Five Steps to Get You Moving toward your Chatham University Online Courses

1. Login to myChatham
2. Register for courses by going to the student portal
3. Access your Chatham email
4. Login to moodle
5. Order textbooks
1. Login to myChatham:  http://my.chatham.edu/

The log in screen looks like this:

- Your username for signing in to online services is your: Firstname.Lastname. (Example: Rachel.Carson) (See Blue Arrow Above)
- Your temporary password will be the following: Cu##, birth month (in 2-digit format), birth date (in 2-digit format), and birth year (in 4-digit format). For example, Janice Smithton, born on July 4, 1987, would have a password of Cu##07041987. You will be able to change your password to something personal later. (See Yellow Arrow Above)
- After your user name and temporary password have been entered, click on the LOGIN button. ( )

You are now in myChatham internet site. The opening screen will look like this:
2. Register for courses by going to the student portal: http://myportal.chatham.edu.

HINTS: If you are using Google Chrome, use the Incognito mode to register for the courses.
If you are using Internet Explorer, please make sure to turn OFF all Pop-up blockers.
The student portal will not work well with Firefox or Safari browsers.

You can also access the portal through two other ways. The first way is right from the myChatham login page:

Simply click on this button after you enter your login information (See Purple Arrow above).
The second way to access the student portal is once you login to myChatham, there is another button to gain access to the student portal (See Red Arrow below):
Here is what the initial screen looks like for the student portal (below):

Click on the Student Portal link (See Blue Arrow below).

![Image of Initial Screen]

The next screen is where you enter your login information again to access the student portal. Enter your username and your password, then click the “Sign In” button (See Yellow arrows below).

![Image of Login Screen]

For specific instructions on how to register for classes via the portal, please click here.
3. Access your Chatham email

Your Chatham email address is: Firstname.Lastname@Chatham.edu

You can access your email in two different ways.

The first way is right from the myChatham login page:

![myChatham login page]

Simply click on this button (See Purple Arrow above).

The second way to access your Chatham email is once you login to myChatham, there is another button to gain access to your Chatham email (See Red Arrow below):

![myChatham email access]

*** Please note: all future communication will be sent to your Chatham email address. ***

If you have any compatibility problems with our email system, please call the IT Helpdesk for troubleshooting 412.365.1112.
4. Log on to moodle. Moodle is the learning management system where the courses are housed. You can get to Moodle two ways.

   The first way is right from the myChatham login page:

   Simply click on this button after you enter your login information (See Blue Arrow above).

   The second way to access the student portal is once you login to myChatham, there is another button to gain access to the student portal (See Red Arrow below):
The next screen is where you enter your login information again to access moodle. Enter your username and your password, then click the “Login” button (See Yellow arrows below).

Here is a SAMPLE of what the page looks like after you log in:

*Please note, everyone’s view will be a bit different depending on your enrollment/courses.

Note that after you register for your classes through the student portal, your registered class(es) will not immediately show up in your moodle. We load all classes into moodle a few days before the term starts.
5. Order Textbooks

You can visit the online bookstore:  http://www.bkstr.com/chathamstore/home

If you are local, you can also feel free to come to campus to purchase books and materials.

Click on 'Books' (See Yellow Arrow above)

Then click on 'Textbooks and Course Materials' from that drop down menu. (See Red Arrow below)
On the next screen, leave 'Select Your Program' set at 'All'. (See Green Arrow below)

Under 'Select Your Term', choose the term in which your classes are taking place. (See Blue Arrow below)
Then from the drop down menu under 'Select Your Department', choose the course prefix of the course you are taking. (See Green Arrow below)

Then from the drop down menu under 'Select Your Course', choose the course number of the course you are taking. (See Red Arrow below)

Then from the drop down menu under 'Select Your Section', choose the number of the section of the course you are taking. (See Yellow Arrow below)

Then click the ‘Submit’ button (See Blue Arrow below)
The next screen will tell you what materials you will need for class. Here is an example of textbooks needed for a class PWR601 section 1 for Fall 2015 Term:

You can buy textbooks online from the Chatham bookstore and have them shipped to you. Or you can get the names of the books and order them through any other vendor. You are not required to order your texts through the Chatham bookstore. You may find a better price elsewhere.

You can repeat the steps to look up any other courses you are taking to find the materials needed for class.