MyMercer - Online self-service portal

MyMercer is an online self-service portal that allows students to manage courses, schedules, grades, financial aid, payments, and academic or administrative holds.

With the MyMercer, students will be able to:

- Personalize their MyMercer to meet their needs and reflect their interests
- View course schedules
- Register for courses
- Receive communications from instructors, advisors, and offices
- View degree progress audit information and GPAs
- Review and accept financial aid award letters
- Make payments
- View their class schedule, grades, and attendance
- See if they have academic or other administrative holds

To log into MyMercer:

- Visit https://my.mercer.edu.
- Select **Student Portal Homepage.**
- Enter your Mercer University ID (MUID) number in the **Username** field (e.g., 10234567).
- Enter your password in the **Password** field. This password will be the same password you use to log into the Library computers.

NOTE: If you have never logged into the Library computers your default (initial) password is your date of birth in YYMMDD format, where YY is the last two digits of the year, MM is the two digit month, and DD is the two digit day. For example, if your date of birth is June 26, 1981, your default password is 810626.

- Select **Login**.

NOTE: You will use the same login and password to access MyMercer, the wireless network, and the library computers. So, if you change your password for any of these systems, it will automatically be changed for all of them.

If you have problems accessing MyMercer, contact the IT Help Desk.

Mercer Live (Email) (it.mercer.edu)

Mercer Live is the university's student email system, powered by Microsoft. Mercer students may access their Mercer Live email accounts over the Internet or via an email access program (client).

Checking Email via the Internet

All currently enrolled students are assigned Mercer email accounts. You can find your Mercer email address by logging into [MyMercer](). Select *My Profile* then *My Information* from the menu on the left hand side of your MyMercer homepage. Your Mercer email address is listed in your personal information. You can check your Mercer email account via the Internet. Supported browsers are Internet Explorer 7 and above, Firefox 3.0.1 and above, and Safari 3.1 and above.

To check your email via the Internet:

1. Visit [Mercer Live]() sign in page.
2. Type your Mercer University ID number, followed by @live.mercer.edu, in the **Windows Live ID** field (e.g., 10234567@live.mercer.edu).
3. Type your password in the **Password** field. Your default (initial) password is your date of birth in YYMMDD format, where YY is the last two digits of the year, MM is the two digit month, and DD is the two digit day. For example, if your date of birth is June 26, 1981, your password is 810626. You will be prompted to change your password for security reasons.
4. Click **Sign In**.

BLACKBOARD (HIPAA & OSHA test assessments)

(it.mercer.edu)

Blackboard is an online course system that supports supplementary learning tools in an online environment. Students can download course materials (e.g., course syllabus, supplemental readings), view course announcements, review course calendars, track grades, or participate in online discussion boards using Blackboard.

To access Blackboard:

- Visit https://bb-mercer.blackboard.com.
- Enter your username and password (outlined above) in the appropriate fields.
- Click **OK**. The Blackboard homepage is visible and displays all of your accessible courses.

Your username is your eight-digit Mercer ID Number (MUID), and your password is your six-digit birth date in YYMMDD format. For example, if you were born on December 15, 1980, your password would be 801215.

To change your Blackboard password:

1. Log in to Blackboard.
2. Click the **My Places** link at the top of the homepage.
3. Select **Personal Information** from the **My Preferences** menu.
4. Click the **Change Password** link.
5. Type a new password in the **Password** and **Verify Password** fields.
6. Click **Submit**.

Help and Support

If you have problems accessing or using the Blackboard system, contact the IT Help Desk.

ADVANTAGESTUDENT.COM
(Background Check and Drug Screens)

InfoMart, through AdvantageStudents.com, is an on-line background verification system that provides you the opportunity to order your own background check and drug screen for student placement at participating hospitals. This background check will give you a certified report that you can print or share online with your selected hospitals and/or colleges, by providing them an authorization code that you will set-up during the order process.

How do I order a background check/drug screening?

1. Select the hospital or school to view the recommended packages that fit their requirements.
2. Select the appropriate package.
3. Complete the online registration form to order your background package. The online form accepts payment by credit card and money order.
4. Once you submit your order you will receive an email confirmation with your order details.

Select a Hospital/College/University

Select a hospital, college or university from the following list to see the background check criteria:

Georgia Baptist College of Nursing at Mercer University

Student Package (background check and drug screen)

National Social Security Search
Criminal History Search (up to 5 jurisdictions)
Multi-State Sexual Offender Search
OIG List of Excluded Individuals/Entities
GSA List of Parties Excluded from Federal Programs
US Treasury, Office of Foreign Asset Control (OFAC)
List of Specially Designated Nationals (SDN)
Patriot Act Search (includes Government Suspect and Terrorist List searches)
Employment Verification (only required for students 21 years of age or older
Drug Screen: 11 panel urine lab test (in-network LabCorp; MRO service included)
Test includes: Amphetamines, Cannabinoids, Cocaine Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, Methaqualone and Oxycodone

How will I know when my background check is completed?

