

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

Admission Profile
Who is my Counselor
Admissions Status
Update Emergency Information
View Missing Documents
Contact Advisor

Financials

Financial Aid Award Letter
Accept/Decline Award Letter
FA/Missing Documents
Billing Detail Summary

Student Records

Student Schedules
Unofficial Transcript
Grade Reports

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

The College of Menominee Nation strongly encourages students to first use their My Empower before contacting departments. However, if it 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 1 and 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.

The screenshot shows the homepage of the College of Menominee Nation. At the top, there is a green navigation bar with links: ABOUT, PROSPECTIVE STUDENTS, FACULTY/STAFF, CURRENT STUDENTS, and COMMUNITY SERVICES. Below this is a large banner image of a building with a red roof, overlaid with photos of students and a circular inset of a globe. The text "College of Menominee Nation" is prominently displayed. A "Spring 2011" label is visible. Below the banner is a green bar with three sections: QUICK LINKS, COMING SOON TO CMN, and RESOURCES. The QUICK LINKS section lists: Admissions, How to Apply at CMN, Financial Aid, Programs of Study, Course Schedules, Academic Calendar '11-'12, Calendars, CMN Bookstore, GB/Oneida Campus, and My Empower. The COMING SOON TO CMN section contains two announcements: "Tax Help Available at CMN Green Bay" and "Mark Your Calendar: Friday, June 8, 2012". The RESOURCES section includes links for iTunes and Menominee Language.

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

The screenshot shows the "Student Information Center My Empower" login screen. At the top, there is a green navigation bar with links: Create an Account, Application/ IQ Card, Continue Application, Forgotten Password, and Find Your Class. The main content area has a large green heading "Student Information Center" and "My Empower" below it. There are two input fields for "username" and "password", and a green "Submit" button. To the right, there are three overlapping photos of campus buildings and a sign that says "LIBRARY". At the bottom, there is a small text box that reads: "AUTHENTICATION REQUIRED: You are attempting to log in to a College of Menominee Nation Website. Unauthorized access is prohibited and..."

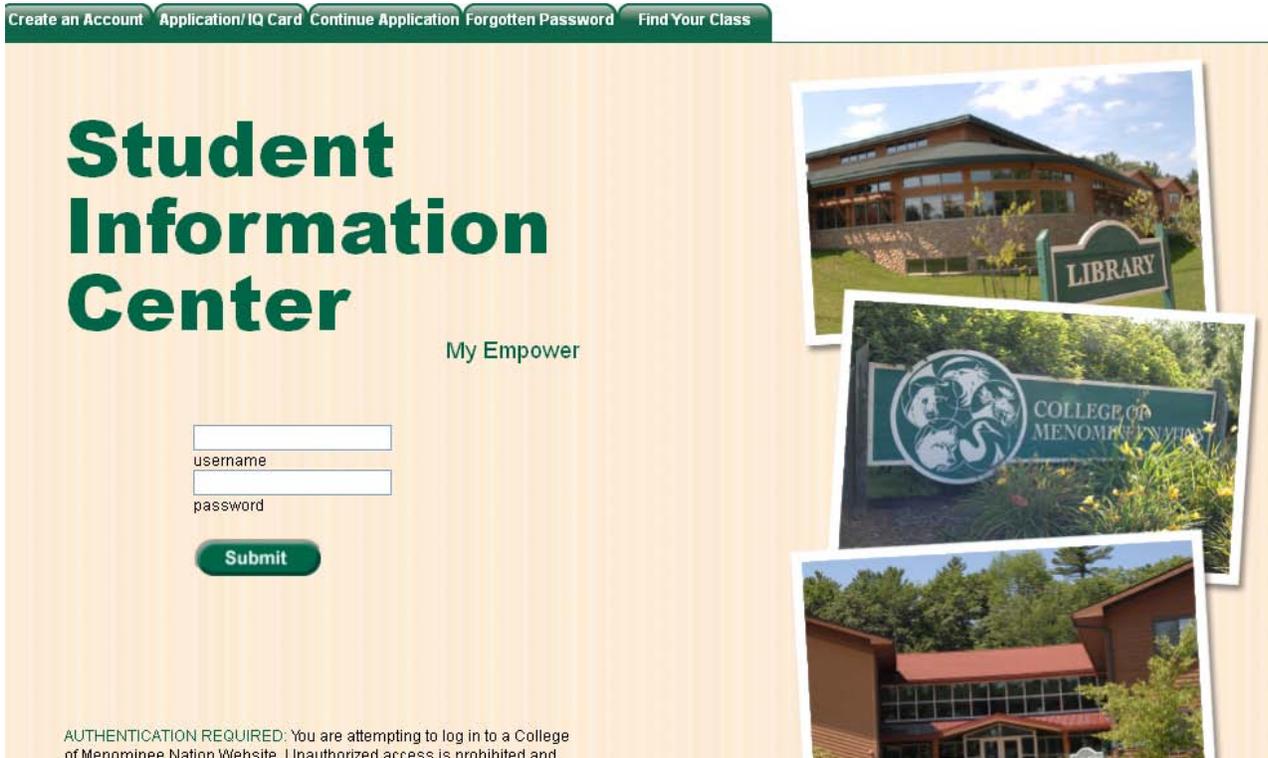
3. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

