



How do you verify your enrollment, print an invoice, or look up your grades?

You will need to navigate to PSU's portal web site (my.plymouth.edu). Your username and password may be obtained through the process outlined below:

- The Welcome page includes an area to login to the portal. Below that login prompt is a section entitled "Getting Started."
- Click on "What's my user name?" and follow the instructions to determine your user name.
- Click on "What's my password?" to learn about your password.

Utilize the information you obtained to login to the portal system. This grants you access to the **My.Plymouth** web portal and a host of benefits including access to your academic and financial information.

In order to view your registration information,

1. Choose the tab at the top labeled *Student Services*.
2. Choose *Student and Financial Aid* in the left-hand column
3. Choose *Registration*
4. Choose *Student Detail Schedule*
5. Select *Term*
6. Click on *Submit Term*

Your registration information should appear.

To print a billing receipt,

1. Choose the tab at the top labeled *Student Services*.
2. Choose *Student and Financial Aid* in the left-hand column
3. Choose *Account Summary by Term*
4. Your billing information by term should appear.

In order to view your grades,

1. Choose the tab at the top labeled *Student Services*.
2. Choose *Student and Financial Aid*
3. Click on *Student Record*
4. Choose *Final Grades or Academic Transcript*
5. Choose the appropriate graduate term

Your grade information should appear.

Should you have any difficulties logging on or navigating through [my.plymouth](http://my.plymouth.edu), please contact the ITS helpdesk at 535-2929.