



# New Portal Training

General Training

6/24, 6/25, and 6/26



# Agenda

1. History – Why are we making a change?
2. Demo
3. Poll ([www.mtsac.edu/portalpoll](http://www.mtsac.edu/portalpoll))



## End of Life –Luminis Portal and Ellucian Mobile will be sunset in June 2024

### **Why is this happening?**

Ellucian is proud of its heritage solutions (e.g., the Luminis Portal and MountieApp).

To better meet institutional needs, they are excited to release a new portal, *Ellucian Experience*.

### **What does this mean?**

Ellucian has already placed its heritage solutions into maintenance support, which will not extend beyond the product sunset window.

### **Key Date**

The new Portal will launch on **Monday, June 24**.



# Luminis Portal

## News & Announcements

Schedule Manage

### Announcements

All

Subject	Hide
<a href="#">Participate in a Focus Group and Be Entered to Win a Pair of Ear Buds or a Bluetooth Speaker</a>	Hide
<a href="#">Discover what's at the Library</a>	Hide
<a href="#">Pride Identity Group - Gender Expression</a>	Hide
<a href="#">Spring 2024 University Tours</a>	Hide
<a href="#">4/17 Student Equity Speaker Series: Shirley Torres</a>	Hide
<a href="#">Beware of Fraudulent Email from PayMyTuition</a>	Hide
<a href="#">Women's Empowerment Group</a>	Hide
<a href="#">MAMS Financial Wellness Resources for the Spring Semester</a>	Hide

## Campus Emergency Alert System...



EmergencyAlert

### Emergency Alerts *Don't get left in the dark*

Mt. San Antonio College notifies students, faculty and staff about campus emergencies with personalized voice, text and email messages. Add your emergency contact information to receive these important messages.

[Add/Update emergency contact information](#)

In compliance with the Higher Education Act, Mt. SAC's Emergency Response and Evacuation Plan is available to current and prospective students and employees. The plan contains procedures on what to do in the event of a serious campus incident that poses an immediate or ongoing threat to the safety and health of the college community.

# Categories

A screenshot of the MT. SAC Portal navigation menu. The top navigation bar features the MT. SAC logo, the text "WELCOME TO YOUR PORTAL", and icons for a calendar, a notification bell, and a user profile. The menu is open, showing a list of categories: Home, Discover, Student, Faculty, Employee, My Account, and Productivity. A blue button labeled "DISCOVER MORE" is visible on the right side of the page.

MT. SAC  
Mt. San Antonio College

WELCOME TO YOUR  
PORTAL

Calendar, Notification, User Profile (E)

Home

Discover

Student

Faculty

Employee

My Account

Productivity

DISCOVER MORE

# Faculty Cards

## Faculty Self Service

- [Select Term](#)
- [Select a CRN](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Summary Class List](#)
- [Print Your Class Rosters](#)
- [Faculty Drop Roster](#)
- [Final Grades](#)

## Faculty Schedule



View Schedule

## Faculty Grade Assignment



Submit Grades

## EAB Navigate



Navigate allows advisors and academic support staff to access key student data, target proactive interventions, and manage student appointments and interaction.

Launch Navigate

## Canvas Faculty Resources

Elearning resources to help you!

- [The OEI Course Exchange](#)
- [Faculty Resources](#)
- [Professional Learning Network](#)
- [Online Course Standards for the OEI](#)
- [Local resources to help you prepare online materials for courses.](#)

## Canvas Faculty Support

Elearning resources to help you!

- [The OEI Course Exchange](#)
- [Faculty Resources](#)
- [Professional Learning Network](#)
- [Online Course Standards for the OEI](#)
- [Local resources to help you prepare online materials for courses.](#)

## Advisor



Advisor Menu

## Announcements (Faculty)

### ASAC Exam Jam

19 hours ago



### Faculty Announcement 1

4 months ago



### All Campus 1

4 months ago



# Employee Cards

## Employee Self Service

Payment Information

Employee

## Administrative Forms

[Behavioral and Wellness Referral](#)

[Email Account Request](#)

[IT User Agreement](#)

[Mt. SAC Administrative Forms](#)

[OnBase Imaging System Request](#)

[Student Misconduct Report](#)

[Unlawful Discrimination Complaint Form](#)

## Workforce Time Reporting



Mt. SAC's Timekeeping System

Enter Time

## POD Professional Learning



In-person & online professional learning resources.

