

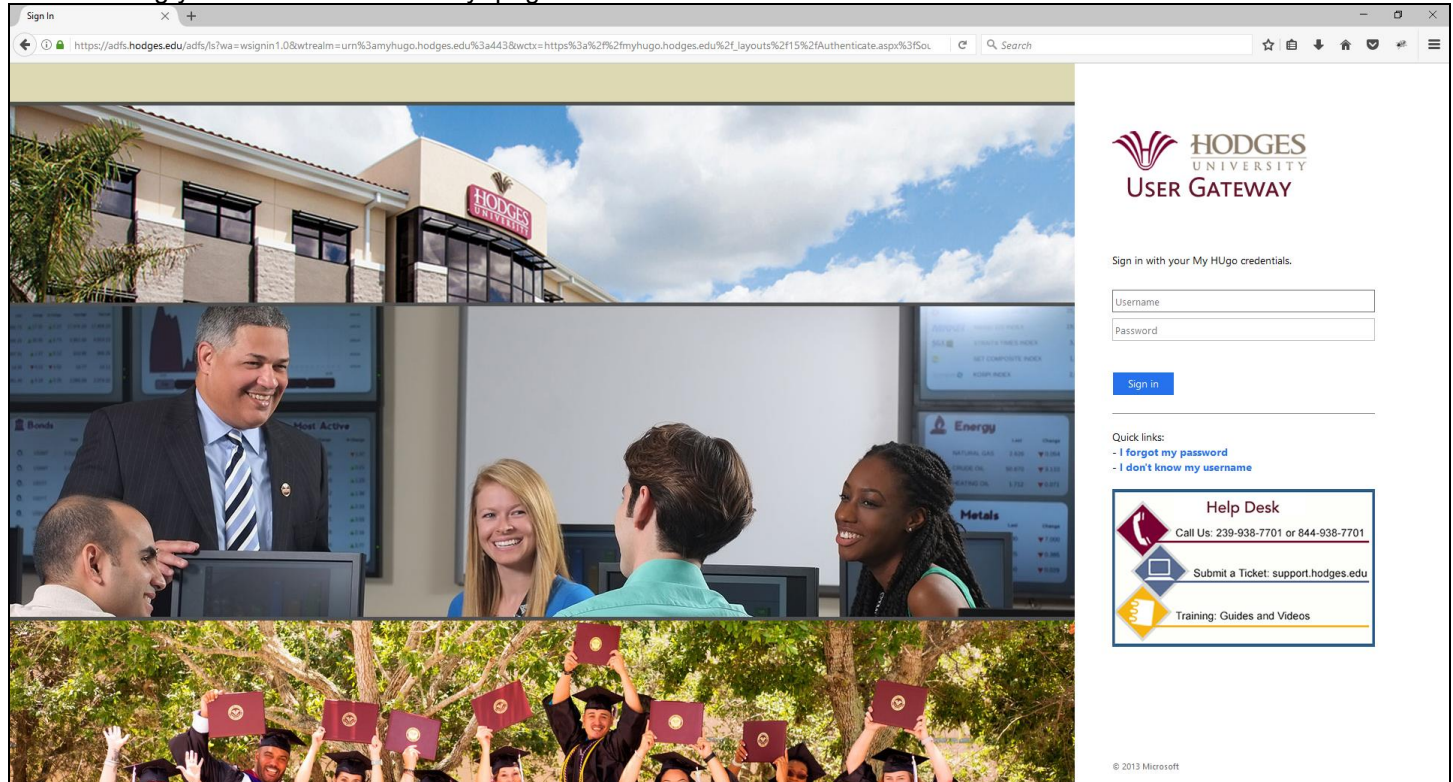
Using the My HUGo Portal

Logging In

Start by opening a web browser, preferably Chrome or Firefox.

In the address box, type in the following URL: <https://myhugo.hodges.edu>

This will bring you to the “User Gateway” page.



On this page you can login to My HUGo, plus find resources such as training, password change/unlock utilities, and contact information for our Helpdesk.

What is my username and password?

My HUGo usernames are formatted first initial, last name.

A user with the name John Smith would enter **jsmith** as the username.

In the case of more than one student having the same first initial and last name, some students may have a number added to the end of their username (e.g. John Smith might be jsmith, and Jane Smith might be jsmith1). If you are attempting to logon and can't get in, please use the “I don't know my username” link found on the My HUGo logon page to determine what your username is.

The initial password assigned to you is your six-digit date of birth, formatted **MMDDYY**

For example, a user with the birthday January 2, 1980 would be **010280**

When you are ready to logon, enter your username and password and hit “Sign In.”

