

# Introduction to ODU Online and Self-Service

## Accessing ODU Online

1. Go to [oduonline.ohiodominican.edu](http://oduonline.ohiodominican.edu)
2. Click “LOG IN” in the top right corner

**LOG IN** | MAIN MENU | CONTACT US

Login with your ODU issued user ID and password. If you have forgotten or need to change your password click [here](#).  
Please call the ODU Helpdesk at 614-253-3633, or toll free at 888-251-0773, if you need assistance. Thank you.

Search for Sections

### Welcome Guest!

2020-2021 Course Catalog: [Click Here](#)  
2019-2020 Course Catalog: [Click Here](#)  
2018-2019 Course Catalog: [Click Here](#)  
2017-2018 Course Catalog: [Click Here](#)

3. Enter in your ODU username and password and then click “Submit”

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

Log In

User ID:

Password:

Show Hint:

**SUBMIT**

4. You will see the following screen upon login:

LOG OUT | MAIN MENU | CONTACT US

Login with your ODU issued user ID and password. If you have forgotten or need to change your password click [here](#).  
Please call the ODU Helpdesk at 614-253-3633, or toll free at 888-251-0773, if you need assistance. Thank you.

### Welcome [REDACTED]

2020-2021 Course Catalog: [Click Here](#)  
2019-2020 Course Catalog: [Click Here](#)  
2018-2019 Course Catalog: [Click Here](#)  
2017-2018 Course Catalog: [Click Here](#)

NEW! Colleague Self-Service

Students

Faculty

Advisors

Employees

WebAdvisor - Applicants

Search for Sections

## Students Menu

1. Click on the Students menu and you will see the following:

LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

The screenshot shows the 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU' page. At the top right, there is a 'Welcome' message followed by a black box. Below the header, a disclaimer states: 'The following links may display confidential information. Please refer to the [ODU Return to Campus Guide](#) for details on how we will come back to campus safely.' The main content is organized into four columns:

- Registration**
  - [Course Catalog](#)
  - [Register for Classes](#)
- Academic Profile**
  - [Grade Point Average by Term](#)
  - [Program Evaluation](#)
  - [Transcript Request Status](#)
  - [My class schedule](#)
  - [My profile](#)
  - [e-Transcript Request](#)
- ODU B&N Bookstore**
  - [Go to ODU Bookstore Website](#)
  - [Order Books for My Classes](#)
- Financial Information**
  - [NEW! Financial Aid Self Service](#)
  - [Financial Aid Award Letter - 2020-21 and prior](#)
  - [StudentAccounts - Pay Bill / Payment Plans](#)
- NEW! Colleague Self Service**
  - [Course Catalog](#)
  - [Register for Classes](#)
  - [User Profile](#)
  - [Emergency Information](#)
  - [Grades](#)
  - [Application for Graduation](#)
  - [Test Summary](#)
  - [Unofficial Transcript](#)
  - [View 1098T](#)
  - [Financial Responsibility Agreement](#)

2. The Registration section allows you to view the Course Catalog to look for courses and their descriptions as well as registering for your classes. \*NOTE: This is covered more in depth during the Colleague Self-Service instructions.

### Registration

[Course Catalog](#)  
[Register for Classes](#)

3. The Academic Profile section allows you to look at your GPA by term, see what classes you need to graduate in Program Evaluation, what the status is for your transcript request (if applicable), your class schedule along with your profile and to request your transcript if needed.

### Academic Profile

[Grade Point Average by Term](#)  
[Program Evaluation](#)  
[Transcript Request Status](#)  
[My class schedule](#)  
[My profile](#)  
[e-Transcript Request](#)

4. The ODU B&N Bookstore section allows you to go to the ODU Bookstore's website to view items that may interest you as well as what books you need to order for your classes.

### **ODU B&N Bookstore**

[Go to ODU Bookstore Website](#)

[Order Books for My Classes](#)

5. The Financial Information section will take you to the new Financial Aid Self Service as well as your Financial Aid Award Letter for all years that you have attended ODU and you can also access and pay your bill through our provider, Nelnet.

