



**HOFSTRA UNIVERSITY**<sup>®</sup>  
**CONTINUING EDUCATION**

# **Paralegal Studies Certificate Program**

**Informational Guide on**

**How to Access and Review**

**Student Academic Transcript & Grades**

# Step #1

Log onto the Hofstra University website: [www.hofstra.edu](http://www.hofstra.edu) and select “(myhofstra)” icon .

HOFSTRA UNIVERSITY. APPLY GIVE TO HOFSTRA Hofstra.edu Ask Kate & Willie | more options | HOFSTRA SEARCH

about • admission • academics • student affairs • athletics • (myhofstra) events | news | directory | index

new challenges, new solutions define 09 ▶ more

1933-2010 75 YEARS more ▶

WHO ARE YOU? ▼

- ▶ Prospective Students
- ▶ Current Students
- ▶ Faculty
- ▶ Community & Visitors
- ▶ Parents & Families

BERNON HALL  
HOFSTRA UNIV.  
ADMISSIONS CEN.

find your edge®

Find your edge at Hofstra University, the largest private college on Long Island, New York

# Step #2

Enter your “Username” and “Password” to log into your “My.Hofstra.edu Portal” Account and select “Login”.

Hofstra University Login - Windows Internet Explorer

https://my.hofstra.edu/cp/home/displaylogin

Search web...

Hofstra University Login x Internet Explorer cannot dis...

**HOFSTRA UNIVERSITY** My.Hofstra.edu PORTAL

## welcome

This secure site provides the Hofstra community with world-class Intranet services along with single-sign on access to the Hofstra Online Information System and Blackboard.

Interested in finding out more? Click on one of the audience graphics below for a 2 minute introduction to what you'll find in the Hofstra Portal.

**Announcements**

Blackboard needs to schedule emergency maintenance for Saturday, August 1st 2009. The work will start at 08:00 hrs US Eastern and is expected to continue until 22:00 hrs US Eastern. During this maintenance window please expect intermittent service interruptions. Blackboard will take every precaution to keep the work seamless and maintain system availability.

We understand that this is short notice. Unfortunately Blackboard must perform this maintenance to assure our future operations.

**Login**

Username:

Password:

Login

**Parent Services**

**E-BILL** View student's account statement and make payments [online](#).  
[E-Bill Video Tutorial](#)

**HofstraCard** Add cash to your student's Dutch Debits account [online](#)!

Students can access these services through the Hofstra Online link within the portal.

# Step #3

Once logged into your “My.Hofstra.edu Portal” Account on left side of page – select “Hofstra Online Information Systems” icon. Double left click on the text.

My Hofstra - Windows Internet Explorer

http://my.hofstra.edu/render.userLayoutRootNode.uP?uP\_root=root

Search web...

My Hofstra

Internet Explorer cannot dis...

HOFSTRA UNIVERSITY. My.Hofstra.edu PORTAL

my account blackboard groupwise gmail Calendar my files my apps Groups

Home My Portal Alumni Employee Faculty

**Navigation**

- Bookmarks
- Hofstra Information Links
- Hofstra Online
- Hofstra Online Information Systems**
- Portal Poll

**Quick Grades**

Quick Grades

**Personal Announcements**

- Telecommunications Request
- Fiscal Year End Close - Asset Disposals
- Fiscal Year End Close - Travel Reimbursements
- Fiscal Year End Close
- July 31: Emergency Preparation Exercise
- Public Safety Notice: Swim Center Roadway to be Closed 7/5-8/14
- More...

