

Financial Section - Portal

Go to today.salve.edu and click on “Portal Login”

Generally, your username will be your first name and last name in this format “**firstname.lastname**”, However, check the letter you received from the *Office of Information Technology* to be certain. Your temporary password will also be included in this letter.



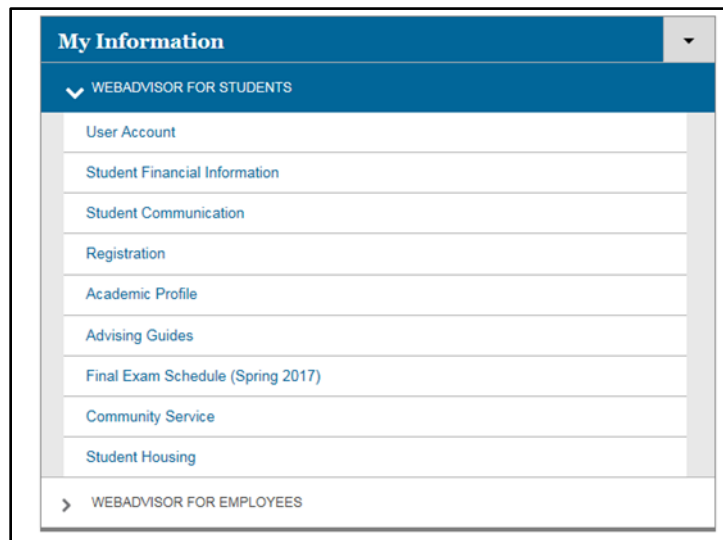
If there is a Security section, you can choose “*This is a public or shared computer*” or “*This is a private computer*”. Choose accordingly.

If this is the first time logging in to the Portal, you will be prompted to change your password.

NOTE: *Never give your password out. No one from IT will ever ask for your password, either on the phone or by email.*

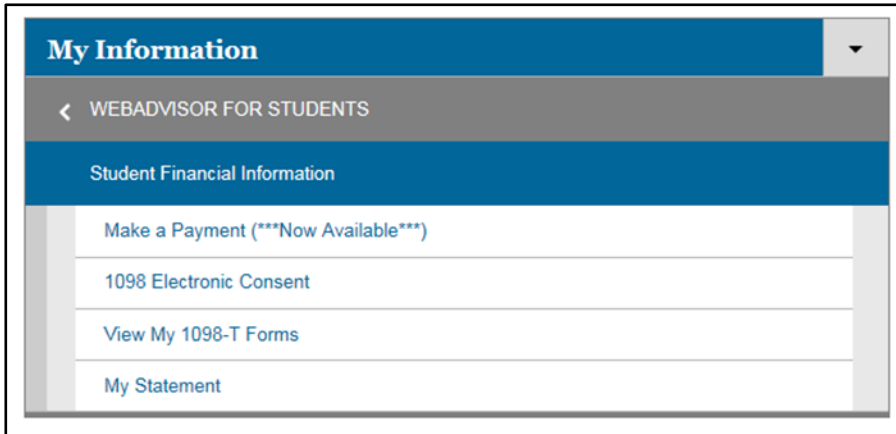
My Information is the area where you find information pertaining to your academic career at the university, including;

- User Account
- Student Financial Information
- Student Communication
- Registration
- Academic Profile
- Advising Guides
- Final Exams
- Schedule
- Community Service
- Student Housing



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My Statement is where you can find information on charges and payments to your account. It is located under **My Information > Student Financial Information > My Statement**.



Logging off. In order to protect your information, please be sure to log off of your *Portal* account when you are done. **Failure to take necessary precautions could result in confidential information being compromised.** To log off click on your name on the top, upper right hand side of the screen. When the menu opens, select "**Sign Out**"