Accessing My Empower - New Student - Create an Account

How do I Create a New Account?

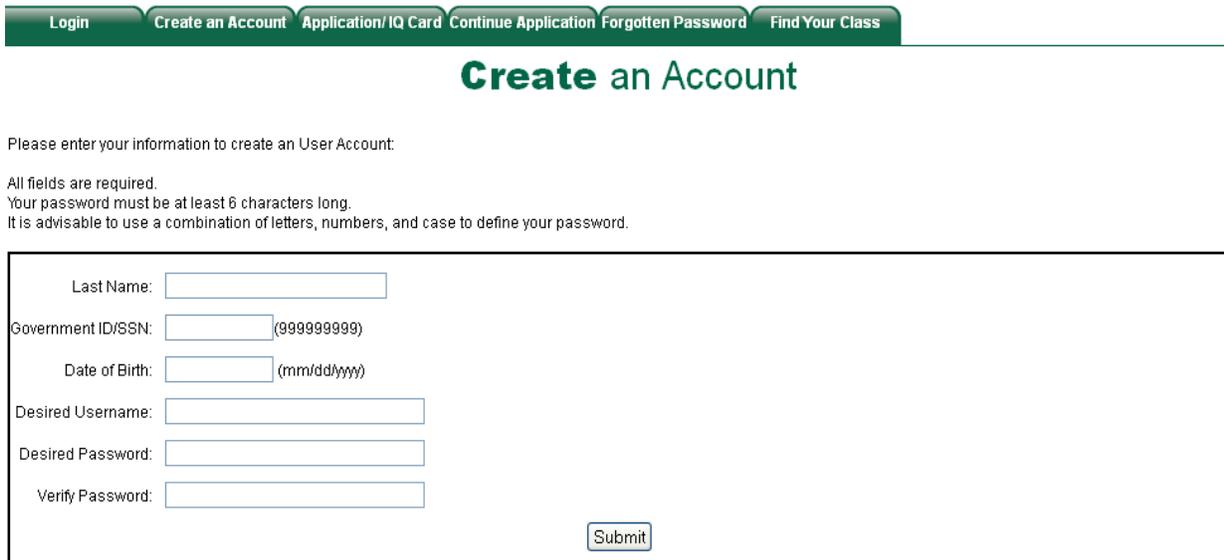
To create a new account complete steps 1-6.

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.



The screenshot shows the 'My Empower' interface. At the top, there is a navigation bar with tabs: 'Create an Account', 'Application/IQ Card', 'Continue Application', 'Forgotten Password', and 'Find Your Class'. The main heading is 'Student Information Center' in large green letters. Below it, the text 'My Empower' is displayed. There are two input fields: 'username' and 'password'. A green 'Submit' button is located below the password field. To the right, there are three overlapping photographs of campus buildings and signs, including one that says 'LIBRARY' and another that says 'COLLEGE OF MENOMINEE NATION'. At the bottom of the page, there is a warning message: 'AUTHENTICATION REQUIRED: You are attempting to log in to a College of Menominee Nation Website. Unauthorized access is prohibited and'.

