



COIN at UMass Dartmouth

What You Need to Know

WELCOME

COIN, Corsairs Online INformation, gives you access to your student information, such as your class schedule, grades, transcripts, and financial aid information. For more details about the services COIN offers, please visit:

<https://my.umassd.edu/group/myumassd/coin-for-students>

YOUR UMassD LOGON

Your UMassD Logon gives you access to Email, online courses, COIN, and many other campus services. To use your UMassD Logon, you must first activate it. To start this process, visit:

<https://secure.umassd.edu/newstudents/>

Read the text on the page, then click the **Activate** link. The Account Activation screen is displayed, as shown below.

Enter your birth date and Student ID number into the fields provided, then click the **Start Activation Process** button. Your ID number appears on your UMass Pass. If you don't have access to your ID number, you can look it up by clicking the 'here' link above the fields.

Next, you must set up answers to security questions. This will help you if you ever forget your password in the future. Select the challenge questions you wish to use, and enter your answers into the Answer and Verification fields. Remember that capitalization matters! Then, click the **Proceed...** button.

Last, you are asked to create a new password. Passwords:

- Must have a minimum of 10 characters,
- Cannot contain any portion of your name, birth date, social security number, or your User ID and
- Must contain at least one upper-case letter, one lower-case letter, and one number.

Enter your chosen password into the fields provided, and click the **Activate Your Account** button. Your UMassD Logon is ready to use! Be sure to note your Username shown on the final screen.

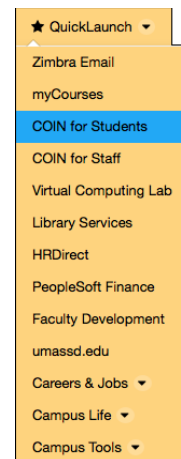
VIEWING YOUR CLASS SCHEDULE IN COIN

COIN for students is accessible through the myUMassD Portal. The portal provides a central location for many useful services. To access the portal, visit: <http://my.umassd.edu>

Enter your UMassD Logon username and password into the fields provided, then click the **Login** button.

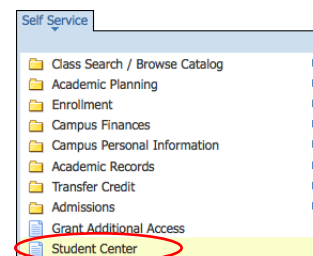
To access COIN, click the COIN for Students link in the QuickLaunch menu, as shown here.

1. Log in to COIN Student Self-Service
 - Enter your ID and Password.
 - Click the **Sign In** button.



2. The COIN page opens.

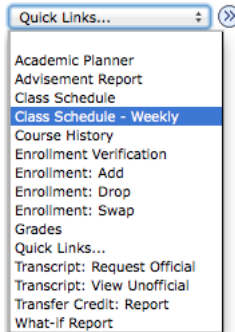
The COIN navigation menu is shown here. If it is not already selected, click **Student Center** at the bottom.



3. The Student Center page is displayed, as shown below.

Your enrolled classes for the upcoming semester appear in the center.

4. To view your schedule in calendar format, click on the Quick Links pop-up menu, and select **Class Schedule - Weekly**.



5. Click the circular 'Go' button to the right of the menu.

6. A Weekly Calendar View of your schedule is displayed, as shown below.

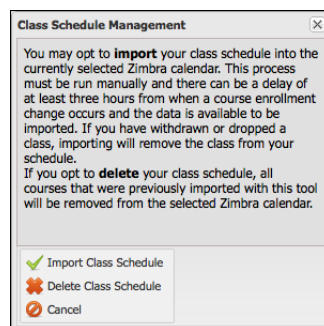
7. The first week of the upcoming semester is displayed, which may not be a full week of classes. Click the **next week** button to advance to the first full week of classes if needed.

To see a list of your classes rather than a calendar, select the **List View** radio button above the calendar area.

To prepare your schedule for printing, click the **printer friendly page** link at the bottom.

You can also add your class schedule to your Zimbra calendar:

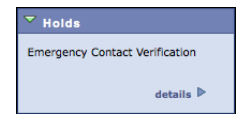
1. Log into the portal at <https://my.umassd.edu>.
2. Under My Zimbra, click the **Calendar** tab.
3. Click the **My Classes** button. A dialog box is displayed, as shown here.
4. Click the **Import Class Schedule** button. Remember that you should wait at least three hours after your last class schedule change to do this!



REMOVING THE EMERGENCY CONTACT HOLD

Prior to adding and dropping classes, you must complete and verify your emergency contact information used for notifying others. The hold will be removed immediately upon verification.

1. Log in to COIN Student Self-Service. Your holds are shown in a rectangle at the top of the right column.



2. To remove the Emergency Contact Verification hold, first scroll to the Personal Information section of the Student Center page. An example is shown here.



3. Click the **Emergency Contact** link. The Emergency Contacts page is displayed, as shown below.

4. To add new contact information, click the **Add an Emergency Contact** button.

5. To edit or change existing contact information, click the **Edit** button in the appropriate row.

6. To change your primary contact, place a check in the appropriate row, then click the **Save** button.

7. To confirm your information and remove the Hold, first click to select the **Check the box to certify accuracy** checkbox. Then click the red **Accept Certification and Remove Hold** button.

When you are finished using COIN, don't forget to click the Sign out link in the upper right corner to log out of your account!

FOR ADDITIONAL INFORMATION ABOUT USING COIN

- Visit the portal at <http://my.umassd.edu>, select the **Help** menu at the top, then click **COIN for Students**.
- Visit the Learning Commons Service Desk in the Library, call 508-999-8884 or email ITStudentCenter@umassd.edu.