**Current Weather**

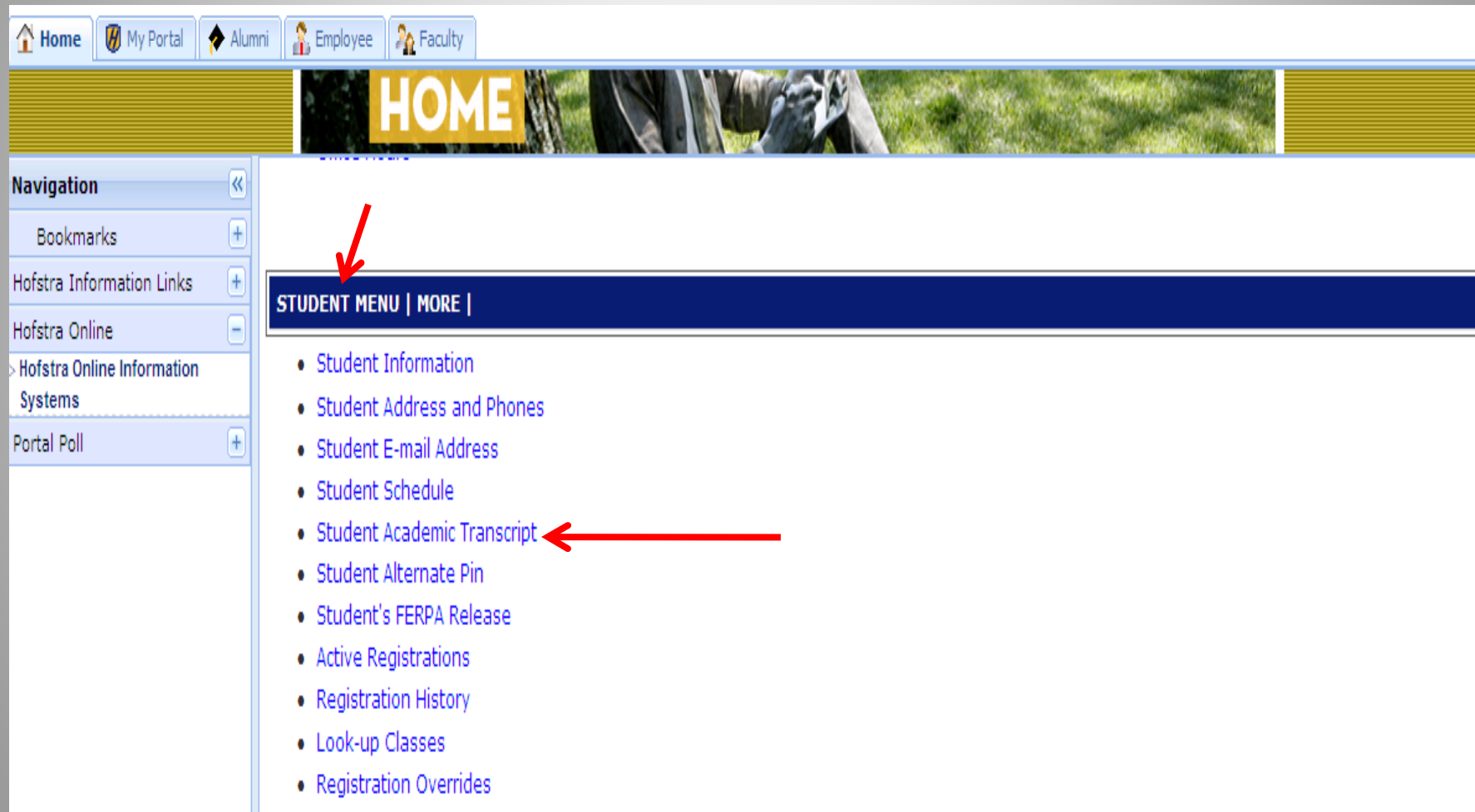
69.0° F  
Overcast

7-Day Forecast

**Directory**

# Step #4

Scroll down the page and from the “Student Menu” select and double left click on the “Student Academic Transcript” icon.



The screenshot shows a web portal interface. At the top, there is a navigation bar with links for Home, My Portal, Alumni, Employee, and Faculty. Below this is a banner image with the word "HOME" in large yellow letters. On the left side, there is a "Navigation" sidebar with various links and expand/collapse icons. The main content area features a dark blue header for the "STUDENT MENU | MORE |". Below this header is a list of menu items, each preceded by a small blue circle. A red arrow points to the "STUDENT MENU | MORE |" header, and another red arrow points to the "Student Academic Transcript" item in the list.