POD Connect for available training

## IT Help Desk



Phone: (909) 274-4357

Email: [helpdesk@mtsac.edu](mailto:helpdesk@mtsac.edu)

Enter Help Desk Ticket

Spring & Fall support hours:  
Monday-Thursday 8:00am - 10:00pm  
Friday 8:00 am to 7:00 pm

## Chrome River



Online Conference & Travel Pre-Approval and  
Reimbursement system for Mt. SAC.

Chrome River

[Fiscal Services FAQs](#)

## Employee Parking

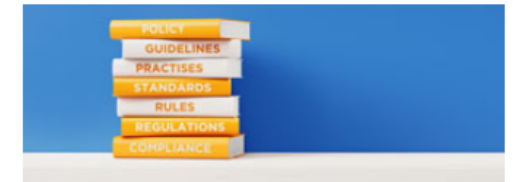


Purchase Permit

Search Ticket

Account Registration Process

## Board of Trustees



- [Mt. SAC Board of Trustees](#)
- [Board Agendas & Minutes](#)
- [Board Policies & Administrative Procedures](#)



# Admissions & Records Cards

## Student Self Service

Registration >

Student Records >

Student Account >

Personal Information >

Mountie Academic Plan >

## Manage My Refunds

**BANKMOTIE**

All students are required to make a refund selection once during their time at Mt. SAC.

[Make or Alter a Refund Selection](#)

Required Consumer Information

Disclosure

Department of Education Regulations

Governing Financial Aid (Title IV)

Disbursements

[View Contract Disclosure - Tier One \(T1\)](#)

## Admissions & Records Forms

- ✓ [Duplicate Associate Degree Request](#)
- ✓ [Level Transfer](#)
- ✓ [Request for Priority Registration-Student...](#)
- ✓ [Reinstatement to Class](#)
- ✓ [Request for Late Add](#)
- ✓ [Section Transfer](#)
- ✓ [Security Block](#)
- ✓ [Transcript Evaluation](#)

## Mountie Mail (A&R)



[Launch Mountie Mail](#)

## Graduation and Certificate...



[Graduation & Certificate Application](#)

## Registration Checklist



[Launch Checklist](#)



# Financial Aid Cards

## Welcome to Financial Aid

- [Mt. SAC Financial Aid](#)
- [About the Financial Aid Process](#)
- [Financial Aid Programs](#)
- [Determining Financial Need](#)
- [Financial Aid Forms](#)

### Financial Aid Requirements

- [Look Up Financial Aid Status](#)

## Financial Aid



### About Mt. SAC

At Mt. SAC, students can get the full-college experience without the full college debt. We give our richly diverse students the support and excellent education they need to succeed in new careers, gain admission into top-tier universities, or advance in their current line of work. We have nearly 400 degree and certificate

## Financial Aid Requirements



View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

[Financial Aid Main Menu](#)

## Financial Aid News Alert

The Financial Aid Office is here to help!

- [Virtual \(Zoom\) Assistance](#)  
Monday to Thursday, 8:00 am – 5:00 pm  
Closed Friday, 2:00 pm – 3:30 pm for training & staff meetings
- [On-Campus Assistance](#)  
**Monday to Thursday, 8:00 am – 7:00 pm**  
Closed Tuesday, 3:00 pm – 4:30 pm for training & staff meetings
- [Phone Assistance](#)  
Monday to Thursday, 8:00 am – 5:00 pm




## Financial Aid Related Links

Remember to file your FAFSA! If you currently receive financial aid and you plan to attend college during the following academic year, remember to renew your FAFSA at [www.fafsa.gov](http://www.fafsa.gov)