### **Financial Information**

[NEW! Financial Aid Self Service](#)

[Financial Aid Award Letter - 2020-21 and prior](#)

[Student Accounts - Pay Bill / Payment Plans](#)

6. The NEW! Colleague Self Service section will open a new window for you to access the course catalog, register for your classes, view and update your profile that we have on file, and add your emergency contact information. You can view your grades, apply for graduation, view your tests summary (if applicable), you can view your unofficial transcript, view your 1098T form for your taxes, and accept the financial responsibility agreement.

### **NEW! Colleague Self Service**

[Course Catalog](#)

[Register for Classes](#)

[User Profile](#)

[Emergency Information](#)

[Grades](#)

[Application for Graduation](#)

[Test Summary](#)

[Unofficial Transcript](#)

[View 1098T](#)

[Financial Responsibility Agreement](#)

## Faculty Menu

1. Click on the Faculty menu
2. The Faculty Information section will show you who your advisees are as well as the advisees of other faculty members and view the faculty overview. You can also view your class roster and attendance for those classes as well as grading and searching for sections when assisting your advisees with finding their classes. You can view your class schedule, check the profiles of students, view your to do list as well as your contributions to cases and view the count of open and closed retention cases. You can view the information needed for contributing to a retention alert, view retention cases for your students, and maintain what books are needed for your classes. The section textbook report will let you see if the textbooks that you require for the classes are showing for your class's section and the degree works will assist you with finding the required classes for your advisee's degree.

### Faculty Information

[My Advisees](#)

[Advisees](#)

[New! Faculty Overview](#)

[Class Roster](#)

[Class Attendance](#)

[Grading](#)

[Search for Sections](#)

[My Class Schedule](#)

[Student profile](#)

[My To Do List](#)

[My Contributions to Cases](#)

[Count of Open Retention Cases](#)

[Closed Retention Cases](#)

[Contribute Retention Info](#)

[Retention Cases for Student](#)

[Maintain Books](#)

[Section Textbook Report](#)

[Degree Works](#)

## Advisors Menu

1. Click on the Advisors menu
2. The Advisor Information section will show you who your advisees are as well as the advisees of other faculty members. You can search for sections when assisting your advisees with finding their classes, view your to do list as well as your contributions to cases and view the count of open and closed retention cases. You can view the information needed for contributing to a retention alert and view retention cases for your students.

### Advisor Information

[My Advisees](#)

[Advisees](#)

[Search for Sections](#)

[My To Do List](#)

[My Contributions to Cases](#)

[Count of Open Retention Cases](#)

[Closed Retention Cases](#)

[Contribute Retention Info](#)

[Retention Cases for Student](#)

## Employees Menu

1. Click on the Employees menu and you will see the following:

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome XXXXXXXXXX

The following links may display confidential information.  
Please refer to the [ODU Return to Campus Guide](#) for details on how we will come back to campus safely.  
Questions for Human Resources? Click [HERE](#) to schedule a meeting.

<b>Employee Profile</b> <ul style="list-style-type: none"><li><a href="#">Position Summary</a></li><li><a href="#">My Stipends</a></li><li><a href="#">Leave Plan Summary</a></li><li><a href="#">Pay Advices</a></li><li><a href="#">Alert System Information</a></li><li><a href="#">User Profile</a></li><li><a href="#">Emergency Information</a></li><li><a href="#">NEW! Colleague Self-Service</a></li><li><a href="#">NEW! W-2 Tax Information</a></li></ul>	<b>Time Entry and Approval</b> <ul style="list-style-type: none"><li><a href="#">Time entry</a></li><li><a href="#">Time history</a></li><li><a href="#">Time approval (for supervisors)</a></li><li><a href="#">Employee history (for supervisors)</a></li></ul>
<b>Budgeting</b> <ul style="list-style-type: none"><li><a href="#">Budget selection</a></li><li><a href="#">Budget summary</a></li></ul>	<b>Financial Information</b> <ul style="list-style-type: none"><li><a href="#">Accounts Payable Bank Information Only - This is NOT for Payroll deposits</a></li></ul>
	<b>Retention Alert</b> <ul style="list-style-type: none"><li><a href="#">Contribute Retention Info</a></li></ul>

2. The Employee Profile section will show your position's summary, stipends that you have received, you can view your current balances for vacation, sick leave, and personal day in the leave plan summary and your pay advices/stubs. You can also view your alert system information, view and update your profile, view, add, and update your emergency contact information, access the Colleague Self-Service, and view your W-2 tax information.