3. The Create an Account screen will appear.



The screenshot shows the 'Create an Account' form. At the top, there is a navigation bar with tabs: 'Login', 'Create an Account', 'Application/IQ Card', 'Continue Application', 'Forgotten Password', and 'Find Your Class'. The main heading is 'Create an Account' in large green letters. Below the heading, there is a message: 'Please enter your information to create a User Account:'. Below this, there are instructions: 'All fields are required. Your password must be at least 6 characters long. It is advisable to use a combination of letters, numbers, and case to define your password.' The form contains several input fields: 'Last Name:', 'Government ID/SSN:' (with a placeholder '(999999999)'), 'Date of Birth:' (with a placeholder '(mm/dd/yyyy)'), 'Desired Username:', 'Desired Password:', and 'Verify Password:'. A 'Submit' button is located at the bottom right of the form.

Accessing My Empower - New Student - Create an Account

Continue - How do I Create an Account?

- 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

- 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



Create an Account

Please enter your information to create an User Account:

All fields are required.

Your password must be at least 6 characters long.

It is advisable to use a combination of letters, numbers, and case to define your password.

A screenshot of a web form titled "Create an Account". The form contains the following fields: "Last Name" with the value "Johnson"; "Government ID/SSN" with a masked value "●●●●●●" and a placeholder "(999999999)"; "Date of Birth" with the value "02/04/1976" and a placeholder "(mm/dd/yyyy)"; "Desired Username" with the value "johnsoj_0204"; "Desired Password" with a masked value "●●●●●●●●"; and "Verify Password" with a masked value "●●●●●●●●". A "Submit" button is located at the bottom right of the form.

- 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**.

- 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.

The screenshot shows the 'My Empower' Student Information Center login page. At the top, there is a navigation bar with buttons for 'Create an Account', 'Application/ IQ Card', 'Continue Application', 'Forgotten Password', and 'Find Your Class'. The main heading is 'Student Information Center' in large green letters, with 'My Empower' written below it. On the right side, there are three overlapping photographs: a modern building, a 'LIBRARY' sign, and a 'COLLEGE OF MENOMINEE' sign. The login form consists of two input fields: 'username' with the text 'johnsoj_0204' and 'password' with masked characters. A green 'Submit' button is located below the password field.

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



Personal Information

Change Password

Global Variables

The screenshot displays the dashboard interface with three main panels. The 'Holds' panel on the left has a green header and contains a red warning message: 'There are holds on your account. Please contact the department placing the hold.' Below this is a list item: '• Description: Admissions Update', 'Began: 05/12/2011', and 'Ends: 01/31/2020'. The 'Class Schedule' panel in the middle has a green header and states 'No Schedule Information for the currently set Term'. The 'Activities' panel on the right has a green header and states 'No Student Activities to Display'. Each panel has a close button (X) in the top right corner.

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.

Admissions Financials Student Records Surveys Settings and Tools

Change Password

Your password must be at least 6 characters. it is advised to use a combination of letters, numbers, and case.

Username: SANTEE1976

Current Password:

New Password:

Confirm New Password:

