

You can access myHood as follows:

- [www.hoodseminary.edu](http://www.hoodseminary.edu)
  - Click on myHood at the top right of your screen
- Bypass the webpage and go directly to myHood with the URL <https://myhood.hoodseminary.edu/ICS/>

The back arrow key malfunctions in myHood. Use the thread near the top of your screen, the tabs or other available options to navigate.

#### Home Tab

- You can read and/or print any information on this tab without signing on
- Sign on with the following information
  - User Name (ID): The ID that appears on your schedule, transcript, etc.
  - Default Password: 1234
    - To change your password, click on Person Icon near the top of your screen. You can also add custom information and a photo.
- View the courses for which you are registered near the top right of your screen. You can click on a particular course to go to information and assignments your instructor has posted about that course. You can view the other students in your class by clicking on Collaboration and then Coursemates on the left of your screen. Try clicking on various options to become familiar with the page.

#### Financial Aid Tab

- This tab has information about scholarships and work study positions.

#### Student Accounts Tab

- This tab allows you to view your account balance, your 1098T, your Courses and Fee Statement. You can also make a payment after clicking on My Account Balance.
- To view all entries on your account
  - Click on Student Accounts
  - Click on My Account Balances
  - To make a payment click on Make a Payment

#### Students Tab

- View your grades, schedule and unofficial transcript from this tab. If you want an unofficial transcript without your SSN, request one from the Registrar. The transcript on this tab has all the information but in a different format than those available from the Registrar.
- Click on Advising on the left of your screen to determine the course requirements you have met for graduation. The Course Needs report will indicate the requirements you have not met.

#### Forms/Policy Tab

- Most forms used by students can be printed from this tab. Seminary manuals, policies and guidelines are also available on this tab.

#### Campus Life Tab

- SGA, Resident Student and other general campus information is available on this tab.