### **Employee Profile**

[Position Summary](#)

[My Stipends](#)

[Leave Plan Summary](#)

[PayAdvices](#)

[Alert System Information](#)

[User Profile](#)

[Emergency Information](#)

[NEW! Colleague Self-Service](#)

[NEW! W-2 Tax Information](#)

3. The Budgeting section allows you to select the budget that you want to view as well as the summary of the budgets that you can view.

### **Budgeting**

[Budget selection](#)

[Budget summary](#)

4. The Time Entry and Approval section allows you to enter in your time if you are an hourly-paid employee as well as your time entry history. You can approve time for hourly-paid employees as well as view the employees that you have approved time for as long as you have been a supervisor.

### **Time Entry and Approval**

[Time entry](#)

[Time history](#)

[Time approval \(for supervisors\)](#)

[Employee history \(for supervisors\)](#)

5. The Financial Information section allows you to enter the information for an Accounts Payable account.

### **Financial Information**

[Accounts Payable Bank Information Only - This is NOT for Payroll deposits](#)

6. The Retention Alert section allows you to contribute information to a retention alert as well as create a retention alert for a student.

## Retention Alert

[Contribute Retention Info](#)

## WebAdvisor – Applicants Menu

1. Click on the WebAdvisor – Applicants menu and you will see the following:

WEBADVISOR - APPLICANTS MENU Welcome [redacted]

**Personal Profile**  
[Alert System Information](#)

**Financial Information**  
[NEW! Financial Aid Self Service](#)  
[Financial Aid Award Letter - 2020-21 and prior](#)  
[Student Accounts - Pay Bill / Payment Plans](#)

2. The Alert System Information will display what phone number is listed on your file to receive any alerts from ODU via a phone call or text message after texting the word “ALERT” to 22300.

### Alert System Information

The telephone and email information below will be used to notify you in the event of an emergency or campus closing. Please review to ensure the information is correct. Note that international phone numbers will not work. Students should send corrections to the Registrar and faculty / staff should notify Human Resources.

In an emergency, every wired phone will be called. Each cell phone will be called unless you have chosen to receive text message alerts. To opt in, text the word "ALERT" to 22300. Please carefully consider whether a phone call or text message would most quickly alert you in all situations.

Alerts and notifications are sent to currently enrolled students and currently employed faculty and staff. If you are not currently in the system and think you should be, please contact the Helpdesk.

Warning: If you have multiple numbers of the same type, only the first will be used - the others will be ignored. Contact Human Resources or the Registrar to resolve this issue.

If you have any questions or concerns please call the Helpdesk at 614-253-3633 or email [helpdesk@ohiodominican.edu](mailto:helpdesk@ohiodominican.edu).

#### Alert Information for

[redacted]

#### Phone(s)

Phone Number	Ext	Type
[redacted]		HOME Home Phone
[redacted]		CELL Cellular

E-Mail Address [redacted]@ohiodominican.edu

In Alert System Yes - will receive alerts.

OK

3. The Financial Information section will take you to the new Financial Aid Self Service as well as your Financial Aid Award Letter for all years that you have attended ODU and you can also access and pay your bill through our provider, Nelnet.

## NEW! Colleague Self-Service

Colleague Self-Service is the new way to access different components to be successful at ODU.

The screenshot shows the Ohio Dominican University Self-Service portal. At the top, there is a yellow header with the university logo on the left, a user profile icon in the center, and 'Sign out' and 'Help' links on the right. Below the header, a grey banner says 'Hello, Welcome to ODU Self-Service!' and 'Choose a category to get started.' The main content area is a grid of ten service tiles, each with an icon, a title, and a brief description. A dark vertical sidebar on the left contains navigation icons for home, university, calendar, graduation, mail, and user profile.

Category	Description
Financial Aid	Here you can access financial aid data, forms, etc.
Student (1098T) Tax Information	Here you can change your consent for e-delivery of tax information.
Accounts Payable Banking Information	View and update your Accounts Payable banking information.
Employee	Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
Course Catalog	Here you can view and search the course catalog.
Grades	Here you can view your grades by term.
Graduation Overview	Here you can view and submit a graduation application.
ODU Early Alert	Ohio Dominican Early Alert System

## Financial Aid

1. The Financial Aid Home screen will be able to provide a checklist that you will need to complete as well as display your government loan history, Pell Lifetime Eligibility Used, Financial Aid Contact Information, and Financial Aid Resources.