Submit

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

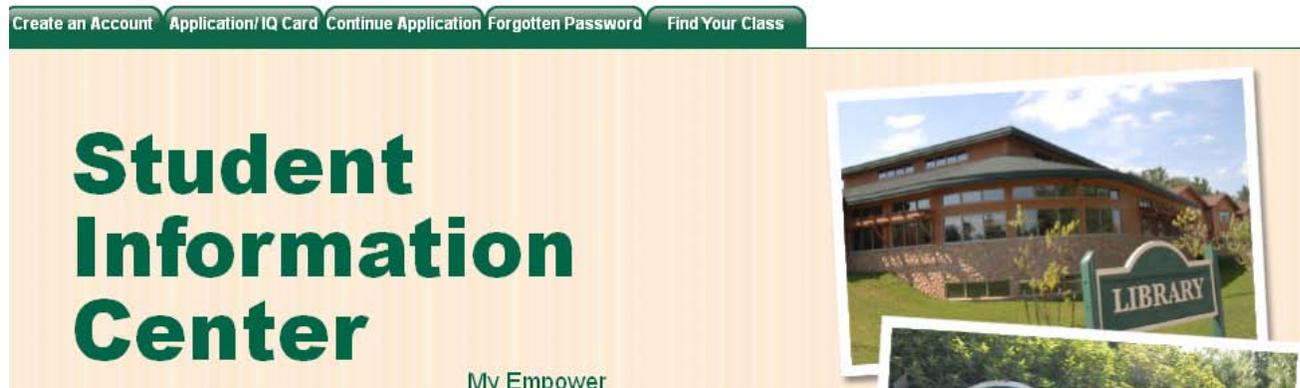
- ➔ If you’ve obtained your Student ID prior to the student e-mail accounts being activated your new password will be sent to the e-mail specified on your admission application. If you did not provide an e-mail address on your admission application, please update the Admissions Office with your information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

Please enter your E-Mail address and Student ID Number.
Your Username and Password will be emailed to you.

E-Mail:

Student ID Number:

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.

Create an Account Application/IQ Card Continue Application Forgotten Password Find Your Class

Student Information Center

My Empower

johnsoj_0204
username

password

Submit

LIBRARY

COLLEGE OF MENOMINEE COUNTY

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 - 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.

➔ 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.

Please enter your E-Mail address and Student ID Number.

Your Username and Password will be emailed to you.

E-Mail:

Student ID Number:

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 successfully 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.

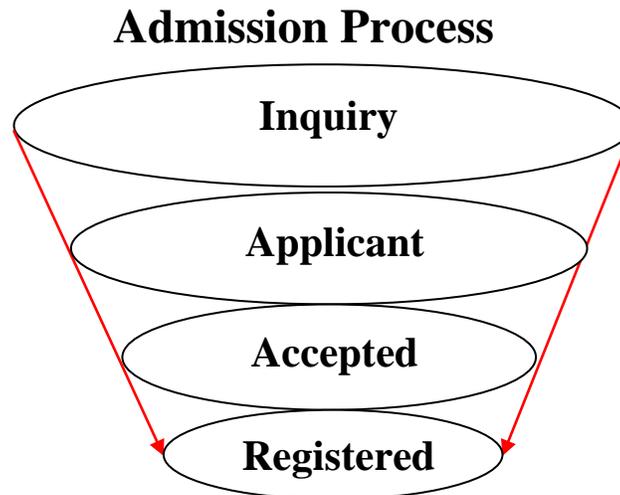
The screenshot shows the My Empower interface with a green header containing navigation tabs: Admissions, Financials, Student Records, Surveys, and Settings and Tools. Below the header, a large green banner displays 'WELCOME' in large white letters, followed by the user's name 'Dolly Barbie'. The main content area is organized into several green-bordered panels, each with a title and a close button (X) in the top right corner. The 'Holds' panel contains a red message: 'There are holds on your account. Please contact the department placing the hold.' followed by a list item: '• Description: Admissions Update', 'Began: 05/12/2011', and 'Ends: 01/31/2020'. The 'Class Schedule' panel shows 'No Schedule Information for the currently set Term'. The 'Activities' panel shows 'No Student Activities to Display.'. The 'Degree' panel shows 'You have not declared a degree for this term.'. The 'Notes' panel shows 'No Notes to Read.'. The 'Weather Channel' panel is partially visible at the bottom left. The 'Advisors' panel shows 'You have no advisors for the currently set Term.' and a link 'Advisor Query...'. Each panel also has a dropdown arrow icon in the top left corner.

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 admission process. There are (4) Admission Statuses:



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 **Admissions** 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**.

