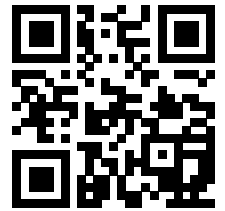




NEXT STEPS for New Students

If you are in the High School Early Entry program, or a Non-Degree-Seeking Student, follow these instructions to get ready for your first semester.

*This is an interactive document! Click the green buttons to go directly to the relevant website.
Viewing a printed copy? Scan the QR code with your phone to access these links.*



BUSINESS OFFICE

1

Verify your method of payment for the semester (i.e. pay in full, TMS payment plan - see step 4) to studentaccountteam@huntington.edu or call 260-359-4007. This step will approve you for registration!

2

REGISTRAR'S OFFICE



Register for Classes: Please email azadmissions@huntington.edu or call 480-939-5074 to enroll for the upcoming semester.

Check your personal email within 1-2 business days of being registered for the **Huntington University Email Setup** instructions to proceed with step 2.

PAY DEPOSIT

STUDENT EMAIL & PORTAL SETUP

3

**ACCESS
EMAIL**

Student Email Access: Use your HU email to login at mymail.huntington.edu. To setup on a PC or smartphone, use the Microsoft Exchange or the Outlook app.
**Personal email will no longer be used for correspondence.*

**UPDATE
PASSWORD**

Update Password: Register your account via account.huntington.edu. A verification code will be sent to your HU email. Follow the instructions to reset your password.

**WATCH
VIDEO**

Click the link in your email to join our [AZ Center for DMA group](#) for helpful resources.

Watch **portal orientation video**, located on our AZ Center for DMA group page.

Continued on next page >>

4 BUSINESS OFFICE

- Locate Billing Statement:** Login to the portal. Click the 'Students' tab, 'Financial Records', then 'Course and Fee Statement.' Select your term, and generate statement.

Loans will not be applied before completion of Entrance Counseling and Loan Agreement (See step 3).

- Pay Balance:** Physical payments should be mailed to:
Huntington University, Business Office, 2303 College Ave, Huntington, IN 46750.

To pay via **Electronic check or credit card**, go to my.huntington.edu, but don't login. Under 'Quick Links,' located on the left-hand side, click 'Make a Payment.' You will need your student ID (located on your Course & Fee statement).

Utilizing a credit card results in a service fee, which varies by card type. Payments made via E-check or Debit card will not pose any fees.

Final Payment is due August 10th for Fall and January 10th for Spring.

TMS Payment Plan (Optional): To enroll in our 5 or 6 Month Payment Plan option, TMS, call 800-722-4867, or go to huntington.afford.com. Enrollment Deadlines - Fall: June 1st or July 1st. Spring: December 1st or January 1st.

VIEW BILLING STATEMENT

MAKE A PAYMENT

PAYMENT PLAN ENROLLMENT

ORIENTATION REGISTRATION

Register for New Student Orientation. You'll find details on our web page.

Math Accuplacer: A Math placement test is required to enroll in math at Huntintgon, unless your ACT Math was 22 or higher / SAT Math was 530 or higher.
**This test will be scheduled during the orientation.*

BOOKSTORE

Go to **HU Bookstore**, and enter your student ID to see your book list for the semester
**If ordering through our bookstore, be sure to have your books delievered NOT "pickup".*

TECHNOLOGY REQUIREMENTS

Login to the portal and check out the **technology requirements**, by program, on our [AZ Center for DMA group](#) page. Questions may be addressed to our Learning Technology Manager, Eric Luce at eluce@huntington.edu.

BUY ADOBE SOFTWARE

Optional: To use the Adobe Creative Cloud software on your personal computer, a license may be purchased at the HU group rate of \$120 per academic year.

If you need accommodations, please **submit a copy** of your high school Individual Education Plan (IEP), 504 Plan, or SOP (Summary of Performance), or other appropriate documents, to our Academic Center of Excellence at ace@huntington.edu

ORIENTATION & SCHOOL SUPPLIES

5