Important Study Abroad/Away information for non-Miami students

Congratulations on your acceptance to a Miami University study abroad or study away program. There are a few key pieces of information, and steps you will need to complete in order to fully participate in this program.

Since you have been registered for the courses associated with your program, a Miami student account has been created for you. You will need to utilize your Miami student account for many things, including to pay for tuition, access your class Niikha page, access your grades, and request transcripts.

Accessing your myMiami: the main portal for all student information.

1. Please go to mymiami.miamioh.edu. This the main portal for all student information. You will log in with your MU unique id. This was provided to you via email upon registration, but you can also find it at miamioh.edu/uniqueidlookup.
   a. Your default password is derived by combining your two (2) digit birth month, two (2) digit birth day, followed by the last four (4) digits of your social security number. For example, if your birthday is 1/23/1945 and your social security number is 123-45-6789, then your default password would be 01236789. If you failed to give your social security number the last four digits of your password will be the last four digits of your banner plus number.
   b. You will then be prompted to change your password.
   c. For password assistance, please contact the IT Support Desk at (513)529-7900.

2. From myMiami, you can access your Miami email account, Bannerweb, and Niikha using the icons on the left side of the page. You can also access other Miami resources by using the quicklinks to the right.
3. Email – official communication from the university will be sent to your Miami email. You are encouraged to check this regularly, or set up a filter to send the email to your normal account.

Bannerweb: the system used to access your academic schedule, view your Bursar bill, and your grades (once posted).

1. **Verify your schedule**: Click on Registration – Student Schedule by Day and Time. Please ensure you have been registered for the correct courses.
2. **View and pay Bursar bill**: Click on Student Records - Tuition and a $125 admin fee are charged to your Bursar account at the time of registration. You are responsible for paying for tuition prior to the start of your program; failure to do so will result in your inability to participate in the program at your expense.

Niikha: Miami’s educational platform is called Niikha (similar to Blackboard at other schools). Your instructors will likely post important course information on this site. Access through the icons on the left of the screen once you are logged in to myMiami.

Transcripts: Transcripts are not included as part of your program fee, and must be requested individually at the completion of your program in order for credit to transfer back to your home school.

1. Log in to myMiami. Click on the ‘N’ link for National Student Clearinghouse, the portal for requesting Miami transcripts. You will log in with your Miami user name and password to request the transcript, which does carry an approximately $10 fee.
2. Keep in mind that grades are available approximately 10 days after the end of the class, and mailing a transcript can take additional time. Please plan accordingly.
3. Generally speaking, only official transcripts are accepted by your home school for transfer purposes. You may also want to request an additional copy for your records.