You will receive an email notification once your background report results are completed. You can log in to your account at any time to view the status of your background check. There are three status levels: PROCESSING, PENDING, and COMPLETE.

- PROCESSING means that it is a new order and we have not received any results back yet.
- PENDING means that the report is still pending, but we have received some of the results back. You can click on PENDING and a status report will pop up.
- COMPLETE means that we have received all of the results from your background screening and the report is complete. You can click on COMPLETE and your completed report will pop up.

How do I complete my drug screening?

You will receive an email with instructions for scheduling and completing the drug screen. If you are paying by credit card you will receive this email once your order has been submitted. If you are not paying by credit card you will receive the email once your payment has been received or a school/hospital administrator has approved your order. If you do not received this email, please contact customer service at (800)800-3774 option 2. Please do not attempt to take a drug screen without first receiving this confirmation. Once the test has been taken, the lab will send us the results within 24 to 48 hours. Results will then be posted to the Advantage Students website immediately.

MOODLE (Courses Website)

Moodle & Elluminate are our Online Educational Technology systems. Moodle is our course website and Elluminate is where students go to have (live) class/sessions. Students will access class calendar, assignments, and other very important courses information through Moodle.

To access Moodle:

- Visit http://moodle.mercer.edu.
- Enter your username and password (outlined below) in the appropriate fields.
- Click **OK**. The Moodle homepage is visible and displays all of your accessible courses.

Your username _and_ your password is your eight-digit Mercer ID Number (MUID).

To change your Moodle password:

1. Log in to Moodle.
2. View your profile by clicking your name in the upper-right hand corner.
3. Click the **Change Password** link at the top of page.
4. Type a new password in the **Password** and **Verify Password** fields.
5. Click **Submit**.

Help and Support

If you have problems accessing or using the Moodle or Elluminate system, contact your instructor, Moodle/Elluminate support staff listed on the course homepage, or the Mercer IT Help Desk.

PROJECT NURSE (Student Records Database)

PROJECT NURSE is the web-based program used by Georgia Baptist College of Nursing to meet clinical agencies requirement for data and to make student information records (immunizations, contact, portfolios, and etc.) easily viewable and retrievable for students and nursing full-time faculty members. It is easily accessible from any computer's internet web browser.

All active nursing students are required to <u>enter</u> their own *"Contact"* information in the PROJECT NURSE database no later than <u>(30) days after</u> the beginning of their first attending semester.

- **HOW TO ACCESS PROJECT NURSE:** Click on the following link or paste in your web-browser**:** https://secure.projectnurse.com/mercer. It is suggested that you save this address in your favorites, for you will re-visit this site often.

- **LOG-IN INSTRUCTIONS**: Your information is accessible to you via a secure username and password. Your User Name is your **8-digit Mercer ID** *(MUID Number)* and Your *Initial* Password is **go** (is case-sensitive, must be lower-case). Once you have successfully logged in, you will be required to change your password to one of your choosing.

- Mandatory Data Entry of your **Contact Information** will only take a few minutes to complete.

- If you have been inducted into any organizations, you may also enter this information in *"Honor Societies & Organizations Tab"*

- You will be able to **view and print** your contact, immunization and credentials report according to what is currently on file in Nursing Office #218. **You will not be able to change or enter immunization and credentials information in PROJECT NURSE.**

- <u>**As requested for Clinicals:**</u> Your full-time Clinical Faculty will be able to view your individual records, but your information will not be accessible to Adjunct Faculty, other staff or other students. Students are responsible for printing their own individual *Immunization and Credentials report* and submitting it to their individual Clinical Instructors or as requested by other faculty.

- **PRINTING REPORTS in PROJECT NURSE**: You may print out your one-page *Immunizations and Credentials report* by clicking the *'Reports' tab* in the left-hand column of your screen and selecting *"Immunization and Credential Report."* Then click "Generate" at the bottom of the screen.

- **ALERT NOTIFICATIONS:** As a helpful reminder when certain immunizations and credentials are about to expire and must be renewed and updates submitted to Nursing Office #218, **PROJECT NURSE** generates automatic alerts notifications and emails them directly to your Mercer Live email address. <u>If</u> you have already submitted updates and receive alert notification, then view the notification for information only, no additional action required.

- **UPDATES:** Copies of all record updates <u>must still be made printed or photocopied Prior to and Submitted to Nursing Office #218</u> in order to be properly reflected in the system. Please be mindful that even after submission to Nursing Office #218, updates to **PROJECT NURSE** are neither automatic nor instant. It may take up to (7) working days after submission to reflect in **PROJECT NURSE.**

Students are responsible for checking **PROJECT NURSE** regularly to ensure that information is both current and accurate. Contact Nursing Office #218 via email at <u>flemons_ta@mercer.edu</u> for corrections and updates.

For technical assistance with the PROJECT NURSE website, <u>do not</u> contact MERCER Information Technology; **instead, contact Project Nurse IT representative at 1-816-452-0564**, **extension 110.**