

### Welcome To Momentum!

Momentum provides you with a central location to connect to the people and services that can help you finish what you start – all accessible right from your Momentum homepage.

Log in to Momentum: [momentum.moravian.edu](http://momentum.moravian.edu).

Your homepage includes access to a customizable profile and personalized channels that make it easy to schedule the dedicated time you need with your instructors or advisors. Momentum can also help you manage the steps you need to take to stay on track and meet your goals.

Here are three great ways to get started:



#### Set up your profile.

Make it easier for your instructors and advisors to get to know you and stay in contact.

#### Connect to people and services that can help you.

Use your personalized My Success Network and Courses channels for quick access to contact information, appointment scheduling, and course help.

#### Stay on track.

Use your personalized Dashboard to stay on top of upcoming appointments, assignments, plans, and recommendations from your instructors.

#### Not sure what you need?

Browse the Services Catalog or use the Request Help option if you can't find what you're looking for through your personalized channels. You can always email [studentsuccess@moravian.edu](mailto:studentsuccess@moravian.edu) for additional assistance. We're happy to hear from you!

A screenshot of the 'Request Help' form. It has a title bar with 'Request Help' and 'Never Mind' and 'Submit' buttons. The form has three main sections: 'Type' with a dropdown menu 'Select the type of help you are looking for...', 'Course' with a dropdown menu 'Select a Course...', and 'Details' with a text area 'Describe how we can help you.'. At the bottom, there is a 'Required fields' label and 'Never Mind' and 'Submit' buttons.

## Set Up Your Profile

Begin by setting up your student profile. Your profile lets instructors and advisors know who you are and how to contact you. It also gives you control over how you wish to receive emails.

1. Click your name in the top right corner of your homepage to open your profile. From here, you can customize your profile by uploading a photo, setting appointment reminders, and adding a secondary email address for receiving Momentum emails (e.g. your mobile phone).

To have Momentum emails sent to your mobile phone (in addition to sending to your primary institutional email address):

- Enter the *email address* of your mobile phone in the Alternate Email field. This address will be a combination of your phone number plus carrier information. Click the more information icon ( ? ) for a list of common carriers and email address formats:
  - Click the Both radio button associated with “Send my correspondence to”.
2. Once you have made your desired changes to your profile, click the Submit button to save your updates.

## Connect To People and Services

The My Success Network and Courses channels display the people and services that are available to help you succeed. Here you can find key contact information as well as links to student service websites and online appointment scheduling.

### Messages

Click the Messages icon on your homepage to display messages sent to you in Momentum. Click on any message in the list to display the full contents of that message.

## My Success Network

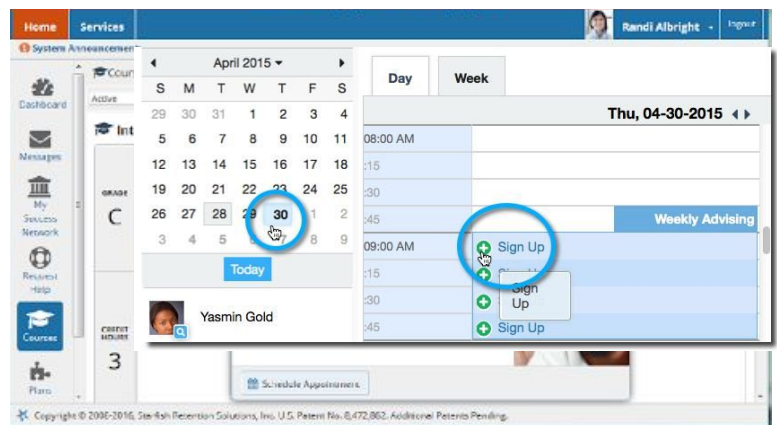
Click the My Success Network icon on your homepage to display your personalized network. This channel lists the people and resources that are available to assist you. (You can browse a broader list of available services in the Service Catalog). For each person or service listed, you will find contact information, supporting websites, and, if online scheduling is enabled, a link to make an appointment. If a service includes a waiting room for walk-in appointments, you can click the “Waiting Room” link to find out how many students are currently in line.

## Courses

Click the Courses icon on your homepage to display information about courses you are enrolled in as well as contacts and available support related to each. Like the My Success Network channel, it is personalized to show the people and services specific to the courses you are taking, and gives you the ability to make an appointment or request help related to a course.

## Make an Appointment

1. Click the Schedule Appointment link below the contact information for the desired person or service in the My Success Network or Courses channel. If available office hours aren't listed, please contact that person directly to arrange an appointment.
2. Use the small calendar on the left to quickly identify days with available office hours (available days will be shown in bold). Click the desired date in the small monthly calendar to display availability on that day.
3. Available time slots on the selected day will include a Sign-Up link. Click the Sign-Up link associated with the desired time slot.
4. This opens the Add Appointment form. Complete the form by selecting a reason for the meeting and a course (if relevant). Include an explanation of what you need so that your instructor or advisor can be prepared for the meeting.



- Click Submit to set the appointment. You will get an email with the appointment details and the appointment will be listed on your Dashboard. Please note that the appointment is not finalized until you receive an email confirmation.

## Change an Appointment

Upcoming appointments will be listed on your Dashboard in the timeline view (left column). Click the edit icon (✎) to modify the appointment or the cancel icon (✕) to cancel it.

