

Receipt Guide

Username and Password Access

When your account was created, you should have received an email with username and temporary password. The temporary password will need to be changed to a permanent password before logging into the Brandman University Student Portal (instructions are included in the original email), or use this link to Account Self-Service Options:

<https://services.brandman.edu/AccountManagement/default.aspx>

Registration

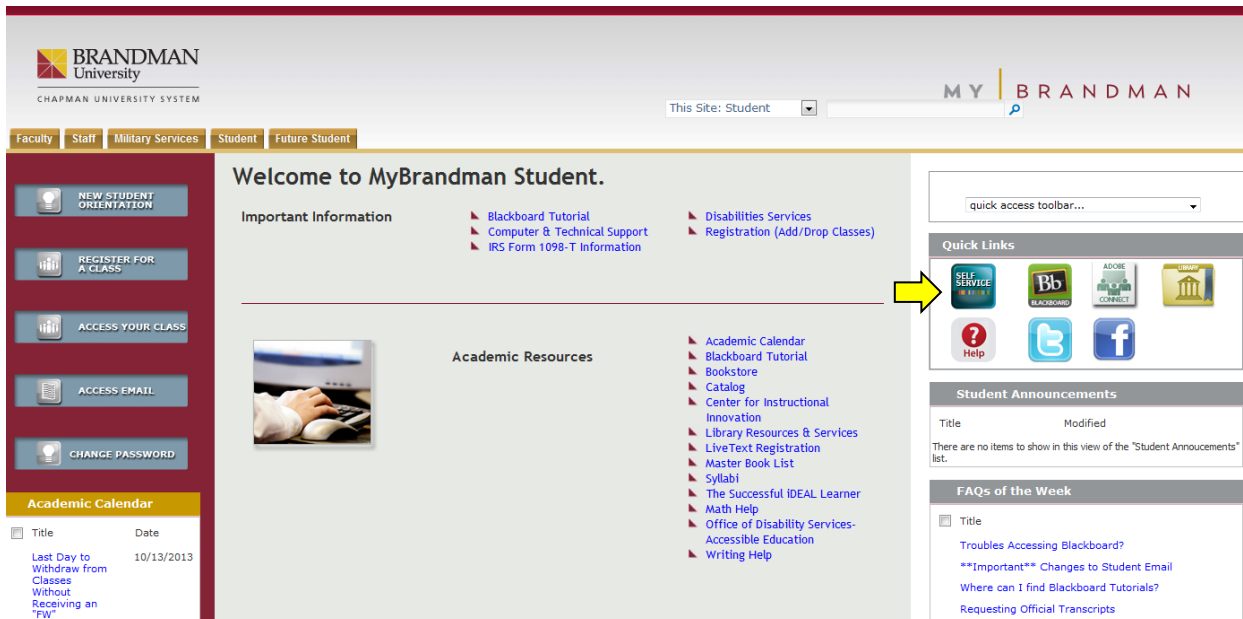
Step 1:

To access the Brandman Portal, you will need to begin on the my.brandman.edu page.

Log-in, if asked, using your Brandman username and password.

Step 2:

Select the Self Service button.