Navigation

- Bookmarks
- Hofstra Information Links
- Hofstra Online
- > Hofstra Online Information Systems
- Portal Poll

STUDENT MENU | MORE |

- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Student Academic Transcript
- Student Alternate Pin
- Student's FERPA Release
- Active Registrations
- Registration History
- Look-up Classes
- Registration Overrides

# Step #5

Under “[Select Term](#)” option – click on the drop down box and select the appropriate “[Paralegal](#)” term year and click “[submit](#).”

For example:

- if your term start date was “Spring 2009” select from the drop-down menu “ Paralegal Spring 2009”
- if your term start date was “Summer 2009” select from the drop-down menu “Paralegal Summer 2009”
- for future Paralegal terms – follow aforementioned examples.

My Hofstra - Windows Internet Explorer

https://my.hofstra.edu/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=/cp/ip/login%3Fsys%3Dscst%26url%3Dhttps%3A//hofstraonline.hofstra.edu/pls/HPRO/bwld

Search web... My Hofstra Internet Explorer cannot dis...

HOFSTRA UNIVERSITY My.Hofstra.edu PORTAL

Back to Home Tab my account blackboard groupwise gmail Calendar my files my apps Groups Log

Welcome to HOFSTRA ONLINE INFORMATION SYSTEM

Personal Information Alumni Student Faculty Services Employee Financial Aid

RETURN TO MENU SITE MAP

## Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Fall Semester 2009

Submit

# Step #5

## continued...

Under “[Select Term](#)” option – click on the drop down box and select the appropriate “[Paralegal](#)” term year and click “[submit](#).”


The screenshot shows a Windows Internet Explorer browser window displaying the Hofstra University portal. The address bar shows the URL: [https://my.hofstra.edu/render.UserLayoutRootNode.up?uP\\_tparam=utf&utf=/cp/ip/login%3Fsys%3Dscst%26url%3Dhttps%3A//hofstraonline.hofstra.edu/pls/HPRO/bwld](https://my.hofstra.edu/render.UserLayoutRootNode.up?uP_tparam=utf&utf=/cp/ip/login%3Fsys%3Dscst%26url%3Dhttps%3A//hofstraonline.hofstra.edu/pls/HPRO/bwld). The page header includes the Hofstra University logo and the text "Hofstra.edu PORTAL". A navigation bar contains icons for "my account", "blackboard", "groupwise", "gmail", "Calendar", "my files", "my apps", "Groups", and "Logout". A dropdown menu is open over the "Select Term" section, listing various academic sessions from Fall Semester 2009 down to Fall Semester 2006. The "Paralegal Summer 2009" option is highlighted, and a red arrow points to it. Below the dropdown, the text "Select a Term:" is followed by a dropdown menu currently showing "Fall Semester 2009". A red arrow points to the "Submit" button at the bottom left of the form area.

# Step #6

Under “**Student and Advisee ID Selection**” either enter your “**Student Identification Number**” or enter your “**Last Name and First Name**” and click “**Submit**”.

## Student and Advisee ID Selection

---

 You may enter:

1. The **ID** of the Student or Advisee you want to process, **OR**
2. **Search by Partial Names** (Last or First name, % for all) **and Search type**,  
(Search types :Students - in your class, Advisees -explicitly assigned on Banner form SGAADV, Both - a combination of both, All - active students for selected term.)

Then select Submit.