The screenshot displays the 'My Empower' interface. At the top, there are five navigation tabs: 'Admissions' (highlighted), 'Financials', 'Student Records', 'Surveys', and 'Settings and Tools'. Below the 'Admissions' tab, a list of links is shown: 'Student Services', 'Admissions Profile', 'Who is my counselor', 'Admissions Status', and 'Update Emergency Contact'. To the right, under 'Missing Documents', are 'Missing Documents' and 'AT Missing Documents'. Further right, under 'Contact Forms', are 'Contact Forms', 'Contact Advisor', and 'Contact Counselor'. The main content area is divided into several panels: 'Holds' (with a red alert about a hold on the account), 'Class Schedule' (no schedule information), 'Activities' (no student activities), 'Advisors' (no advisors), 'Degree' (no degree declared), 'Weather Channel' (showing 39°F in Keshena, WI), and 'Notes' (no notes to read).

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 Profile

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

[Change filter parameters.](#)

ID: 1008650	Mrs. Dolly J Barbie	High School: Flandreau Indian High School
Birth Date: 03/12/1985		Home School:
Address:Line 1	PO Box 555	Demographics: American Indian 1st Descendant No
HOME:Line 2		Are you on Active Duty? No
Line 3		Did parent earn a 4yr Degree? Yes
Line 4	Shawano WI 54166	Did you sign WI Cov Pledge? No
E-Mail	santee7@hotmail.com	Employment Status Part Time Employment
		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.



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

<u>FOR TERM</u>	<u>YOUR COUNSELOR IS</u>	<u>PHONE</u>	<u>E MAIL ADDRESS</u>
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.

AdmissionsFinancialsStudent RecordsSurveysSettings 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 **Term you expect to start:** FALL 2011

Can be contacted by -

E-mail: rwebster@menominee.edu

Phone: not available **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.

Update Emergency Contact

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

Current Emergency Contact information

Currently there is no emergency contact information.

Updated Emergency Contact information

1st Emergency Contact First Name:	<input type="text" value="Johnny"/>
1st Emergency Contact Last Name:	<input type="text" value="Doe"/>
Your relationship to the 1st Emergency Contact:	<input type="text" value="Father"/>
1st Emergency Contact Home Phone Number:	<input type="text" value="920-555-5555"/>
1st Emergency Contact Cell Phone Number:	<input type="text"/>
1st Emergency Contact Work Phone Number:	<input type="text"/>
2nd Emergency Contact First Name:	<input type="text"/>
2nd Emergency Contact Last Name:	<input type="text"/>
Your relationship to the 2nd Emergency Contact:	<input type="text"/>
2nd Emergency Contact Home Phone Number:	<input type="text"/>
2nd Emergency Contact Cell Phone Number:	<input type="text"/>
2nd Emergency Contact Work Phone Number:	<input type="text"/>
Cc:	<input type="text" value="tjames@menominee.edu"/>

required and optional

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.**”



AT Missing Documents

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

[Change filter parameters.](#)

Thank you for choosing the College of Menominee Nation in pursuing your education goals! In order to successfully complete your admission process, please submit the following admission documents if you had not already done so.

Required Documents:

Term	Document	Date Requested	Date Needed	Comment	Addl Info
2011FA	Transcript - High School	04/18/2011	05/03/2011		Official Transcript
	Demographic Verification Form	04/18/2011	05/03/2011		
	Transcript - College	04/18/2011	05/03/2011		Official Transcript
	AccuPlacer Test	04/18/2011	05/03/2011		
Total	4				

Completed, signed application Official high school transcripts Official GED/HSED transcripts Official college transcripts Demographic Verification Form Accuplacer Placement Test

[Admissions Status](#)

[Financial Aid Missing Documents](#)

[Financial Aid Awards](#)

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.

AdmissionsFinancialsStudent RecordsSurveysSettings and Tools

Contact Counselor

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

Your Counselor:

All Active Counselors:

Message to give to counselor:

Hello Tessa & Ramona, |

Can you please update me on my admissions document status? You may contact me by cell at 715-555-5555.

