




Office of Advising “How to Guide”

How to PRINT OUT Your ADVISING WORKSHEET ...in 5 Easy Steps

Step 1- Log into your “My Heritage”



User Name: Password: [Login](#)
[I can't access my account](#)

Home Admissions Student Life Student Services Help Center

You are here: Home

My Heritage

Home

Welcome to My Heritage

Events Calendar

Login and Webmail Information

Course Schedule

Apply Now

Candidate Password Retrieval

[Show search options](#)

Quick Links

Donald K. North Library

The Eagles Cafe

Heritage University Notification System

Chalk & Wire (E-Portfolio)

Tegrity Lecture Capture

Heritage.edu

Heritage Catalog


Virtual BookStore

Password Management System

Webmail

CILT Faculty Resources

Welcome to My Heritage



Welcome to My Heritage, your campus connection for information on current events, class schedules and more!

The MyHeritage site allows students to access course schedules, statement information, make payments, groups and announcements - log in and explore the Student and Student Services tabs. Faculty can review courses, advising information by clicking the Faculty tab after logging in. Staff can view announcements, groups, and calendars - visit the Staff tab for more information.

New information is being added continually. Please browse the site and check out the Help Center tab for a list of New features and Frequently Asked Questions.

Events Calendar

No upcoming events

[View All](#)

[Full Size Calendar](#)

Login and Webmail Information

Students

Login Information:

If you have forgotten your username or password, please contact the IT Help Center at 509-865-8579 or just dial HELP (4357) from anywhere on campus.

Office hours are from 8:00 AM to 6:30 PM Monday thru Friday

Summer Hours May Vary (8:00 AM to 5:00 PM)

Extended hours during the first week of the Summer Semester June 1st - 5th, 2015 are 8:00 AM to 6:30 PM

How to access your email:

You may access your email by clicking the “Webmail” link in the left hand navigation menu or under the Students tab under Communications.

You may also click the following link <https://webmail.heritage.edu/> or type the path in your web browser and it will take you directly to the login screen for Webmail. Your login information is the same for both MyHeritage and Webmail. Please contact the IT Help Center if you have trouble accessing either.



Staff/Faculty

Login Information:

If you have forgotten your username or password, please use the Password Management System located on the Help Center tab.




If you have any difficulties using this system, please contact the IT Help Center at 509-865-8579 or dial HELP (4357) from anywhere on campus.

Step 2- Click on “Students” Tab



[Home](#) [Academics](#) [Admissions](#) [Alumni](#) [Student Life](#) [Faculty](#) [Students](#) [Student Services](#) [Staff](#) [Help Center](#) [Academic Affairs](#) [My Pages](#)

[College of Arts and Sciences](#) | [College of Education and Psychology](#)




You are here: [Home](#)

My Heritage



- [Home](#)
- [Welcome to My Heritage](#)
- [Events Calendar](#)
- [Login and Webmail Information](#)
- [Course Schedule](#)
- [Retrieve My ID](#)
- [Candidate Password Retrieval](#)
- [ELC Make a Payment](#)

You have 1 active survey.




[Show search options](#)

Quick Links

-  [My Pages](#)
-  [Copy Courses](#)
- [Donald K. North Library](#)

