HOW TO: WebTools

Manage your:
✓ Account
✓ Schedule
✓ Grades
✓ Transcripts
✓ Payments
✓ Activities
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Account information

Log into WebTools
Contact the HelpDesk for help.

1. Go to WebTools: https://webtools.smumn.edu/index.cfm
2. Enter your Saint Mary’s username and password. If you are a new student, your password is NEWUSER – you will then be directed to create a password.

   Username: 
   Password: 

3. Click Login

Sign out of WebTools
1. Click Sign Out at the top of the screen.

Go to the WebTools main page
1. Click WebTools Home

Change your Saint Mary’s password
1. Go to WebTools: https://webtools.smumn.edu/index.cfm
2. Log in using your Saint Mary’s username and password.
3. Click on Change SMU Passwords

Financial
List Student (Tuition) Account
Department Budget Info
Enter Student Payroll Timecards
Personal Phone Charges
Parking Tickets/Parking Registration (Winona only)
Payroll Data
Access Restricted Forms
Change SMU Passwords
Make An On-line Payment
4. Enter your current and new passwords.
5. Click Reset Password

Change your personal information
1. Go to WebTools: https://webtools.smumn.edu/index.cfm
2. Log in using your Saint Mary’s username and password.
3. Click on Change Personal Information

   Student Records
   Lookup Class Details
   Student Academic Record
   Students by Advisor
   Course Registration
   Housing Registration

   Degree or Enrollment Verification
   Check Current (Winona) (MPLS) Schedule
   Check Current (Winona) (MPLS) Grades
   SMU Co-Curricular Transcript
   Intramural Activities
   Student Life Activities
   Recreational and Club Sports
   Change Personal Information
   Request an Official Transcript

4. Click on the links to change your information.
   Change Passwords
   Change E-Mail Address
   Change Emergency Contact Information
   Change FERPA (Privacy) Information and add billing party email address
   Change Home Address and Home, Work or Cell Phone Information
   Change Local Address and Phone Information
   Change Demographic Information
   Change "User Reset Profile" questions
   Fill out SMU financial agreement
   Fill out agreement to receive 1098T statement online
   Add/Verify your social security number

5. To save, click Submit.

Enter your Emergency Contact Information
All students must complete this.
1. Go to WebTools: https://webtools.smumn.edu/index.cfm
2. Log in using your Saint Mary’s username and password.
3. Click on Student Academic Record

   **Student Records**
   - Lookup Class Details
   - Student Academic Record
   - Students by Advisor
   - Course Registration
   - Housing Registration

   Degree or Enrollment Verification

   Check Current (Winona) (MPLS) Schedule
   Check Current (Winona) (MPLS) Grades
   - SMU Co-Curricular Transcript
   - Intramural Activities
   - Student Life Activities
   - Recreational and Club Sports
   - Change Personal Information
   - Request an Official Transcript

4. Click Submit

   ![Submit button]

5. Click See/Change Emergency Contact Information

   **See/Change Emergency Contact Information**

   - Change FERPA Privacy Release Information

6. Enter your emergency contact information.
7. Click Submit.

   ![Submit button]

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**Classes**

**See your class schedule**
1. Go to WebTools: [https://webtools.smumn.edu/index.cfm](https://webtools.smumn.edu/index.cfm)
2. Log in using your Saint Mary’s username and password.
3. Click on Check Current (Winona) Schedule

   Student Records
   Lookup Class Details
   Student Academic Record
   Students by Advisor
   Course Registration
   Housing Registration

   Degree or Enrollment Verification
   Check Current (Winona) (MPLS) Schedule
   Check Current (Winona) (MPLS) Grades
   SMU Co-Curricular Transcript
   Intramural Activities
   Student Life Activities
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   Change Personal Information
   Request an Official Transcript

4. Use the dropdown menu on the right side to choose the semester.

5. View your schedule and print.

See classes offered at Saint Mary’s
1. Go to WebTools: https://webtools.smumn.edu/index.cfm
2. Log in using your Saint Mary’s username and password.
3. Click on Lookup Class Details

4. Click Lookup Term ID

5. Choose the correct semester and location.
6. Click the button that appears.

   **2015W1**

7. Click Submit

   **Submit**

8. Classes are organized by course department and section (CRSECT)

**Register for a class**

**Your advisor will assign you a time to register – you cannot register before this time. You cannot register for courses if you have any holds on your student account. Before you register you should write down the codes for all the courses you want (example: AR203A).**

1. Go to WebTools: [https://webtools.smumn.edu/index.cfm](https://webtools.smumn.edu/index.cfm)
2. Log in using your Saint Mary’s username and password.
3. Click on Course Registration

   **Student Records**
   - Lookup Class Details
   - Student Academic Record
   - Students by Advisor
   - Course Registration
   - Housing Registration
   - Degree or Enrollment Verification

Check Current (Winona) (MPLS) Schedule

Check Current (Winona) (MPLS) Grades

- SMU Co-Curricular Transcript
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4. Use the dropdown menu to select the semester.
5. Click Register

6. Click FastAdd Selections

7. Type in the code of the class (example: AR203A)

8. Click Submit

9. Continue for all courses

**Grades**

**See your grades**
1. Go to WebTools: [https://webtools.smumn.edu/index.cfm](https://webtools.smumn.edu/index.cfm)
2. Log in using your Saint Mary’s username and password.
3. Click on Check Current (Winona) Grades

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**Student Records**
- Lookup Class Details
- Student Academic Record
- Students by Advisor
- Course Registration
- Housing Registration
- Degree or Enrollment Verification
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- Check Current (Winona) (MPLS) Grades
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- Change Personal Information
- Request an Official Transcript
4. Use the dropdown menu on the right side to choose the semester.