Student or Advisee ID:



**OR**

### *Student and Advisee Query*

Last Name:



First Name:



Search Type:  Students  
 Advisees  
 Both



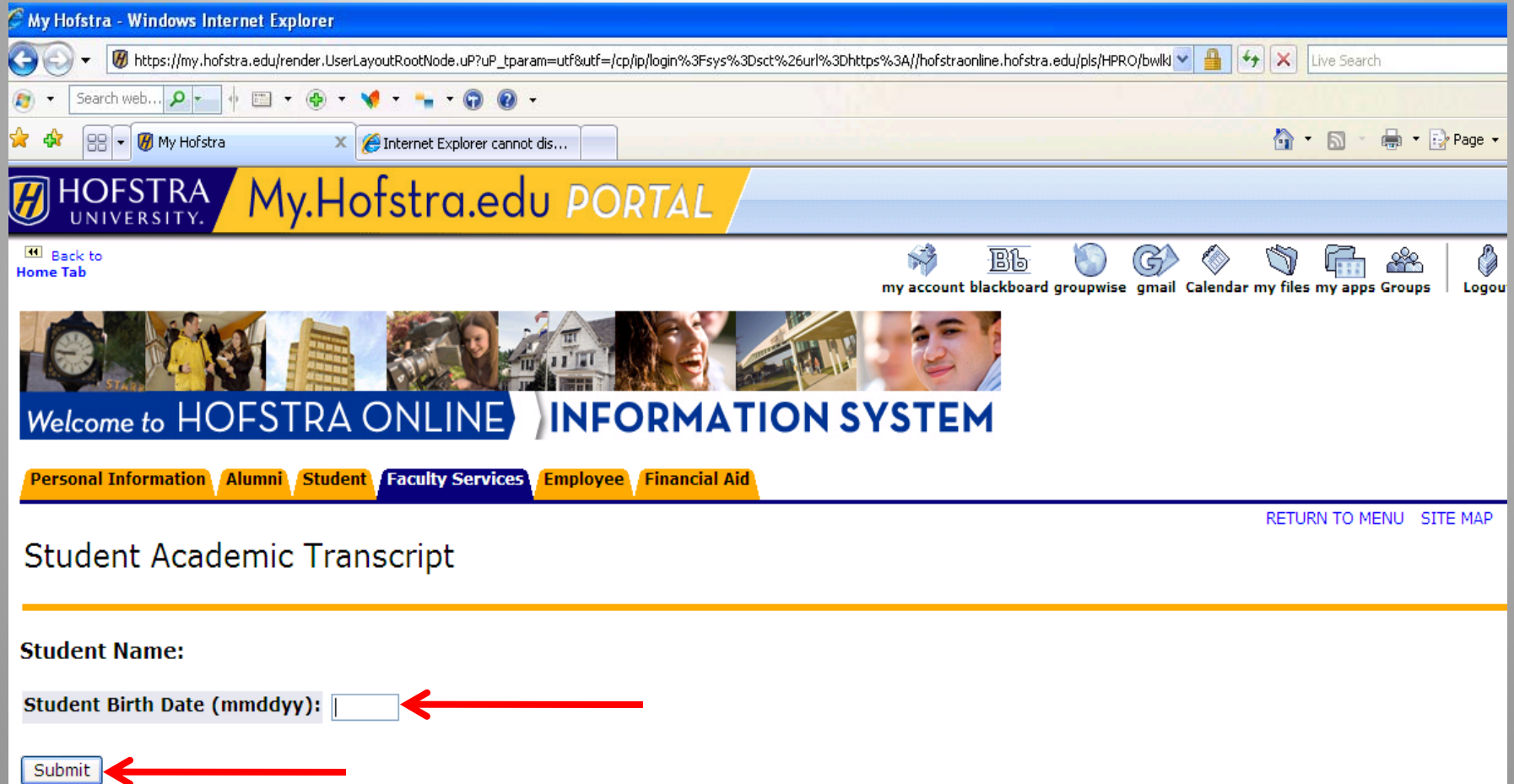
Submit

Reset

# Step #7

## Note:

On some instances you may have to enter to your [date of birth](#) to access your “Academic Transcript.” The system will prompt you to do so. If the systems prompts you - follow the below step to access your “Academic Transcript” by entering your [date of birth](#) and click “Submit” to access your “Academic Transcript”.



