**MySanDiego Portal: used for registration, finances, grades, and email**

1. Go to [my.sandiego.edu](http://my.sandiego.edu) and login with your USD username and password.

2. From the **Torero Hub** tab, you can navigate to the following pages:
   a. **Paralegal** - From this page, you can register for classes, view your class schedule, view final grades, and obtain an unofficial transcript (see pages 2-5 for details).
   
   b. **My Financial Aid (Non-Law)** - On this page you will find all information regarding your financial aid award and necessary steps to complete (see page 6 for details).
   
   c. **My Student Account** - From this page you can view your student account, make a payment, set up a payment plan, and obtain tuition tax documents (see page 7 for details).

*Check your USD email regularly! All official communications from USD and the Paralegal staff and instructors will be sent here!*
Final course grades will be posted here approximately 2 weeks after the end of each course. To view your final grades, select the term from the drop-down menu (Note: Do not select the terms that start with FST, no grades will show). All courses for which you are currently enrolled will show. If the final grade is available it will show in the Final column.

See pages 3-5 for detailed registration instructions.

Click the Transcript link to view an unofficial copy of your transcript.

Go to Blackboard for course materials and program resources.
1. When you click the **New Add/Drop Registration** link on the Paralegal page, a new window will open (*make sure your pop-up blocker is off*).

2. Click the link to **Register for Classes**.

3. From the drop-down menu, **select the term** for which you want to register and click **Continue**.

   *Do not select terms that start with “FST” - no courses will show.*
4. Under the Find Classes tab, enter **Paralegal Studies** in the Subject field and click the **Search** button.

5. A listing of all Paralegal classes will appear. Find the classes you want to register for and click the **Add** button.

**Important Notes:**

- **Classes with a Course Number ending in “E” are only available to Evening students.**
- **Classes with no “E” in the Course Number are only available to Day students.**
- **Courses may appear to conflict because they are on the same days/times, but their date ranges may differ.** Hover over the **Meeting Times** column to see full details of the course dates, time, and location. **The system will prevent you from registering for courses that overlap.**

6. After you have added all your courses, click the **Submit** button at the bottom of the screen to complete the registration process.
7. Once you have completed the registration process, you can view the details of your schedule and your total tuition and fees in the Panels at the bottom of the screen, or click on the Schedule and Options tab at the top to email or print a copy of your schedule.

Courses may appear to conflict in the calendar, but if you click on the course, then click Instructor/Meeting Times, you will see the exact dates of the course. *Note: syllabi and book info will be posted on Blackboard, not here.*

View your tuition and fees here. For information on payments and financial aid, continue to page 6 of this guide.
b. **My Financial Aid (Non-Law)**

If you are receiving Financial Aid, make sure that you see all green check marks in this list. For more information or assistance, refer to our Financing Options webpage: [www.sandiego.edu/pce/paralegal/financing](http://www.sandiego.edu/pce/paralegal/financing)
c. My Student Account

Nearly everything you need to know about making payments, setting up payment plans, or viewing your student account is here.

*All of these links open in a new window. Make sure your pop-up blocker is off.

Follow the instructions in this box to obtain your 1098-T tax document. If you need assistance, please refer to: [www.sandiego.edu/finance/student-financial-services/student-accounts/1098/](http://www.sandiego.edu/finance/student-financial-services/student-accounts/1098/)
MySDMobile App Instructions:

- Download the “MySDMobile” app in your respective app store.
- Once the app opens, it should show the following screen.

Click this icon to open the side tab with various resources. See the next page to see a few more of the available links.

Click to open the following shortcuts:

- Events Calendar
- Campus Hours
- USD Insight
- Office Hours*
- Safety Check

*Note: Paralegal courses do not have instructor office hours listed.
Main Menu
- Once you click the menu icon, in the top-left corner, the following screen should appear.

Login Screen
- Some links indicated with a lock symbol require a login. Use your USDOne login credentials to access the page.

For login assistance, contact ITS at 619-260-7900.
Class Schedule

The class schedule link is useful for providing a day-to-day schedule of classes with class locations and times. This option is viewable using the “daily view” tab on the bottom section of the screen. To view all of your current course registration for the term, select the “full schedule” tab on the bottom section of the screen.

To view other term registration, select the “Terms” tab.
Final Class Grades

- Once you have logged in, your final class grades should appear similar to the image below. *Note:* Test and assignment grades are not individually listed on this app.

![Image of My Grades screen]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Final Grade</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLST 500-01</td>
<td>Introduction to Law</td>
<td>A-</td>
<td>5/23/18, 8:39 AM</td>
</tr>
<tr>
<td>PLST 561-01</td>
<td>Civil Litigation</td>
<td>B+</td>
<td>5/25/18, 8:40 AM</td>
</tr>
<tr>
<td>PLST 565-01</td>
<td>Legal Research &amp; Writing</td>
<td>A</td>
<td>5/24/18, 8:47 AM</td>
</tr>
<tr>
<td>PLST 510-01</td>
<td>Computers in the Legal Field</td>
<td>A</td>
<td>5/30/18, 4:53 PM</td>
</tr>
</tbody>
</table>

To view other terms, select the “Terms” tab.