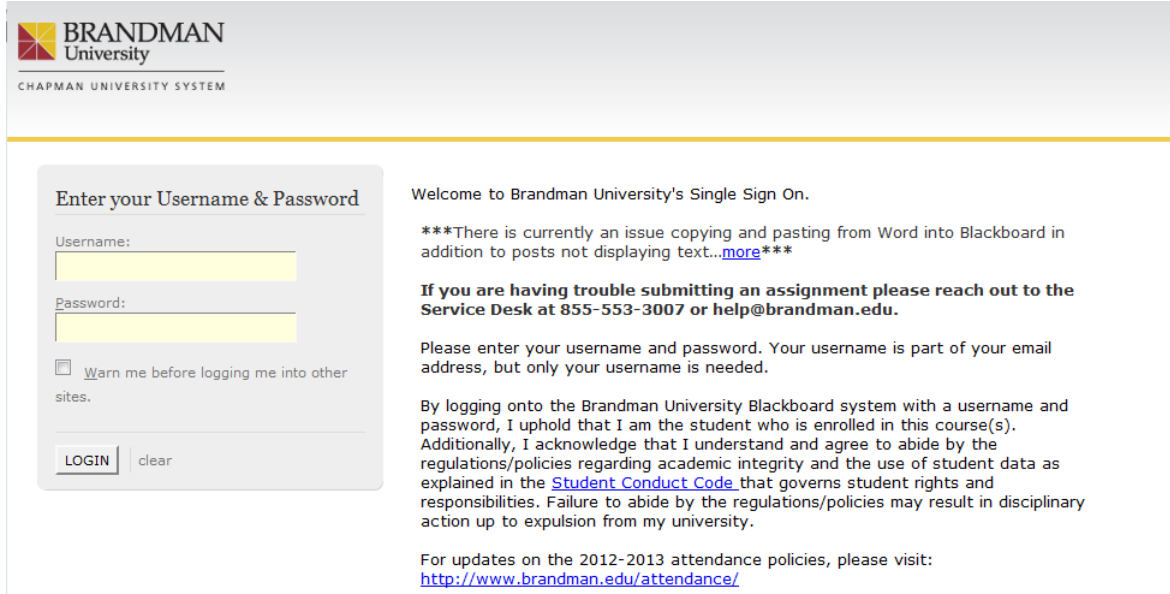


The screenshot displays the MyBrandman Student portal. At the top, there is a navigation bar with tabs for Faculty, Staff, Military Services, Student, and Future Student. The main content area is titled "Welcome to MyBrandman Student." and is divided into several sections:

- Important Information:** Includes links for Blackboard Tutorial, Computer & Technical Support, IRS Form 1098-T Information, Disabilities Services, and Registration (Add/Drop Classes).
- Academic Resources:** Includes links for Academic Calendar, Blackboard Tutorial, Bookstore, Catalog, Center for Instructional Innovation, Library Resources & Services, LiveText Registration, Master Book List, Syllabi, The Successful IDEAL Learner, Math Help, Office of Disability Services- Accessible Education, and Writing Help.
- Quick Links:** A section with a search bar and icons for SELF SERVICE, BLACKBOARD, ADOBE CONNECT, LIBRARY, Help, Twitter, and Facebook. A yellow arrow points to the SELF SERVICE button.
- Student Announcements:** A section with a table for announcements. The table has columns for Title and Modified. Below the table, it states "There are no items to show in this view of the 'Student Announcements' list."
- FAQs of the Week:** A section with a table for frequently asked questions. The table has a column for Title. Below the table, it lists several questions: "Troubles Accessing Blackboard?", "**Important** Changes to Student Email", "Where can I find Blackboard Tutorials?", and "Requesting Official Transcripts".

Step 3:

Log-in to the Brandman Student Portal using your Brandman username and password.



BRANDMAN
University
CHAPMAN UNIVERSITY SYSTEM

Enter your Username & Password

Username:

Password:

Warn me before logging me into other sites.

LOGIN | clear

Welcome to Brandman University's Single Sign On.

There is currently an issue copying and pasting from Word into Blackboard in addition to posts not displaying text...[more](#)

If you are having trouble submitting an assignment please reach out to the Service Desk at 855-553-3007 or help@brandman.edu.