-  Home
-  Financial Information ^
-  Financial Aid ^
- Financial Aid Home
- Required Documents
- Offer Letter
- Satisfactory Academic Progress

Select an Award Year:  [Contact Financial Aid Office](#)

 Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) **FA GOOD STANDING** status. Please contact the Financial Aid Office if you need further assistance.

 **Financial Aid Checklist Complete!**  
 Congratulations! You've completed your Financial Aid checklist.  
 You successfully completed all the items on your Financial Aid checklist.

Checklist	
✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓ Completed	Complete required documents

Loan History (for your most up to date loan information please log in to studentaid.gov)


- Resources
- 
- Helpful Links
- [Master Promissory Note](#)
  - [FAFSA Application](#)
  - [PLUS Loan Application](#)
  - [Manage Your Federal Loans](#)
  - [Entrance Counseling](#)

Pell Lifetime Eligibility Used (for your most up to date Pell information please log in to studentaid.gov)

Pell Lifetime Eligibility Used (for your most up to date Pell information please log in to studentaid.gov) ✓



#### Financial Aid Contact Information

Financial Aid Office



[614-251-4778](tel:614-251-4778)



[Contact Financial Aid Office](#)

2. The Required Documents section will display what documents are need to be submitted, an explanation for what the form is, the date that it was received/processed, and the status of the form.
3. The Offer Letter section will display your Financial Aid award letter for each academic year that you are attending ODU.
4. The Satisfactory Academic Progress section will display your academic standing with the university as well as a summary of the previous semester and your academic history.

### **Student (1098T) Tax Information**

This section allows you to setup your preference of obtaining your 1098/1098-T in an electronic format or by mail. You will be able view your 1098/1098-T by clicking on the corresponding tax year.

### **Accounts Payable Banking Information**

This section allows you to track your refunds, reimbursements, and payments for ODU.

### **Employee**

 <p><b>Tax Information</b> Here you can change your consent for e-delivery of tax information.</p>	 <p><b>Accounts Payable Banking Information</b> View and update your Accounts Payable banking information.</p>
 <p><b>Time Approval</b> Here you can approve or reject timecards for the people you supervise</p>	 <p><b>Earnings Statements</b> Here you can view your earnings statement history.</p>
 <p><b>Faculty Contracts</b> Here you can view your contract assignment details.</p>	 <p><b>Employee Proxy</b> Here you can delegate certain types of work tasks to another employee.</p>
 <p><b>Time History (Supervisor)</b> Here you can view paid timecards for the people you supervise.</p>	 <p><b>Position History</b> Here you can view a list of your positions.</p>
 <p><b>Stipend History</b> Here you can view a list of your stipends.</p>	 <p><b>Total Compensation Statement</b> Here you can view your Total Compensation Statement.</p>
 <p><b>Current Benefits</b> Here you can view all your current benefits.</p>	

1. The Tax Information section allows you to consent to obtaining your W-2 Statements and 1095-C forms either online or by mail. Once your W-2 Statement has been posted for the previous tax year, you will be able to access it for tax purposes.

2. The Accounts Payable Banking Information section allows you to track your refunds, reimbursements, and payments for ODU.

3. The Time Approval section allows a supervisor to view and approve their employees' timesheets if they are hourly. This is where supervisors of student workers will go to view and approve their timesheets.

4. The Earnings Statements section allows you to view your pay stubs throughout the current year and for the previous two years.