When I change my password, how does it have to be formatted?

Your password must be at least eight characters long, comprised of letters AND numbers (or symbols).

Why should I change my password? Is it required?

All students are required to change their My HUGo password a minimum of once every 120 days, due to the sensitivity of the information that My HUGo houses (grades, tuition, etc.) Passwords can be changed by using the “Change Password” form found on the login page. Alternately, you will automatically be prompted to change your password the first time you logon after your password expires.

Student Home Page

Once you successfully login to the portal, you will be directed to the Student Home Page.

The screenshot shows the Student Home Page with the following components:

- Header:** Hodges University logo, navigation menu, and user profile (Test Student).
- My Blackboard Sections:** A list of course sections with links to Blackboard (BB) for each, including 'FA17 CC114000L - Introduction to Criminal Justice Systems' and 'Hodges University Skills Inventory A2'.
- Student Events Calendar:** A calendar for December 2017 showing events like 'FA17 & FA17B - Thanksgiving Holiday' and 'FA17C11 - Completed an academic related activity'.
- Online Resources for Students:** A central column with buttons for:
 - WebAdvisor / HU Self-Service:** Registration, Financial Aid, Student Account Information, Academic Profile.
 - Email (Office 365):** Add Email to my Mobile Device.
 - Blackboard:** Access your coursework, take assessments, and communicate with classmates.
 - Library Resources:** Research Guides, Database Access, APA Guide, Film and Video, Tutoring, Reserve a Study Room.
 - Scholarships:** View what's available and apply online!
 - Panther Team Store:** Validate your books and order spirit items!
 - Need Assistance? Student Helpdesk:** Click here to submit a ticket or view training guides and videos. Or, call us: 239-938-7701 or 844-938-7701.
 - Student Resources:** Forms, Policies, Office Contact Information.
 - Student Success Support Request**
 - Career**
 - Counseling and Disability Support**
- My Notifications:** Alerts for 'Veterans Service Notification' and 'COF Course Options Form'.
- My Team Sites:** A list of clubs, orgs, and committees including Application, Career Development, Counseling and Disability Support Services, Directory, Help Desk, Mentoring, Office of Student Success, and Student Resources.

The home page is host to a number of services, including:

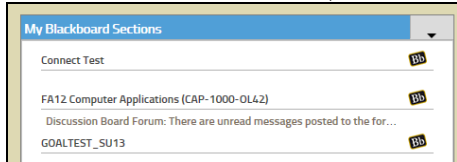
- **WebAdvisor / Student Self-Service:** WebAdvisor links you to your student account here at Hodges. You can register for course sections, check your grades, change account information, check account balances and pay tuition -- all online.
- **Student Email:** When you login to the portal, a link to your email appears on the main page.
- **My Blackboard Sections:** Direct links to all of your Blackboard sections, for class participation and turning in coursework.
- **My Team Sites:** There is a box on the right side of the page labeled "My Team Sites." These are sites beyond the Student Home Page that you are a member of. Simply click on the site you wish to enter.
- **Student Calendar:** This is a calendar maintained by Hodges, containing upcoming events from multiple areas, including various offices, Clubs and Organizations, and Career Development among others.

Accessing Blackboard through My HUGo

Blackboard is Hodges University's course-management system. This is where online participation in your courses will take place.

There are two different ways you can gain access to Blackboard:

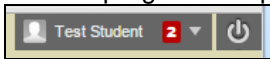
1. Typically, you will access Blackboard via the "My Blackboard Sections" box, found toward the top-left of the MyHUGo Portal. These links will get you into your Blackboard course, without any additional credentials. Simply click on a link to our course, and a new page will open up containing your Blackboard section.



2. You can also get to Blackboard outside of the My HUGo Portal by going to the following URL: <http://myhugo.blackboard.com>
Once here, logon using the same credentials you use for the MyHUGo Portal.