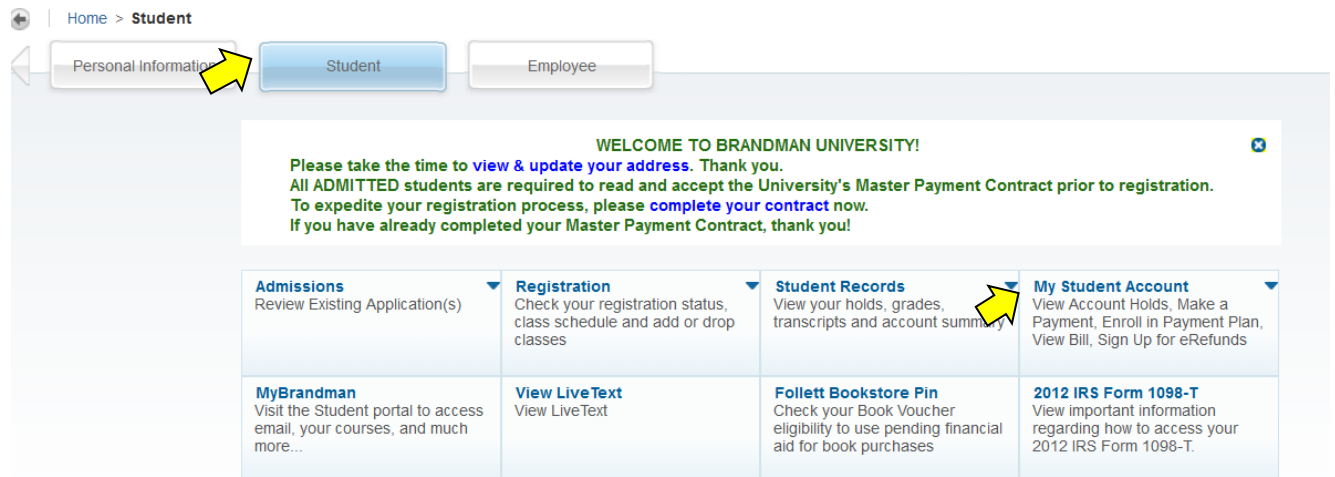
Please enter your username and password. Your username is part of your email address, but only your username is needed.

By logging onto the Brandman University Blackboard system with a username and password, I uphold that I am the student who is enrolled in this course(s). Additionally, I acknowledge that I understand and agree to abide by the regulations/policies regarding academic integrity and the use of student data as explained in the [Student Conduct Code](#) that governs student rights and responsibilities. Failure to abide by the regulations/policies may result in disciplinary action up to expulsion from my university.

For updates on the 2012-2013 attendance policies, please visit: <http://www.brandman.edu/attendance/>

Step 4:

Select the Student tab then the My Student Account option.



Home > Student

Personal Information | **Student** | Employee

WELCOME TO BRANDMAN UNIVERSITY!

Please take the time to **view & update your address**. Thank you.
All ADMITTED students are required to read and accept the University's Master Payment Contract prior to registration.
To expedite your registration process, please [complete your contract now](#).
If you have already completed your Master Payment Contract, thank you!

Admissions Review Existing Application(s)	Registration Check your registration status, class schedule and add or drop classes	Student Records View your holds, grades, transcripts and account summary	My Student Account View Account Holds, Make a Payment, Enroll in Payment Plan, View Bill, Sign Up for eRefunds
MyBrandman Visit the Student portal to access email, your courses, and much more...	View LiveText View LiveText	Follett Bookstore Pin Check your Book Voucher eligibility to use pending financial aid for book purchases	2012 IRS Form 1098-T View important information regarding how to access your 2012 IRS Form 1098-T.

Step 5:

Select Account Summary by Term to view entire payment history.

Account Summary by Term

Home > Student > My Student Account > Account Summary by Term



Anticipated third party contract payments, financial aid, and memos are NOT included in this summary.

Summary

Account Balance: \$0.00

Fall 2014 Session 2 (8 Wks)

Description	Charge	Payment	Balance
Applied Behavior Analysis Prog			\$0.00
Term Charges:			
Term Credits and Payments:			
Term Balance:			

Spring 2014 Extended Education

Description	Charge	Payment	Balance
Independent Study Tuition			\$0.00
Term Charges:			
Term Credits and Payments:			
Term Balance:			

Fall 2013 Extended Education

Description	Charge	Payment	Balance
Independent Study Tuition			\$0.00
SDE Programs Tuition			\$0.00
Lindamood Bell			\$0.00
Term Charges:			
Term Credits and Payments:			
Term Balance:			
Account Balance:			

Pay Online – eCheck Only ■ Pay by Credit Card – Telephone Only