Welcome to My Heritage



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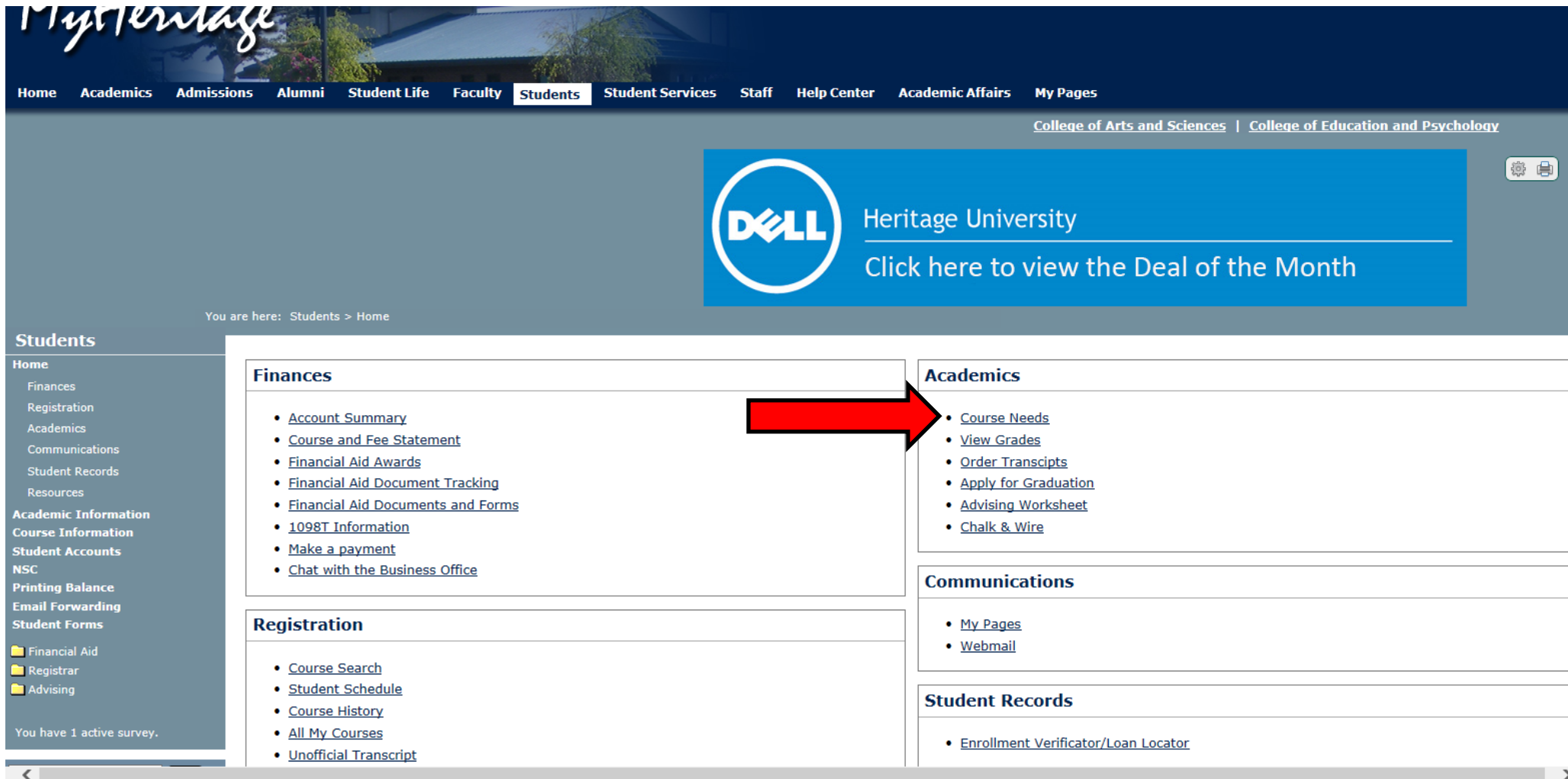
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Step 3- Under Academics, click on “Course Needs”



The screenshot shows the Heritage University website. The top navigation bar includes links for Home, Academics, Admissions, Alumni, Student Life, Faculty, Students (highlighted), Student Services, Staff, Help Center, Academic Affairs, and My Pages. Below the navigation bar, there is a blue banner for Dell with the text "Heritage University" and "Click here to view the Deal of the Month". The breadcrumb trail indicates "You are here: Students > Home". The left sidebar contains a "Students" section with links for Home, Finances, Registration, Academics, Communications, Student Records, and Resources. The main content area is divided into three columns. The first column contains "Finances" and "Registration" sections. The second column contains the "Academics" section, which is highlighted with a red arrow pointing to the "Course Needs" link. The third column contains "Communications" and "Student Records" sections.