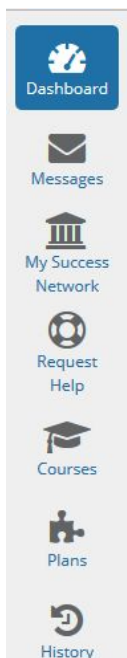
The screenshot displays a student dashboard interface. At the top, there are navigation tabs for 'Home' and 'Services', and a user profile for 'Randi Albright' with a 'logout' link. A 'System Announcement' banner is visible. The main content area is divided into a left sidebar with navigation icons (Dashboard, Messages, My Success Network, Request Help, Courses, Plans, History) and a central timeline view. The timeline shows 'FRIDAY' with 'No items scheduled today. Enjoy your day!' and 'MONDAY 15-08-2016' with an appointment at 15:00. The appointment details include: Reason: English tutoring, Location: Advising Center North Rm 118, Course: Technical Writing (ENGL300.01.201601), and Raiser: Yasmin Gold. To the right, there are several notification cards: 'Recent Kudos' with a green star and the number 2, 'Significantly Overdue' (Please contact Mary Wethers at the Career Services office to talk about your interests.), 'Low Participation in Class' (Introduction to Accounting (ACCT101.02.201501)), and 'Attendance Concern' (Marketing for Business Majors (BUSN201.01.201501)).

## Request Help with a Course

Need help with a course, but not sure where to go? Request help with a course directly from the Courses channel.

- Click the Help icon (🗨️) link in the upper, right corner next to any of the courses in which you are currently enrolled.
- This will bring up the Request Help form. Select the type of help needed from the drop-down menu and give specific details on how staff can assist you.
- Click Submit to submit your request when you are finished.

## Stay On Track



### Dashboard

Your Dashboard displays upcoming appointments and date-based tasks on the left to help you plan your week. The right-hand column of your Dashboard highlights items that require your attention and may include alerts related to your class work, recommended referrals to campus support offices to help you succeed, and kudos from your instructors.

### Messages

The messages will display the content of email messages sent to you through Momentum.

### Plans

The Plans channel will display any customized Plans created for you by your advisor. This might include an Academic Plan or a more targeted plan for a set of specific tasks with due dates. Click the View Details button associated with a plan to display a printable version of the plan.

Plans		
Finding your way around the university (In Progress) <a href="#">View Details</a>		
<input checked="" type="checkbox"/>	Attend Time Management Seminar Status: Open	Due: 04-24-2015
<input checked="" type="checkbox"/>	Freshmen Counseling Seminar Status: Resolved	Due: 04-05-2015
<input checked="" type="checkbox"/>	Meet with Your Buddy Status: Resolved Connect with the peer mentor for your program	Due: 04-22-2015

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## Not Sure What You Need?

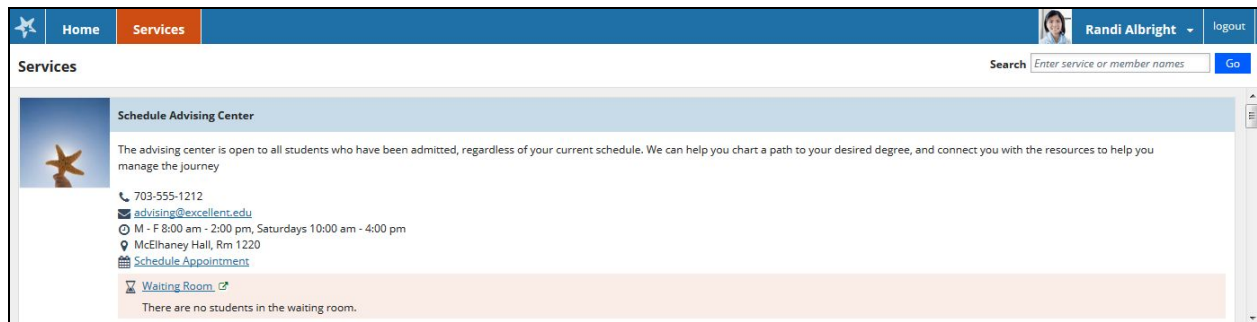
### Request Help

Click on the Request Help channel icon. Additional information about where to go for help will be displayed on the page. Click the Help Me button to submit a request for help.

You will be asked to provide additional information, such as the type of help you are requesting, the related course (if applicable), and a description. We encourage you to make your description as detailed as possible to ensure you get the appropriate help needed. Click Submit to submit your request when done.

## Services Catalog

Certain faculty and staff from various departments may be listed in your personal My Success Network channel, but other individuals and services can be found in the broader Services Catalog accessed from the top navigation bar. On this page, you can search for a service or scroll through the list of available services. For each service you can view contact information, visit service websites, and schedule online appointments (if available).



## Frequently Asked Questions

**What if I don't see anyone listed in My Success Network?**

Your specific advisors might not be assigned yet. Check back later or contact Dr. Nancy Allen (Director of Advising) for additional assistance.

**What if I click the Momentum link and get a "You do not have access" message?**

Contact the Student Success Team or send an email to [studentsuccess@moravian.edu](mailto:studentsuccess@moravian.edu) for assistance with accessing the Momentum system.