MYJEFFCO- ONLINE SERVICES FOR STUDENTS

MyJeffco is available on any computer with internet access at www.jeffco.edu.

HOW TO OBTAIN LOGIN INFORMATION
1. From the MyJeffco login page select “First Time User” or “Forgot Password”.
2. Click on “Forgot MyJeffco Login”.
3. Follow prompts and answer security question.

Login assistance is also available by contacting the Help Desk at 636-481-3234, option 2. For on-campus assistance you can visit the Student Services office at Hillsboro, or the Service Desk at the Arnold or Imperial location. (Photo ID will be required.)

HOW TO SET A SECURITY QUESTION
1. Locate the “Quick Launch Navigation” section on the Home tab.
2. Click on ‘Password Management’ Link
3. Follow Prompts
4. Click ‘Save’

HOW TO REGISTER/DROP/WITHDRAW ONLINE
1. Locate the ‘Registration Tools’ section on the Student tab.
2. Click on ‘Registration Status’ to be certain no holds or other barriers to registration exist
3. Return to the Student tab
4. Click on ‘Add or Drop Classes’
5. Select the term, if necessary
6. Scroll down and enter one CRN in each box to register. Click ‘Submit Changes’
7. To drop/withdraw, click on the small arrow in the ‘action box’ next to the course you wish to drop/withdraw. Select the appropriate choice and click ‘Submit Changes’
8. Always scroll to the bottom of the page to check for errors

HOW TO PRINT YOUR CLASS SCHEDULE
1. Locate the ‘Schedule Bill’ section on the Student tab.
2. Click the ‘Print Schedule/Bill’ button
3. Select the appropriate term
4. Click View Schedule/Bill

NOTE: This is the same schedule format you receive at the registration sites.

HOW TO VIEW FINANCIAL AID INFORMATION
1. Locate the ‘Financial Aid Awards’ section on the Student tab.
2. Click on the link for Financial Aid Awards to view detailed financial aid information.

HOW TO RUN A DEGREE EVALUATION
1. Locate the ‘Degree Evaluation’ section on the Student tab.
2. Click on Degree Evaluation
3. Follow the prompts to choose term and program
4. Select ‘Generate Request’ when prompted

HOW TO VIEW AND PRINT AN UNOFFICIAL TRANSCRIPT
1. Locate the ‘Academic Profile’ section on the Student tab.
2. Click on the ‘Unofficial Transcript’ link at the bottom of the section
3. If there are holds on your record prohibiting access to transcripts, click on the ‘Holds’ link at the bottom of the Academic Profile section.

HOW TO VIEW GRADES
1. Locate the ‘Student Grades’ section on the Student tab.
2. Select Midterm or Final grades.
3. Select the term for which you want to view grades from the drop-down menu. The current term will automatically display if grades have been processed.
4. If there are holds on your record prohibiting access to grades, click on the ‘Holds’ link at the bottom of the section.