Using MyThomas

THOMAS
Library and Service Desk

To access your MyThomas account, visit the Thomas College "Quick Link" page, found at
https://www3.thomas.edu/myThomas/

Click on the myThomas Link, which will take you to the log-in page.

MyThomas is a separate part of the Thomas network so if you have not registered to access it yet, you will need to do so before you can get in.

To register: you will need to provide your email address, name and designation (Day student, Alumni, Dual Enrollment Student, etc.)

If you have accessed the myThomas before just go to the log-in page and log –in (click on the re-register link if you can't remember your pin #)

Once you have logged into myThomas you can access a wide range of information important to your success as a student.

Here's a sample of some of what you can access through your MyThomas account:

THOMAS

myThomas

Sign In
If you've already registered, welcome back. Sign In here.

Register
Not registered? It only takes a minute. Register today!

Re-Register
Forgot your PIN? Click here to have it sent to you.

Feedback/Support/Contact Us
Contact our IT Services Department.

This secure personalized information system is designed for:

- current students
- potential students
- previous students / alumni
- high school guidance staff
- parents of current students (using student ID & PIN)
- faculty
- staff

Seeing your Grades	On-Campus Housing Request
Seeing what courses you need	Request a parking pass waver
Who is your advisor	List of other students in your classes
Warnings	Check status of Financial Aid
Class sections and times	Special pricing for software and equipment
Books you need for class	Student activities information
Checking your bill	Final exams schedule

See the reverse side of this sheet to learn how to accept your Thomas College Acceptable Use Policy (AUP) online through MyThomas.

How to accept your AUP (Acceptable Use Policy) online through myThomas

You should receive an email form IT Services informing you that your account has been created and giving you access information including your username and temporary password. You must accept an Acceptable Use Policy (AUP) or your account will be disabled. Thomas students who do not accept their AUP will be locked out of their Thomas accounts after a short grace period. Fortunately students can still register for a MyThomas Account using the alternative email address they have listed when registering and accept their AUP online.

Please follow the registration instructions for myThomas included on the first page of this help sheet, then follow the direction below to accept your AUP.

- Once you log-in to your myThomas click on the **"MyThomas for Student"** link
- On the top of the new webpage on the left you will see a section named **"Actions"**
- The Actual AUP policy will be listed as link #1 under actions, please read this policy.
- Once you have read the AUP go back to the general menu and select link #2 under "Actions" and click through the steps to accept your AUP.

If you have problems registering for myThomas please call or email the Thomas College Service Desk at

207-859-1204 or servicedesk@thomas.edu

For list of our hours of operation please visit the Library Services webpage at http://www.thomas.edu/library

THOMAS

myThomas - Student

This page is only available to current students.

Actions

1. IT Acceptable Use Policy (AUP)
2. AUP Accepted/Signed: Yes
3. Student Handbook (acknowledged: 8/10/2018 11:53:00 PM)
4. To change your password use the Office 365 self-service password reset function. Add an alternate contact method for self service password reset here. Then, change your password here. Alternately, can reset your password here for: << your username >>

Academic Information

Your << Academic Major >> advisor is Dr. Tracey Horton.
Have you visited your advisor this month?

1. Profile
2. Classes: Schedule   Final Sched.   Evals   Proficiency Exams   Warnings   Grades
3. Course(s): Offered   Needed   Electives   Advising   Section Times
4. Degree Program(s): All   My   Compare to Newest
5. Unofficial Transcript: Undergrad.   Grad.

6. Request an Official College Transcript:

ORDER Records ℗
For learners, parents & third parties

or In-Person

Student Affairs Information

1. Dining Menu
2. Athletic Center Liability Form Accepted/Signed: Yes
3. Activities/Student Organizations: List   My

Financial Information

1. Credit Agreement Form Accepted/Signed: Yes, on 7/13/2018.
2. Bill
3. Financial Aid Award
4. Financial Aid History
5. Show # of Pages Printed (Intranet)

Student Athlete

1. NCAA Division III Compliance Form Accepted/Signed: No
2. NCAA Division III Banned Drugs
3. NCAA Division III Regulations

Special Pricing

1. Dell
2. Microsoft: Campus Agreement (Windows and Office365) and Microsoft Imagine (for CS/ITM students)
3. GovConnection
4. Adobe
5. Apple: Store for Education and Maine Parent Online store
6. Other Academic Software: Thomas List and Kivuto List

Other Information

1. My Site/ePortfolio in SharePoint
2. Faculty/Staff Pictures
3. What is happening on campus today?