



MyNorthshore Tips

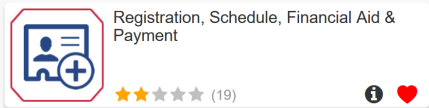


STEPS TO HELP GUIDE YOUR PATH

ADVISING INFORMATION

To Print Your Schedule:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon (see below)
3. Enter your User Name and Password
4. Select Student Services link
5. Select Registration link
6. Choose 4th option Student Detail Schedule
7. Select Current Term
8. Click Submit



To Find Your Advisor:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Records
6. Select Student Information
7. Select a Term and submit
8. Look for your Primary Advisor

To Withdraw from a Class:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Registration link
6. Select Term
7. Select Add/Drop Classes
8. Pull down menu for class to withdraw from
9. Select Web Drop
10. Submit

To Check Test Scores:

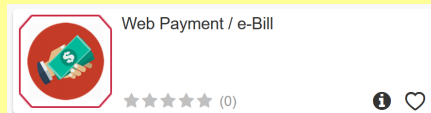
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Student Records
6. Select View My Test Scores

For more on Course Advising and Academic Planning contact:
student-support@northshore.edu
 978-762-4066

STUDENT ACCOUNT INFORMATION

To check Student Account:

1. Log into MyNorthshore
2. Select Web Payment/e-Bill button (see below)



To make a check or credit card payment, as well as set up a payment plan:

1. Log into MyNorthshore
2. Select Web Payment/e-Bill button
3. Select Make Payment OR Payment Plans along the top bar
4. Fill out information as requested

To enroll in eRefund:

1. Log into MyNorthshore
2. Select Web Payment/e-Bill button
3. Select Electronic Refunds on right side
4. Fill out information as requested

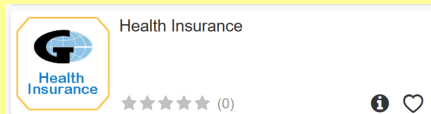
To make someone an Authorized User:

1. Log into MyNorthshore
2. Select Web Payment/e-Bill button
3. Select Authorized Users on right side
4. Select Add Authorized User
5. Fill out information as requested

To waive Health Insurance Charge:

1. Log into MyNorthshore
2. Select the Health Insurance button (see below)
3. Select Student Waive on the left
4. Create Login or use Sign in
5. Fill out information as requested

Note: Your Student ID (N number) and Health Insurance information will be required



To waive MASSPIRG Fee:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Account link
6. Select MASSPIRG Waiver Link and submit

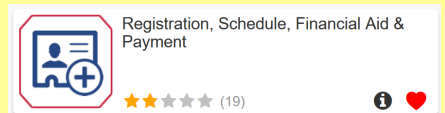
FINANCIAL AID INFORMATION

To check Financial Aid Requirements:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Financial Aid link
5. Select Eligibility
6. Submit Aid Year
7. See unsatisfied requirements

To check Financial Aid Award Information:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon (see below)
3. Enter your User Name and Password
4. Select Financial Aid link
5. Select Award link
6. Click on Award by Aid year
7. Select Award Overview tab



To make a decision about Direct Loan:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Financial Aid link
5. Select Award link
6. Click on Award Aid year & submit aid year
7. Click on Accept Award Offer tab
8. Select:
 - A) Accept Full Amount of All Awards
 - B) Accept a Partial Amount
 - C) Decline the Whole Amount

Note: Any student accepting loans, will need a completed Entrance Counseling and MPN on studentaid.gov.

For more on Financial Aid and Student Accounts contact:
sfs@northshore.edu
 978-762-4189

Follow Student Financial Services on Facebook!
facebook.com/nsscSFS





MyNorthshore Tips

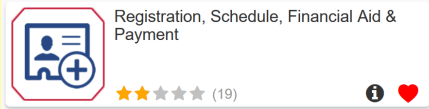


STEPS TO HELP GUIDE YOUR PATH

STUDENT CONTACT INFORMATION UPDATE

To View/Update Address & Phone Info

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon (see below)
3. Enter your User Name and Password
4. Select Personal Information
5. Select Update or View Address & Phone Numbers



To View/Update Emergency Contact:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Personal Information
5. Select Update/View Emergency Contacts

To Update Marital Status:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Personal Information
6. Select Update Marital Status

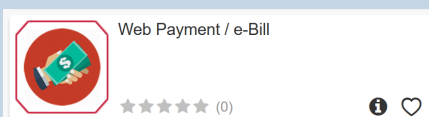
To Update Name Change Information:

- A) Completed on campus with Enrollment/Registrar's Office OR
- B) Completed by emailing with records@northshore.edu from your NSCC email account.

STUDENT ID NUMBER INFORMATION

To Find your Student ID (N Number):

1. Log into MyNorthshore
2. Select Web Payment/e-Bill button (see below)
3. Click on your name in the top right corner



STUDENT ACADEMIC INFORMATION

To Review Final Grades:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Student Records
6. Select Final Grades

To View Textbook Requirements:

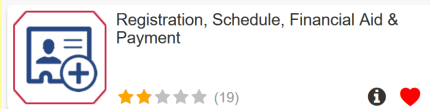
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Registration link
6. Select View Textbook Requirements

NOTE: Textbook information can also be found by typing your N# on our campus store website.

Have a Hold? Find out why:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon (see below)
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Records link
6. Select View Holds

NOTE: If you have a hold click on Review Contact Information for Resolving Holds for next steps.



To check Satisfactory Academic Progress (SAP):

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Financial Aid link
5. Select Eligibility
6. Click on Academic Progress tab

Student ID (N number) appears:

- 1) Begins with N00
 - 2) Followed by 6 additional numbers
- NOTE: Student ID (N Number) is NOT located on your physical printed Student ID.

Example:
N00987654

STUDENT ACADEMIC INFORMATION

To Check Academic Transcript:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Student Records
6. Select Academic Transcript and Submit

To Check Registration History:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Registration link
6. Select Registration History

To Apply to Graduate:

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services
5. Select Student Records
6. Select Application to Graduate

To Do a Degree Evaluation:

A degree evaluation shows how your courses will be used towards satisfying your degree/certificate requirements.

1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Records
6. Select Degree Evaluation
7. Select the current term, then click Generate Request button
8. Scroll to end & select Generate New Evaluation
9. Click the button next to program indicating your degree/certificate information
10. Click the Generate Request button, making sure the Use in Progress courses box is checked
11. Click Detail Requirements
12. Click on the Submit Button

NOTE: Review your evaluation with your advisor

For more on Enrollment and General Student Info Updates contact:
records@northshore.edu
978-762-4055