Thank you,

Cc:

required and optional

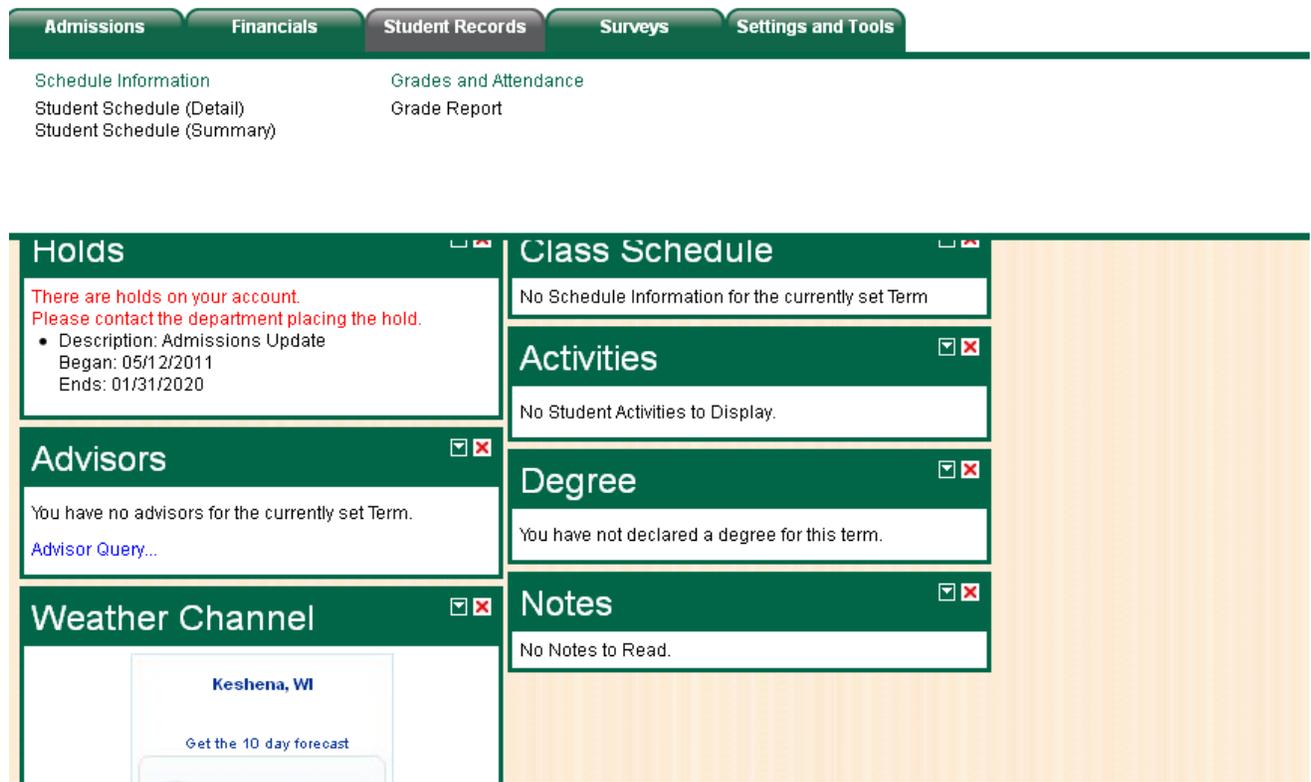
6. For all your admission questions, please contact the Admissions and Enrollment Manager at 715-799-6226 ext. 3053, or by e-mail at tjames@menominee.edu.
7. If you are experiencing technical difficulties contact your system administrator at 715-799-6226 ext. 3084, or by e-mail gsanapaw@menominee.edu.

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 information 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		
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	TR	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		
2010SP	HUM	100	01	Introduction to the Humanities	W	09:00/12:50	SD 124	HANSON						
2010SP	NAR	151	01	Introduction to Natural Resources	TR	01:30/02:50	SD 126	Vickers D.		3	3	10.5		
2010SP	SDE	100	01	Introduction to Sustainable Development	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
											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.

