# Student Reference Guide For My Talladega

# Learning Portal



If you are having troubles with My Talladega go to <a href="http://www.talladega.edu/support/OnlineHelpDesk.asp">http://www.talladega.edu/support/OnlineHelpDesk.asp</a> and submit a help desk ticket

Information Technology Department

Sumner Hall (Basement)

Director

Mrs. L. Brewster

IT Support

Mr. Chris Turner 256-761-6598

Ms. Sharon Downing 256-761-6232

## **Instructions for logging into My Talladega:**

- 1. Enter your ID number in the "ID Number" field.
- 2. Enter your Password in the PIN field.
- 3. Click the Login button.

ID Number:	Pin:	Login	I forgot my password

## **How To View Your Courses**

- 1. Log into My Talladega <a href="https://my.talladega.edu">https://my.talladega.edu</a>
- 2. Look on the left hand side to find my courses
- 4. Courses will display, select your courses
- 5. View your course syllabus and course assignments



# **How to Add/Drop Classes**

- 1. Go to www.talladega.edu
- 2. Click on My Talladega
- 3. Login Info: Username: Student ID; number / Pin: Assigned Code

ID Number:	Pin:	Login	I forgot my password

4. Click on "Student Tab"



- 5. Click on "Course Search"
- 6. Change term to current term
- 7. Select search classes or add classes by course code



- 8. Review your schedule for accuracy
- 9. Print schedule

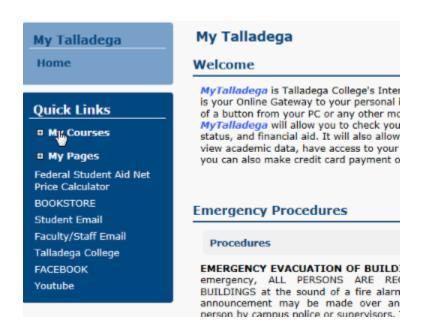
# **How To Check Your Assignments**

1. Go to www.talladega.edu

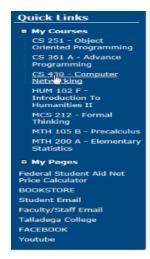
- 2. Click on MyTalladega
- 3. Login Info: Username: Student ID; number Pin: Assigned Code



- 4. On Left Hand Side Locate My Courses
- 5. Double Click onto My Courses



- 6. All Courses should expand.
- 7. Select Your Course



is your Online Gateway to your personal infor of a button from your PC or any other mobile MyTalladega will allow you to check your ap status, and financial aid. It will also allow you view academic data, have access to your stuc you can also make credit card payment online

#### **Emergency Procedures**

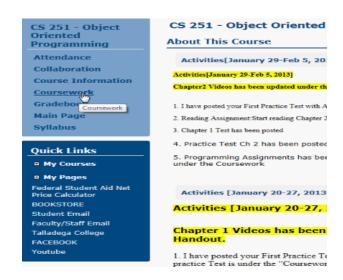
#### Procedures

EMERGENCY EVACUATION OF BUILDING emergency, ALL PERSONS ARE REQUIF BUILDINGS at the sound of a fire alarm. Ir announcement may be made over an int person by campus police or supervisors. This to fire; bomb threats to the buildings, considered threatening to the physical wel Supervisors shall direct evacuees to a locatic point away from the building (at least 250 fee

SEVERE WEATHER: In case of a warning and/or possible tornado, students, faculty ar instructions given by supervisors, directors ar

LOCK DOWNS: Lock-downs will be used whe determined that it may be more dangerous to building than to stay in the assigned rooms. threatening with a gun or other deadly weaporgoress, etc.) This is a procedure, which alloontinue with the normal school day, but redu and allows no unauthorized personnel into the

### 7. Select Coursework



### 8. View your Coursework Listed



## **How To View Your Schedule**

- 1. Go to www.talladega.edu
- 2. Click on My Talladega
- 3. Login Info: Username: Student ID; number/ Pin: Assigned Code



- 4. Locate Student Tab (within the top of the toolbar)
- 5. Select Course Information (left hand side )



### 6. Your Schedule Will be listed like so

