Previous Page**" link at the bottom. This button will automatically take you to the screen you were previously viewing.

Admissions	Financials	Student Records	Surveys	Settings and Tools

Global Variables

Clear Settings

Set ID	Mrs. Dolly J Barbie
Term	FALL 2011
Department	****
Course	****
Section	****
Application Year	2011: Dates 07/01/2011 - 06/30/2012

Return to Previous Page

4. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.