- Recent changes make it quicker and easier to fill out the FAFSA. [This video offers tips to help students get started.](#)
- Learn about financial aid through short video answers on [Financial Aid TV.](#)
- [Mt. SAC Scholarship Program.](#) Get help with researching, applying for and winning

# Student Cards

### Announcements (Student)

- Open GIS Class this Summer**  
5 days ago  

- Mt SAC Theater Department presents Ave Q**  
5 days ago  

- ASAC Exam Jam**  
1 month ago  


### Student Self Service


- Registration
- Student Records
- Student Account
- Personal Information
- Mountie Academic Plan

### Student Services

ACCESS

- [Accessibility Resources Centers for Students](#)
- [Services for Students](#)
- [Information & Resources](#)
- [Forms & Media](#)
- [Services for Faculty](#)


### Mountie Mail



[Launch Mountie Mail](#)

### Early Bird Registration

Summer Registration Begins  
March 27, 2024



[Class Registration](#)

### Class Schedule

Last updated Jun 3, 2024 8:55 AM


June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8

- 8 AM
- 9 AM
- 10 AM


### Classes

Last updated Jun 3, 2024 8:55 AM



**No course information**  
You do not have any registered courses

### Class Search



Find the Right College

Courses

- [Search for Classes](#)
- [Open Class List](#)
- [Open Online Classes](#)

# Productivity Cards

### Campus Map

Search the Campus Map

HOME WAYFINDING MAP LINKS SHARE

### Newsroom

**Honoring the Students and Educators of Distinction 2024**  
18 hours ago

**Climate Convening Set Tuesday**  
2 weeks ago

**Speech, Debate Team Champs Again**  
1 month ago

### Mt. SAC Facebook

Mt. SAC  
31,259 followers

**Mt. SAC** about an hour ago  
Hey Mounties, do you have an inspiring story from your journey to graduation? If so, we'd love to hear it! Share it with us and you could be...

### Current Weather

WALNUT WEATHER 61°F overcast clouds

Tue	Wed	Thu	Fri	Sat	Sun	Mon
75°F 57°F	75°F 59°F	72°F 57°F	72°F 59°F	72°F 57°F	75°F 59°F	79°F 59°F

### To-Do List

Pick up groceries

**ADD NEW TASK**

### Campus Calendar Events

**SCE EOAVRE Registration Support - V Center**  
Tue, 21 May 2024 16:00:00 +0000

Register for in-person Computer Skills d impacted classes that will take place at t person must register for themselves; stu register for anyone else. Registration is t served.

**Self-Defense Training for Men**

### Market Overview

Indices Futures Bonds Forex

Jun Sep 2024 Apr

1D 1M 3M 1Y 5Y All

SPXUSD 5310.5  
S&P 500 Index +1.8 +0.03%

### Local News (ABC7)

**British man dies and several passengers are injured when turbulence hits a Singapore...**  
29 minutes ago

**'Hit job': ICC prosecutor seeking arrest warrants for Israeli leaders is 'absurd,' Netanyahu says**  
1 hour ago

**For the first time, Damien HS marching band will perform at the...**

Feedback: [mtsac.edu/portalfeedback](https://mtsac.edu/portalfeedback)



## Web & Portal Feedback

Did you find a broken link, webpage, or portal card that is not working quite right? If so, please let us know by completing this form. Note: If you are having problems logging into your Portal, please use this link instead: <https://helpdesk.mtsac.edu/>.

### Are you able to log into your Portal \*

For Portal login issues, please contact the Help Desk (<https://helpdesk.mtsac.edu>) instead.

Yes  No

### Feedback \*

Please describe your issue or suggestion.

### Name (Optional)

### Email \*

### Phone Number (Optional)

Send me a copy of my responses

Submit





## Resources

New Portal Login: [www.mtsac.edu/portal](http://www.mtsac.edu/portal)

Feedback: [www.mtsac.edu/portalfeedback](http://www.mtsac.edu/portalfeedback)

Card Inventory: [www.mtsac.edu/cards](http://www.mtsac.edu/cards)