My Hofstra - Windows Internet Explorer

https://my.hofstra.edu/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=/cp/ip/login%3Fsys%3Dscst%26url%3Dhttps%3A/hofstraonline.hofstra.edu/pls/HPRO/bwllk

Search web...

My Hofstra

Internet Explorer cannot dis...

HOFSTRA UNIVERSITY. My.Hofstra.edu PORTAL

Back to Home Tab

my account blackboard groupwise gmail Calendar my files my apps Groups Logou

Welcome to HOFSTRA ONLINE INFORMATION SYSTEM

Personal Information Alumni Student Faculty Services Employee Financial Aid

RETURN TO MENU SITE MAP

Student Academic Transcript

Student Name:

Student Birth Date (mmddyy):

Submit

# Step #8

Under “[Transcript Level](#)” and “[Transcript Type](#)” leave the default settings as is and click on “[Display Transcript](#)” to view your Academic Transcript & Grades.

The screenshot shows the My Hofstra online portal in a Windows Internet Explorer browser. The browser's address bar displays the URL: [https://my.hofstra.edu/render.UserLayoutRootNode.uP?uP\\_tparam=utf&utf=/cp/ip/login%3Fsys%3Dscst%26url%3Dhttps%3A/hofstraonline.hofstra.edu/pls/HPRO/bwld](https://my.hofstra.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=/cp/ip/login%3Fsys%3Dscst%26url%3Dhttps%3A/hofstraonline.hofstra.edu/pls/HPRO/bwld). The page header includes the Hofstra University logo and the text "My.Hofstra.edu PORTAL". Below the header, there are navigation links for "my account", "blackboard", "groupwise", "gmail", "Calendar", "my files", "my apps", and "Groups". A banner image shows various campus scenes, and the text "Welcome to HOFSTRA ONLINE INFORMATION SYSTEM" is displayed. A navigation bar contains links for "Personal Information", "Alumni", "Student", "Faculty Services", "Employee", and "Financial Aid". The main content area is titled "Student Academic Transcript" and includes an information icon with the text "Select the transcript level and transcript type." Below this, there are two dropdown menus: "Transcript Level:" with "All Levels" selected, and "Transcript Type:" with "Web" selected. A "Display Transcript" button is located below the dropdowns. Three red arrows point to the "All Levels" dropdown, the "Web" dropdown, and the "Display Transcript" button.

My Hofstra - Windows Internet Explorer

Search web... My Hofstra Internet Explorer cannot dis...

HOFSTRA UNIVERSITY My.Hofstra.edu PORTAL

Back to Home Tab my account blackboard groupwise gmail Calendar my files my apps Groups

Welcome to HOFSTRA ONLINE INFORMATION SYSTEM

Personal Information Alumni Student Faculty Services Employee Financial Aid

RETURN TO MENU SI

Student Academic Transcript

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Web

Display Transcript

# General Questions

- After each respective course your grades will be mailed to your mailing address on file and posted on the Hofstra Online Portal Information System.
- At the conclusion of the program and successful completion of all course requirements an Official Transcript and Certificate will be mailed to your mailing address on file.
- To request an Official Transcript – please log onto [www.hofstra.edu/ce](http://www.hofstra.edu/ce) - select the “Registration Info” icon tab on left side of screen, then select “Forms” then select “[Transcript Request Form - Paralegal Studies](#)”.
- For general questions contact either Chris Wittstruck, Paralegal Program Coordinator @ (516) 463-4811 or Michael Chisena, Continuing Education Registrar @ (516) 463-5909.

---

## Specific Questions re: Access Rights to the Hofstra Portal System

- If for any reason you are having difficulty accessing the Hofstra Portal System please contact the Hofstra University Help Desk at (516) 463-7777 or email @ [Help@Hofstra.edu](mailto:Help@Hofstra.edu).
- For further information pertaining to the Help Desk please visit their website: at [http://www.hofstra.edu/StudentServ/CC/CHelp/index\\_chelp.cfm](http://www.hofstra.edu/StudentServ/CC/CHelp/index_chelp.cfm).