Students

You are here: Students > Home

Finances

- [Account Summary](#)
- [Course and Fee Statement](#)
- [Financial Aid Awards](#)
- [Financial Aid Document Tracking](#)
- [Financial Aid Documents and Forms](#)
- [1098T Information](#)
- [Make a payment](#)
- [Chat with the Business Office](#)

Registration

- [Course Search](#)
- [Student Schedule](#)
- [Course History](#)
- [All My Courses](#)
- [Unofficial Transcript](#)

Academics

- [Course Needs](#)
- [View Grades](#)
- [Order Transcripts](#)
- [Apply for Graduation](#)
- [Advising Worksheet](#)
- [Chalk & Wire](#)

Communications

- [My Pages](#)
- [Webmail](#)

Student Records

- [Enrollment Verifier/Loan Locator](#)

Step 4- Click on “Click Here to view the course needs for”

The screenshot shows the MyHeritage website interface. The top navigation bar includes links for Home, Academics, Admissions, Alumni, Student Life, Faculty, **Students**, Student Services, Staff, Help Center, Academic Affairs, and My Pages. Below the navigation bar, there are banners for the College of Arts and Sciences and the College of Education and Psychology. A large banner for 'THE eagle's café' is also visible, advertising hours from 8:00 am to 5:30 pm, Monday to Friday, and mentioning new menu items.

The main content area is titled 'Students' and includes a sidebar with links for Home, Academic Information, Course Information, Course Schedules, Student Schedule, Course Search, Course History, Course Needs, Student Accounts, NSC, Printing Balance, Email Forwarding, and Student Forms. The main content area displays the 'Course Needs' section for Marisela A. Guzman-Lopez.

Course Needs

Marisela A Guzman-Lopez

Requirements Summary	
Name	Status
General Univ Requirements	✓ Met
BA Bus Adm Marketing	✓ Met
Writing Intensive Rqmt	✓ Met
Unused Courses	✗ Not Met
Minimum 126 hours	✓ Met

[Click here](#) to view the course needs for Marisela A Guzman-Lopez

A large red arrow points to the 'Click here' link.

Step 5- Click on “Advising Worksheet” and Print it out

The screenshot shows the MyHeritage website interface. The top navigation bar includes links for Home, Academics, Admissions, Alumni, Student Life, Faculty, **Students**, Student Services, Staff, Help Center, Academic Affairs, and My Pages. Below this, there are links for the College of Arts and Sciences and the College of Education and Psychology. A blue banner on the right features the Dell logo and the text 'Heritage University Click here to view the Deal of the Month'. The breadcrumb trail indicates 'You are here: Students > Course Information'.

The left sidebar contains a 'Students' section with links to Home, Academic Information, Course Information, Course Schedules, Student Schedule, Course Search, Course History, Course Needs, Student Accounts, NSC, Printing Balance, Email Forwarding, and Student Forms. Below these are links for Financial Aid, Registrar, and Advising. A note at the bottom of the sidebar states 'You have 1 active survey.'

The main content area is titled 'Course Needs - Program Requirements'. It includes a breadcrumb trail 'Course Needs > Program Requirements' and a message: 'Listed below are the requirements which must be satisfied for successful completion of the Business Administration program. To view the specific course needs for each program requirement, click on the requirement.'

Requirement	Description	Needed	Earned
GUR	General Univ Requirements	All Requirements Met!	
MRKTCON	BA Bus Adm Marketing	All Requirements Met!	
WRITING	Writing Intensive Rqmt	All Requirements Met!	
ZFREE	Unused Courses		
TOTAL126	Minimum 126 hours	All Requirements Met!	

At the bottom of the main content area, there is a link for 'Advising Worksheet' with a printer icon, and a button labeled 'Recalculate Student Progress'.

A large red arrow points to the 'Advising Worksheet' link.