

Welcome to Point Park University! This check sheet will help you complete the final steps to becoming a Point Park University student.

All of your student records are accessible via our Internet portal, Pointweb. Please log on.

If you have not used Pointweb before, you must first obtain a password:

1. Go to our Internet portal Pointweb -- <https://pointweb.pointpark.edu/ics> (link to Pointweb is also available on our home page via a drop-down menu on the right side of the page – under the “My Point Park” heading)
2. Enter your **student ID number** in the box at the top of the page—the number is on your admission letter.
3. Click the “**Give me my password**” link (left side of the page).
4. The password will be sent to the email account you provided when you applied to the University. **NOTE: If you are already registered, the password will likely be sent to your Point Park email account (see next page).**
5. Retrieve the password and return to Pointweb to log in.
6. **Contact the Help Desk at helpdesk@pointpark.edu or 412-392-3494 if you cannot log on to Pointweb.**

On Pointweb you can:

- See your **financial aid** status (click **Students**, then **Financial Aid**).
- Review your **student account**, pay your bill, complete employer reimbursement form to defer tuition, or sign up for a payment plan (click **Students**, then **Student Accounts**)
- Register for classes (click **Students**, then **Course Information**, then **Add/Drop Courses** or **Course Search**). Your counselor can provide assistance; also see the Online Registration PDF at <http://www.pointpark.edu/About/AdminDepts/RegistrarsOffice/LearningCenter/OnlineRegistration>
- Review your schedule, see your unofficial Point Park transcript, and check your grades – more info at <http://www.pointpark.edu/About/AdminDepts/RegistrarsOffice/LearningCenter>

Offices to Know

Financial Aid—1st Floor, Thayer Hall / 412-392-3930 / financialaid@pointpark.edu

- Students seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The school code is 003357. This document is required for all types of funding, including institutional aid and loans.
- Make sure that all documents requested and needed are received in the Financial Aid Office in order for your file to be completed and reviewed by the Financial Aid staff.
- If a new Master Promissory Note (MPN) for federal student loans is needed, you can complete it at the kiosk in the Student Service Center (link also available in the Financial Aid page on Pointweb)
- If additional funding is needed, private alternative loans and/or other options may be available to you. Contact the Financial Aid Office to arrange a meeting with a financial aid counselor.

Student Accounts—1st Floor, Thayer Hall / 412 392-3424 / studentaccounts@pointpark.edu

- Make arrangements with the Office of Student Accounts for any outstanding balance not covered by the financial aid award. The balance can be paid in full or a payment plan option is available.
- EMPLOYER REIMBURSEMENT-You can defer the portion of your tuition that your employer will be providing by submitting an Employer Reimbursement Agreement form to the Student Accounts Office. This form is available online via Pointweb. You will need to supply employer contact information so your reimbursement eligibility can be verified by our staff. Please note that there is a processing fee for using the deferment option.

Please Note: Students who file for financial aid late in the enrollment process may not be financially cleared for the semester and will be expected to make arrangements to pay all charges or sign up for a payment plan with the University until aid eligibility is determined.

Student ID Center—1st Floor, Thayer Hall / 412-392-8066 / www.pointpark.edu/IDCenter

- Once you have registered for classes and have your Point Park username and password, you need to obtain your student ID, the Pioneer Card.
- Log in to ID.Pointpark.edu for instructions and to submit your photo and proof of identity via our online system.
- After processing, your card can be picked up in the ID Center on the first floor of Thayer Hall.
(please see other side)

_____ **Bookstore—1st Floor, Lawrence Hall / 412-392-3448 / www.pointpark.bncollege.com.**

Textbooks can be purchased on-campus or online.

- You will need a copy of your schedule with course and section numbers in order to purchase the correct book(s).

_____ **Registrar's Office—9th Floor, Thayer Hall / 412-392-3861 / registrar@pointpark.edu.**

- Select courses and register for classes.

Additional Online Access Information

_____ **MY POINT PARK-** Using the pull-down menu located on the right side of Point Park's home page

www.pointpark.edu, you can access Point Park's e-mail, BlackBoard, and PointWeb.

- Contact the University Helpdesk at (412) 392-3494 or helpdesk@pointpark.edu with questions.**
- Web tutorials are also available at www.pointpark.edu/learningcenter.
- PointWeb** is an online information portal where students can check their course schedule, grades, and statement of account. Your username for this system will be your student number which can be found on your admission letter and schedule. Click on "Give Me My Password" to get a password emailed to you. <https://pointweb.pointpark.edu>
- E-mail**—Your Point Park email account will be created after you register for classes. **You must check this email regularly.** For more information, go to <https://pointpark.freshservice.com/support/solutions> and click on [Email First Sign-On Instructions](#).
- Your user name will be the first letter of your first name, your middle initial, and the first 5 letters of your last name (Example—Student: **Jane A Johnson**, E-mail Address: jjohns@pointpark.edu)
 - The initial student password is the last four numbers of the social security number + the initial of the first name + the initial of the last name + the middle two numbers of the social security number + !. (Example—Student Name: **John Doe**, Social Security Number: **123-45-6789**, Password: **6789jd45!**).
 - The username and password are the same when using Student Technology Labs, Email and Blackboard.
 - Check your email at <https://outlook.office.com>.
- Blackboard** is a web-accessible course management system that can be used by faculty to supplement a course or to house totally online courses. Course information such as the syllabus, assignments, announcements and student grades can be found on the Blackboard site for a course. Blackboard also supports communication methods such as discussion groups, chat and email. Log on at <http://bb.pointpark.edu/>
- Blackboard login is the same as your login for Point Park email.
 - **NOTE: Blackboard course shells are not typically accessible until the start date of the course.**
 - If you are a new Blackboard user, once you've logged on, click the Help button (top right). Then review the Student Tutorials and FAQ on the left side of the page. There are both text and video tutorials available to help you become comfortable with Blackboard.

_____ **Register for [PointALERT](#)**- Register with the University's voluntary Emergency Notification System to receive text message alerts direct to your cell phone or email for up to two devices and email addresses. Visit www.pointpark.edu/PointAlert to register.

Downtown Pittsburgh/Campus Information

- The **Point Café** is located on the 2nd floor of Lawrence Hall. It is open extended hours each evening and on Saturdays. Hot and cold entrees are available.
- **Starbucks** is located on the 1st floor of Conestoga Hall (corner of Wood Street and Fort Pitt Blvd).
- **Parking garages** are located on the Boulevard of the Allies and on Third Avenue (Pittsburgh Parking Authority info is here: <http://www.pittsburghparking.com/garages-and-attended-lots>.) Evening and Saturday rates are reduced.
- The **Student Center**, located along the Boulevard of the Allies, is open free of charge to all Point Park University students. For a complete list of amenities please visit: <http://www.pointpark.edu/StudentLife/StudentCenter>
- **Room Assignments**—classes listed on your schedule will have a number followed by a building code. The number indicates which floor (i.e. Room 301 is on the 3rd floor; Room 1120 is on the 11th floor), and the letters indicate the building. The six main classroom buildings are:

AH—Academic Hall
LH—Lawrence Hall

TH—Thayer Hall
PT—Patterson Building

UC—University Center
WP—West Penn Building