AdmissionsStudent RecordsFinancialsSurveysSettings 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.

AdmissionsStudent RecordsFinancialsSurveysSettings 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 Portfolio 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.

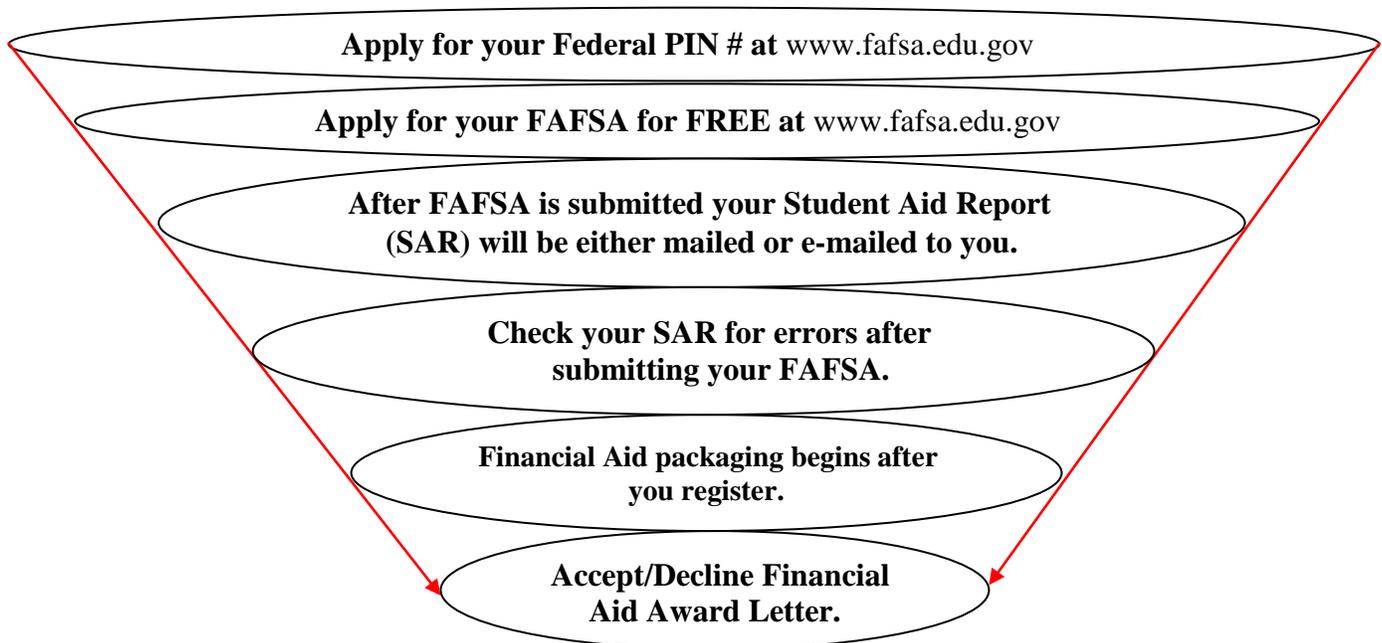
Student eligibility requirements:

- 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



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**.

The screenshot displays the 'My Empower' web application interface. At the top, there is a navigation bar with tabs for 'Admissions', 'Financials', 'Student Records', 'Surveys', and 'Settings and Tools'. The 'Financials' tab is currently selected. Below the navigation bar, there are two columns of links: 'Financial Aid' (with sub-links 'Financial Aid Award Letter' and 'Missing Documents') and 'Student Billing' (with sub-link 'Billing Detail Summary'). The main content area is divided into several panels: 'Holds' (with a red alert message and details), 'Class Schedule' (with 'No Schedule Information'), 'Activities' (with 'No Student Activities'), 'Advisors' (with 'You have no advisors'), 'Degree' (with 'You have not declared a degree'), 'Weather Channel' (with 'Keshena, WI' and a forecast link), and 'Notes' (with '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.

