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↑ - click on this symbol throughout the document to return to the table of contents
Introduction to My Baker Portal

My Baker Portal is a convenient online source you can use to manage your Baker account and to access Baker tools and resources.

My Baker Portal provides a secure environment where you can:

- Access sensitive information regarding your account
- Correspond with faculty, staff, and students
- Access frequently used forms and documents
- Use Baker resources and tools

This guide will familiarize you with the basic tools you will need to navigate My Baker Portal.
Creating an Account

To use My Baker Portal, you must create a new account. To create a new account, visit the Baker University website and click on Portal.
Click on the link to **Graduate & Working Adult Campuses**

Click on the link to the **Student Portal Homepage**.
Click on the link to **Create a New Account**.

To create an account, you will need to submit your Social Security Number, first and last name, and your place of birth. After entering in the requested information, click **Next**.
Once you have submitted your information, you will be asked to verify your email address. Click **Yes** to verify your email address. If you have a question about your email address, contact the **Baker University Technology Help Desk** by email or by calling 785-594-4544.

An automatic confirmation email will be sent to your Baker email account. Close your internet browser so the account can refresh when you log in the next time.

Reopen your internet browser and access your Baker email account. Refer to the **Accessing Baker Email** section of this guide for information on logging in to your Baker email account.

**Activate Your Account**

You will receive an email like the one below. Click on the **confirmation link** in the email to activate your **My Baker Portal** account.

```
From: helpatspgs@bakeru.edu
Sent: 
To: 
Subject: Welcome to the SPGS Student Web Portal.

Dear,

Your account has been successfully created. Please click on the link below to authenticate your Portal account:

[https://mysmartmind.bakeru.edu/Login/CreateLogin](https://mysmartmind.bakeru.edu/Login/CreateLogin)

After your authentication is completed you will be able to log in at [http://www.smartmind.com/current/current_students.asp](http://www.smartmind.com/current/current_students.asp) using your newly created user name and password. We encourage you to write your Username and Password down and store them in a safe place for later retrieval. If you have received an error please email the help desk at: helpatspgs@bakeru.edu Thank you.
```

Make sure to write your username and password down and store them in a safe place for later retrieval.
Logging in to My Baker Portal

Visit the Baker University website and click on Portal.
Click on the link to **Graduate & Working Adult Campuses**.

Click on the link to the **Student Portal Homepage**.

Enter your username and password and click **Login**. You might want to add the **My Baker Portal login page** to the Favorites list stored in your web browser, so you can easily access the login page in the future.
If you have forgotten or misplaced your **password**, click on the **Forgot your password?** link. You will need to provide your username in order to retrieve your password.

If you have forgotten or misplaced your **username**, contact the contact the **Baker University Technology Help Desk** by email or by calling 785-594-4544.

Make sure you have the following information available:

Your full first and last name  
Date of birth  
Street address

The Baker Information Technology staff will contact you with your username and instructions on how to proceed with the reactivation of your account. Remember to allow 24 hours for the request to be resolved.

Once you have successfully logged in to your **My Baker Portal** account, you should see the Student Portal Homepage:
Accessing Baker Email

Baker provides an email account for each student. To access your Baker email account through My Baker Portal, start from the Student Portal Homepage, click on Links & Utilities to reveal the drop down menu, and then click My E-Mail.
Click on **Accessing My E-Mail Account**.

Click on **Graduate & Working Adult Campuses (E-Mail ending in @stu.bakeru.edu)**.
Sign in using your **Windows Live ID and Password.**

![Windows Live ID sign-in interface]

If you have forgotten or misplaced your **username**, contact the [Baker University Technology Help Desk](mailto:helpdesk@baker.edu) by email or by calling 785-594-4544.

Make sure you have the following information available:

Your full first and last name  
Date of birth  
Street address

The Baker Information Technology staff will contact you with your username and instructions on how to proceed with the reactivation of your account. Remember to allow 24 hours for the request to be resolved.
Accessing Moodle

You will need to login through MyBaker Portal to access your course in Moodle.

To get to MyBaker Portal, go to http://www.bakeru.edu/ and select the link for Portal at the bottom of the page.
Click on **Student Portal Homepage**.

Enter your **username** and **password**. **Note**: the password is case sensitive.

Then Click **Login**.
In the upper right-hand corner of your portal welcome screen click **Go to Moodle**.

Once you have clicked on **Go to Moodle** in the upper right-hand corner of your **MyBaker Portal** you should automatically be dropped into Moodle.

Click on your course name to enter the course.
Accessing Grades

My Baker Portal provides a secure environment in which to view your grades for the courses you have completed.

To access your grades, start from the Student Portal Homepage, click on Academics to reveal the drop down menu, and then click My Grades.

To view your grades, select the appropriate term by clicking on the drop down arrow.

![My Calendar Image]

![My Grades Image]
Student Schedule Information

My Baker Portal allows you to view your current and past class schedules.

