Southeast Missouri State University’s Portal has received an update! The new version comes with a completely new look and feel, as well as some reorganization. You will find everything you needed before and some useful new features. This guided tour will cover the various tabs and what you can expect to see in them.

The Tabs
To navigate around your student portal, you will use the tabs located at the top of your screen. Each tab contains specific functions relating to your courses, financial aid, and virtually any other detail you will need as a student.

The Home Tab
This tab displays various information on what is going on all around campus. These include announcements, information about Kent Library, Athletics and recreation information, current polls, Campus Life Events, Employment Opportunities, RSS, Blogs, Campus information, things to do in Cape, and a wiki page.
The Sites Tab

One of the new features of the Portal is called Sites. Sites are similar to groups and allows students to have a shared page where they can trade information, build a wiki together, or collaborate a group project.

Creating sites is a short process; all you need is to give your site a name, title, and category from the given list, which is located in the Create Luminis Site section. The Category will mainly be used by other students to find and join your site. The portlets you can use on these sites will be covered in detail in other tutorials.

Once you are a member of a site, it will appear in the My Sites list. Clicking the name of a site will take you to its page, where you and any other member can edit and add to it. Using the lower half of this portlet, you can search for any public site using the categories they have filed themselves under.
**The Student Tab**

This tab contains many of the functions you will need as an active student at Southeast to keep up to date on your courses and campus events.

The University Calendars portlet contains four separate calendars, each containing pertinent information such as school closings, finals, and holidays.

![University Calendars](image)

The General Registration portlet is used to quickly look up availability in courses, as well as figure out how which courses your transferred credits will apply to.

![General Registration Information](image)
The Student SS Tab

The Student SS, or Self-Service, tab is where the majority of your activities as a student will take place. Here, you can perform almost any action found in the other tabs, as well as several that are both unique to it and particularly useful.

The first feature you will see is the Banner Self-Service. It will initially appear as a single folder that, when clicked, expands to reveal several other. Each folder contains functions related to its titles category. To request an unofficial transcript or check your account summary, you would click banner Self-Service, then Student, then Student Records to find these options. It is recommended that you explore the Self-Service to familiarize yourself with its features.

Note: you must first click banner self-service to view the full listing

The DegreeWORKS page can also be found in this tab, which can be used to check your graduation status, course and grade history, courses still needed for your major, as well as current and required credits.
The My Courses portlet, formerly its own tab in the previous iteration of Portal, is where you will find a listing of all your currently registered classes. Besides each course will be relevant information, such as instructor name, course ID, and a link to its Moodle page.

Note: this is only an example

For a more detailed listing of your courses, you can visit courses.semo.edu. This site will allow you to see all the information from the portlet (above), but will also show where the class is located, the professor’s email, the number of credit hours per course, and will also allow you to view your courses in a weekly calendar format.

Note: this is only an example
Further on, you will find the Academic Profile, Student Grades, and Residence Life portlets. With the Academic Profile portlet, you can select a term and have it briefly summarize some information from Degreeworks, such as your declared major, minor, and academic standing.

*Note: this is only an example*

![Academic Profile](image)

The student Grades portlet will display your grades from any courses in the selected term.

*Note: this is only an example*

![Student Grades](image)
The Residence Life portlet allows quick access to the Housing Portal, as well as the option to make a payment for you housing deposit.

Within the Services portlet, you will find many commonly used options that would otherwise be found in the banner Self-service section.

The Financial Aid Requirements portlet gives you a quick glance at your financial aid status for each loan, grant, or award you are receiving. Meanwhile, with the Student Financial Services portlet, you will find common options relating to your finances, such as an account summary or the endowed scholarship application.
The Alumni Tab

SEMO Alumni can find everything they need in this tab, including offers, awards, and upcoming events.

The Alumni Association and Alumni Services portlets contain details on the Alumni Association, as well as offers for SEMO’s graduates. You can also use this portlet to request transcripts, regardless of whether you have graduated or not.

The Upcoming Events portlet allows you to check the academic calendars for alumni-specific events.
The Student Email Tab

Your student email can be accessed by clicking the Student Email tab. This will open a new tab in your browser and allow you to login and check your email. You can also navigate to this page directly at student.semo.edu.