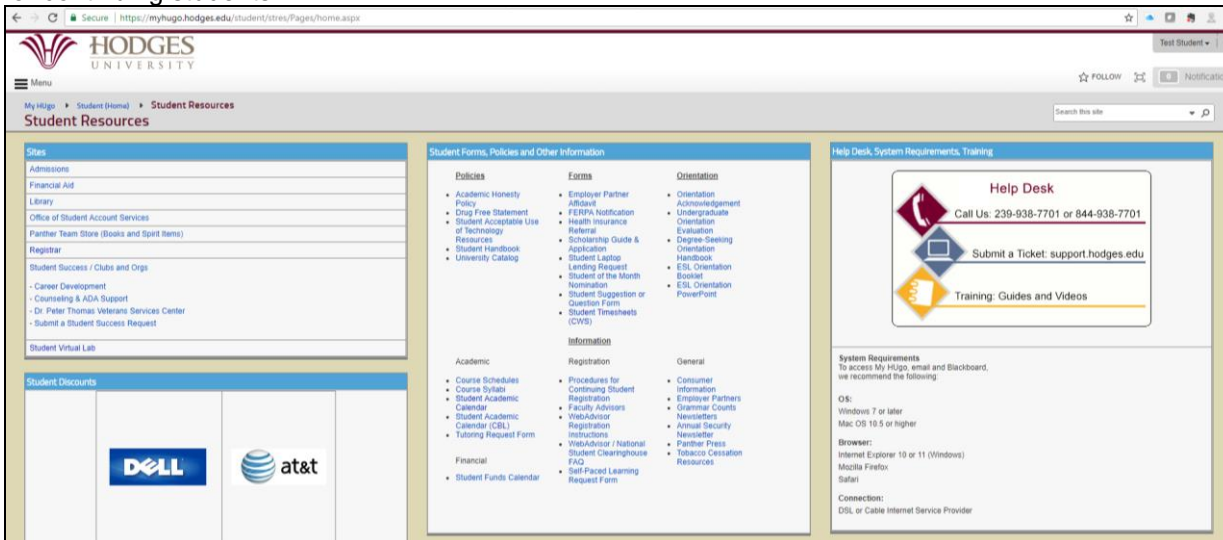
Logging out of Blackboard

At the top-right of the page, you will see the logout button. Click it and then close your browser to securely log off.



Student Resources

One of the sites under "My Team Sites" that all students have access to is "Students Resources." In Student Resources you will find course syllabi, faculty office hours, publications, documents, and contact information among other things. The Financial Aid, Registrar, and Business Offices all have areas within Student Resources that contain important information for continuing students.



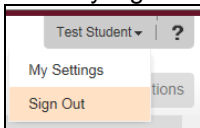
Getting Back to the My HUGo Home Page

When you move away from the home page, you can always click on the Hodges University logo at the top-left to go back home.



Logging Out of My HUGo

To log out of the portal, find your name at the top-right of the screen. Click on the drop-down arrow, and click "Sign Out" to securely sign out.



Last updated 11/19/18

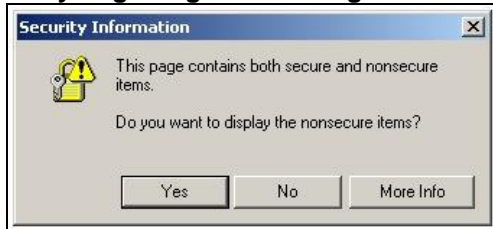
Tips and Suggestions

- **Internet Connections and Web Browsers**

For the best experience, we recommend that you have a DSL or Cable Internet connection. When accessing My Hugo and Blackboard, Chrome 36+, Firefox 31+, and Safari 6+ are compatible browsers.

Some of Hodges University's online technologies utilize the Java plugin, an independent piece of software that ties in with your web browser of choice. Java and web browsers in general are regularly updated by the manufacturer, frequently for the purpose of patching potential security issues. It is the **end-user's** responsibility to maintain current, patched versions of the software, **while still complying with the more general software requirements specified by Hodges University**, and to stay apprised of any software updates that may be required to patch security issues.

- **Are you getting this message in Internet Explorer?**



Don't worry, there's nothing wrong with your computer. This is a normal occurrence and happens because My HUGO is pulling information from various sources.

If you'd like to disable these messages, do the following:

- a. Click on your "Tools" menu, and click on "Internet Options."
- b. Go to the "Security" tab, make sure the "Internet" zone is selected, and click on the "Custom Level" button.
- c. Scroll down until you see the option for "Display Mixed Content." By default, it will be set to "Prompt."



Change this to "Enable" and click OK, and answer "Yes" when asked if you want to change the setting. Click on "OK" once more to exit the "Internet Options" window.

Training/Support Resources:

For Student Support (submit a ticket) plus Training Guides and Videos:

<http://support.hodges.edu>

Or, contact us by phone: **239-938-7701** or **844-938-7701**

For password changes/other assistance with your account:

When requesting information in person, Hodges University requires students to show two forms of identification, a Driver's License or photo ID and a University Student ID card, before any information will be released. Requests made over the phone or via email require that the students provide the last 4 digits of their Social Security number or their Date of Birth, as well as their Student ID.