To access your schedule, start from the Student Portal Homepage, click on Academics to reveal the drop down menu, and then click Your Class Schedule.
You can view your schedule two different ways: either click on **Schedule Report** to view a detailed class schedule, or click on **List** to view a condensed class schedule.

If you click on **Schedule Report**, you will need to download Adobe Acrobat Reader to view the report. You can download the most current version of the software for free at the [Adobe website](http://www.adobe.com).

Viewing a **Schedule Report** allows you to see your complete class schedule, including your courses, course times, dates, locations, and instructors.
If you click on **List**, the screen will allow you to see a shortened version of your class schedule including your courses and course dates.

![My Class Schedule](image)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Section</th>
<th>Course Start/End Date</th>
<th>Cr</th>
<th>View By: List</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM3053</td>
<td>Interdisciplinary Liberal Arts</td>
<td>OWM0779M</td>
<td>8/26/08 to 10/11/08</td>
<td>3.00</td>
<td>Click for Details</td>
<td></td>
</tr>
<tr>
<td>HUM3053</td>
<td>Interdisciplinary Liberal Arts</td>
<td>OWM0779M</td>
<td>8/26/08 to 10/11/08</td>
<td>3.00</td>
<td>Click for Details</td>
<td></td>
</tr>
</tbody>
</table>
Faculty Directory

Before or during a class, you may need to contact your instructor. My Baker Portal contains a faculty directory you can use to access contact information for your instructors.

To access the faculty directory, start from the Student Portal Homepage, click on Campus Info to reveal the drop down menu, and then click Faculty Directory.
Click on the link of the letter that corresponds with your instructor’s last name.

If you do not know your instructor’s last name, check your course schedule. Visit the Student Schedule Information section of this guide for more information on viewing your course schedule through My Baker Portal.
After you click on the letter that corresponds with your instructor’s last name, click on the instructor’s name from the list provided.

The instructor’s email address will appear:
External Links to Frequently Used Documents/Sites

My Baker Portal offers access to frequently used forms and resources.

From the Student Portal Homepage, you can access the Blackboard Tutorial and the Moodle Tutorial by clicking on Handbooks/Guides.

From the drop down menu click on either the Blackboard Tutorial or Moodle Tutorial.

Next, Click Here to download the tutorial you’ve chosen.
Intent to Graduate Form.

To fill out the Intent to Graduate Form, click the Academics link.

Click on Graduation Info.
Access the **Intent to Graduate Form** by clicking on **Click Here**.

Make sure to fill out your Intent to Graduate Form before the due date listed.

To access additional forms and resources, such as the **Student Catalog and Handbook**, **MLA Style Guide**, and **Writing Assistance** click on the link to Academics from the Student Portal Homepage.

Click on the name of the document/site you wish to access.
Accessing End of Course Surveys

My Baker Portal allows you to access the End of Course Survey, which gives students an opportunity to evaluate their classroom experience. You should submit an End of Course Survey at the end of every course.

To access the End of Course Survey, start from the Student Portal Homepage and click on Student Surveys to reveal the Student Surveys link.

Click on Student Surveys.

Notice that there are multiple versions of the End of Course Survey:

- **Business and CMDR Student EOC Survey** is for an onground student, or if you meet in a physical classroom building for your courses
- **Online Business and CMDR Student EOC** is for an online student, or if you meet electronically through Blackboard or Moodle for your courses
- **End of Program Survey** is completed after you have finished your program of study
Choose which survey you need to fill out by clicking on Click Here below the title.

When the screen refreshes the survey will appear.
Please fill in all the necessary information. When you are finished click **Done** at the bottom of the screen.

<table>
<thead>
<tr>
<th>21. The assignments and activities improved my communication skills.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly Disagree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>22. The course was academically rigorous.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly Disagree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>23. The technology (PowerPoint, Blackboard/Moodle, electronic communications, etc.) enhanced learning.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly Disagree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>24. Typically, your class met for four hours between 6:00–10:00PM.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

**Comments:**

[Done button]
Course Attendance Records

My Baker Portal allows you to access your attendance records for each course.

To view your attendance records, start from the Student Portal Homepage, click on Academics to reveal the drop down menu, and then click View Attendance.
To access your attendance record, specify the term and the week of attendance you would like to view. Your total hours of attendance will automatically display for the week you select.
GPA Calculator

My Baker Portal provides a GPA Calculator that allows you to view your total credits, total grade points, and cumulative Grade Point Average (or GPA) for courses you have completed.

The GPA Calculator also allows you to estimate your semester and cumulative GPA by calculating your GPA based on the grade(s) you expect to receive in your current courses.

To access the GPA Calculator, start from the Student Portal Homepage, click on Academics to reveal the drop down menu, and then click GPA Calculator.
The top portion of the GPA Calculator page displays three items: 1) your Total Grade Credits, 2) Total Grade Points, and 3) Cumulative GPA.

The **Total Grade Credits** is the number of credit hours you have received based on the classes you have completed.