5. View your grades and print.

### Transcripts

**Print an unofficial transcript**

1. Go to WebTools: [https://webtools.smumn.edu/index.cfm](https://webtools.smumn.edu/index.cfm)
2. Log in using your Saint Mary’s username and password.
3. Click on Student Academic Record

   ![Student Records](https://webtools.smumn.edu/index.cfm)

   1. **Student Records**
      - Lookup Class Details
      - Student Academic Record
      - Students by Advisor
      - Course Registration
      - Housing Registration
      - Degree or Enrollment Verification

   Check Current *(Winona) (MPLS)* Schedule
   Check Current *(Winona) (MPLS)* Grades

   SMU Co-Curricular Transcript
   Intramural Activities
   Student Life Activities
   Recreational and Club Sports
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   Request an Official Transcript

4. Click Submit

5. This is your unofficial transcript. Print.
Request an official transcript
There is no charge for up to 10 transcripts in a six month period. For more than 10 transcripts within a six month period there is a charge of $5 per transcript. For more information, visit http://www.smumn.edu/undergraduate-home/about-smu/offices-services/registrar/request-transcripts.

1. Go to WebTools: https://webtools.smumn.edu/index.cfm
2. Log in using your Saint Mary’s username and password.
3. Click on Request an Official Transcript

    Student Records
    Lookup Class Details
    Student Academic Record
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4. You are directed to the Saint Mary’s website. Under Winona & Nairobi students, click on Transcript Request form (PDF). (If you are a graduate student, click Transcript Request under Twin Cities students.)

Winona & Nairobi students

    Transcript Request form (PDF)

5. Print the form and complete with your information.
6. Mail the form to:
    Office of the Registrar
    Saint Mary’s University of Minnesota
    700 Terrace Heights #37
    Winona, MN 55987-1399
    USA
Payments

View your student (tuition) account balance
1. Go to WebTools: https://webtools.smumn.edu/index.cfm
2. Log in using your Saint Mary’s username and password.
3. Click on List Student (Tuition) Account

Financial
List Student (Tuition) Account
Department Budget Info
Enter Student Payroll Timecards
Personal Phone Charges
Parking Tickets/Parking Registration (Winona only)
Payroll Data
Access Restricted Forms
Change SMU Passwords
Make An On-line Payment

4. Click Submit

5. View your student account

Pay your bill online
Please note that there is a fee to pay online with credit card. You may also pay at the Business Office. Contact the Business Office for questions about paying online through WebTools and Cashnet.

1. Go to WebTools: https://webtools.smumn.edu/index.cfm
2. Log in using your Saint Mary’s username and password.
3. Click on Make An On-line Payment.

Financial
List Student (Tuition) Account
Department Budget Info
Enter Student Payroll Timecards
Personal Phone Charges
Parking Tickets/Parking Registration (Winona only)
Payroll Data
Access Restricted Forms
Change SMU Passwords
Make An On-line Payment
4. Click Submit

5. View your balance on Cashnet.

6. Click Click here to make a payment.

7. Follow the prompts to make a payment.
8. Print a copy for your records.

Register for parking
On the Winona Campus. Contact Campus Safety for information about parking registration.

1. Go to WebTools: [https://webtools.smumn.edu/index.cfm](https://webtools.smumn.edu/index.cfm)
2. Log in using your Saint Mary's username and password.
3. Click on Parking Tickets/Parking Registration

**Financial**
List Student (Tuition) Account
Department Budget Info
Enter Student Payroll Timecards
Personal Phone Charges
Parking Tickets/Parking Registrations (Winona only)
Payroll Data
Access Restricted Forms
Change SMU Passwords
Make An On-line Payment.

4. Click Submit

5. Click Register a Vehicle

6. Follow the prompts to register.

See your parking tickets
On the Winona campus. You may pay your parking tickets through WebTools or at the Business Office.

1. Go to WebTools: [https://webtools.smumn.edu/index.cfm](https://webtools.smumn.edu/index.cfm)

How To: WebTools
2. Log in using your Saint Mary’s username and password.
3. Click on Parking Tickets/Parking Registration

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Access Restricted Forms
Change SMU Passwords
Make An On-line Payment.

4. Click Submit
Submit

5. View your parking tickets.

Activities

Sign up for a student activity
These events are organized by the Student Activities Committee (SAC). For questions, visit this office in the basement of Toner or email SAC@smumn.edu.

1. Go to WebTools: https://webtools.smumn.edu/index.cfm
2. Log in using your Saint Mary’s username and password.
3. Click on Student Life Activities

Student Records
Lookup Class Details
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4. Click on the activity to register and follow the prompts.