The screenshot shows the 'Financials' tab selected in the top navigation bar. The main heading is 'Financial Aid Award Letter'. Below this, there are filter options: 'Results filtered with: User: [input box] Term: Dept: Crse: Sect: Year:'. A link 'Change filter parameters.' is provided. A gear icon is next to the 'Award Year' dropdown menu, which is set to '2011-12'. A 'Printable Version' link is also visible. The page title is 'College of Menominee Nation - Financial Aid Office'. On the right side, there is a summary of the award: '2011-12', '07/01/2011-06/30/2012', 'ISIR Trans#:2', 'Award Letter#:5', and 'REVISED'. A paragraph explains that the Financial Aid Office has packaged the aid and an award letter has been produced. Below this, a notice states that the office cannot disburse aid until awards are accepted. At the bottom, there is a table with columns for '2011FA Full Time', '2012SP Full Time', '2012SU', and 'Total'.

2011FA Full Time	2012SP Full Time	2012SU	Total

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.

Admissions Financials Student Records Surveys Settings and Tools

Accept / Decline Financial Aid

Results filtered with:
Use [] Term: Dept: Crse: Sect: Year:
[Change filter parameters.](#)

Award Year 2011-12

Accept All <input type="checkbox"/>	Decline All <input type="checkbox"/>	Term	Seq.	Award Type	Description	Amount	Change Amount
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FALL 2011	1	Federal Aid Programs	B.I.A. Grant		
		FALL 2011	1	Federal Aid Programs	Pell Grant		
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FALL 2011	1	State Aid Programs	WI Indian Assistance Grant		
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Spring 2012	1	Federal Aid Programs	B.I.A. Grant		
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Spring 2012	1	Federal Aid Programs	Pell Grant		
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Spring 2012	1	State Aid Programs	WI Indian Assistance Grant	\$550.00	
						Total:	

Accept / Decline Financial Aid

[Latest Award Letter](#)

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.



Financial Aid Missing Documents

 Award Year

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
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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.

Student RecordsFinancialsSettings and Tools

Summarized Customer Detail

Results filtered with:
User: Term: 2010SU Dept: Crse: Sect:
[Change filter parameters.](#)

Name:	<input type="text"/>				
Bill Rate Code:	<input type="text"/>				

Receivable Type: S Student **Billing Status:**
Classification Code: ST Student **Waive int?**

Payment Plans: **Balance Date:** 11/30/1999
Previous Balance: \$0.00
Current Balance: \$0.00

Date/Time	Trans Code	Description	Amount	Running Total
05/26/2010	FA-REF	Financial Aid Refund	\$300.00	\$0.00
05/25/2010	AMP	ALLIANCE FOR MINORITY PARTICIP	(\$300.00)	(\$300.00)
05/19/2010	FA-REF	Financial Aid Refund	\$750.00	\$0.00
05/18/2010	ACG	Academic Competitive Grant	(\$375.00)	(\$750.00)
05/18/2010	ACG	Academic Competitive Grant	(\$375.00)	(\$375.00)
03/03/2010	FA-REF	Financial Aid Refund	\$629.40	\$0.00
03/01/2010	AICF	American Indian College Fund	(\$1,006.00)	(\$629.40)
02/22/2010	WIG	WI Indian Assistance Grant	(\$550.00)	\$376.60
02/12/2010	PELL	Pell Grant	(\$1,800.00)	\$926.60
02/12/2010	BIA	B.I.A. Grant	(\$1,100.00)	\$2,726.60

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.



Change Password

Your password must be at least 6 characters. it is advised to use a combination of letters, numbers, and case.

Username:	SANTEE1976
Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
	<input type="submit" value="Submit"/>

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.

Or

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.

The screenshot shows a navigation bar with tabs for Admissions, Financials, Student Records, Surveys, and Settings and Tools. Below the navigation bar is the title "Global Variables" and a "Clear Settings" link. The main content area contains a form with the following fields:

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

At the bottom of the form is a button labeled "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.