The **Total Grade Points** is based on the number of credits and the grades you have earned for the classes you have completed:

- Each grade is worth a different number of grade points.
- A = 4, B = 3, C = 2, D = 1, and F = 0 points.
- The **Total Grade Points** equals the amount of credit hours you have earned multiplied by the grade points you have received.

The **Cumulative GPA** is your GPA based on all the courses you have completed and the grades you have earned in those courses.
Estimate Your GPA

The lower portion of the GPA Calculator allows you to estimate your GPA based on the grades you input into the calculator.

Scroll down to the appropriate course or courses you want to use to calculate your estimated GPA. Each course will be labeled separately.

To estimate your GPA for the current term:

- Select the grade you expect to receive for the course from the drop down box next to each course listed.

- For instance, if you expected to receive a B in the course shown below, you would select B from the drop down box, and then click **Calculate GPA** to view your projected GPA.
After you click **Calculate GPA**, the screen will refresh with your estimated GPA. Notice that three items have changed:

**A. The Projected/Estimated Term GPA** has been calculated based on the grade you selected from the drop down box.

**B. The Grade Points** for the course have been calculated based on the number of credit hours for the course multiplied by the grade points received.

**C. The Projected/Estimated Cumulative GPA** has been calculated based on the grade you selected from the drop down box along with your GPA from completed courses.
Changing Student Information Records

My Baker Portal stores personal information that you have on file with Baker.

The My Information page stores personal information like your name, date of birth, student and enrollment identification numbers, and your student status. My Information also stores contact information, such as your address, phone numbers, and email addresses.

To access the My Information page, start at the Student Portal Homepage, click on My Profile to reveal the drop down menu, and then click My Information.
If you need to modify your personal or contact information, click **Edit** located on the bottom right-hand side of the page.

When you are finished making edits click **Save** in the bottom right-hand corner.
Message Center

The Message Center contains information on past and current holds, alerts, and appointments.

To access the Message Center, go to the Portal home page and click on the link to the Message Center to reveal any holds, alerts, or appointments you may have.

- If you have a hold on your account, it may be because of a payment or other issue. Click on the Holds link to view any outstanding or past holds.

- If you have an active alert, click on the Alerts link to view your outstanding or past alerts.

- If you have an active appointment, click on the Appointments link to view your outstanding appointments.
To view an outstanding hold, alert, or appointment, click on the name of the item you wish to view.

The message will be displayed.
Downloading Anti-Virus Software

Baker University allows students to download Symantec AntiVirus free of charge through My Baker Portal.

Your computer is subject to virus attack whether you are surfing the Internet or getting information from floppy disks, CDs, or a network. E-mail attachments are particularly vulnerable.

Symantec AntiVirus is one of the most popular and effective anti-virus programs on the market. This product offers the security of automatic protection against viruses, malicious ActiveX controls and Java applets, and other dangerous code. This program also offers automatic updating of new anti-virus definitions.

To download Symantec AntiVirus, go to the Student Portal Homepage and click Links & Utilities to reveal the drop down menu. Click Symantec Anti-Virus to start the download process.
To begin the download click on **Click Here**. 

You may need to enter your username and password if prompted to access the Symantec AntiVirus download page.

Choose which operating system size you are using by clicking on **Click Here** under the corresponding size.

If you are not certain which system you are using contact the **Baker University Technology Help Desk** by email or by calling 785-594-4544.

In order to download Symantec AntiVirus, you must use Internet Explorer version 4.0 or higher. You can download the most current version of Internet Explorer for free at the **Windows Internet Explorer** website.

If you need assistance downloading Internet Explorer, contact the **Baker University Technology Help Desk** by email or by calling 785-594-4544.
A pop-up window will appear. Click Save File.

Choose where on your computer you will like to save the file (the desktop may be the easiest location to access).
After you’ve chosen the location check to make sure in the **File name**: section the name of the file appears. Then click **Save**.

Next, locate the file where you saved it. Double click on the file and choose **Run** when prompted.
Your web browser may require you to give the site permission to install the software. Make sure you configure your web browser to install the add-on. If your download does not automatically start, click on the message at the top of the screen and click **Install ActiveX Control**.

Follow the prompts to complete the download.
Accessing Unofficial Transcripts

You can view a copy of your unofficial transcript or you can request a copy of your official transcript through My Baker Portal.

To view your transcripts, go to the Student Portal Homepage and click on Academics to reveal the drop down menu, and then click Transcript.
To view, save, or print a copy of your unofficial transcripts, click on **Unofficial Transcript** and follow the prompts to download a copy of your unofficial transcript.

To request a copy of your official transcript, click on **Official Transcript** and fill out the Transcript Request Form.
Accessing 1098 Tuition Statements

My Baker Portal allows you to access your 1098 Tuition Statements, which detail tuition and related fees during each tax year.

To access your Tuition Statement, go to the Student Portal Homepage, click on My Account to reveal the drop down menu, and then click View 1098T.
To view or print your 1098T form, click the appropriate link.

A window containing your 1098T form will pop up, allowing you to view or print your form.