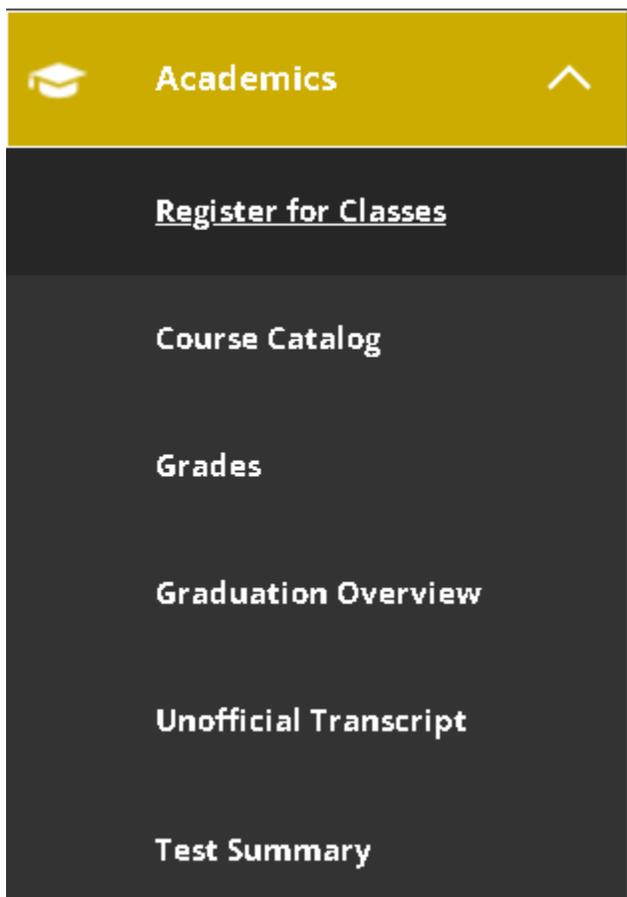
5. The Faculty Contracts section allows professors to accept contracts for each semester.

6. The Employee Proxy section allows employees to set another employee from their department as an additional person that can approve timesheets.

7. The Time History (Supervisor) section allows supervisors to search for an employee to see their submitted timesheets for the current year as well as the previous two years.

8. The Position History section will display an employee's position history as well as the position(s) that they have held while at ODU.
9. The Stipend History section will display any stipends that the employee have received while at ODU.
10. The Total Compensation Statement section will allow you to see the total benefits and taxes cost to the employee and the employer without stipends being included in the final compensation total.
11. The Current Benefits section allows the employee to view their current benefit choices as well as the coverage and the cost to the employee.

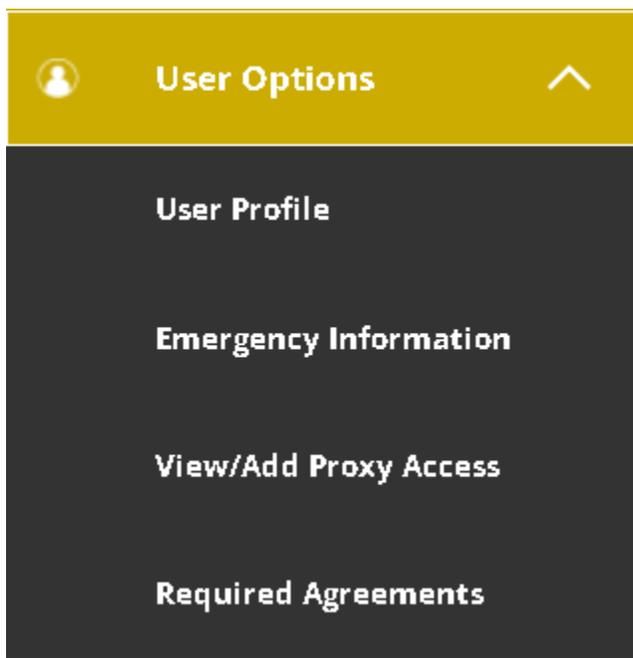
## Academics



1. The Register for Classes section allows students to search for specific courses that their academic advisor has provided to them as well as register for those classes. \*NOTE: Please look at the instructions on how to register for classes that has been provided by the Registrar's Office or on the Helpdesk's website.

2. The Course Catalog section allows you to refine your search of classes by the semester, class subject, and days of the week.
3. The Grades section allows you to view your grades for the classes that you have taken previously.
4. The Graduation Overview section allows seniors and graduate students who are close to graduating to apply for graduation.
5. The Unofficial Transcript section will display an unofficial copy of your academic transcript.
6. The Test Summary section will display results of any admission, placement, or other tests.

### User Options



1. The User Profile allows you to update your name, mailing address, email address, and phone number.
2. The Emergency Contacts section allows you to enter in your emergency contacts in the case that you are seriously injured or reported missing. You can change or remove these at any point by using the pencil icon or the circled 'X' icon.
3. The View/Add Proxy Access section allows students to add their parents to view their grades and/or their tax information.
4. The Required Agreements section allows to students to view agreements that they may need to complete or have already completed.