



## Shorter University Instructions for Students -

Here are a few tips for success with MyStudentBody.com. Do not lose or forget your username or password. It is vital that you always use the same information when logging into MSB.com. Allow yourself 1 ½ - 2 hours to complete the entire test. Remove any distractions (TV, phone, friends) while you take the test. Concentrate on the pre-test and you will have better results on the post-test. You must pass the post-test with a grade of 80. You will have five attempts. It's very important for you to send the certificate of passing to your instructor when you are finished in order to get your grade posted. Good luck!

## PART I: Course instructions for self-registering students required to take a course

You have been required to take MyStudentBody. Follow these instructions to get started:

1. Go to <http://www.mystudentbody.com> and click REGISTER HERE to create your secure account. Enter your email address, select password, and enter **gohawks** as the school code. Follow the on-screen prompts to enter required security and demographic information. Click continue.
2. From the My Stuff page, select the **Essentials Course** by clicking **Take Now** under *Status*.
3. Complete the questionnaire and pre-quiz for the selected module.
4. Complete all module material.
5. Complete the post-test.

NOTE: The course consists of multiple modules. Repeat steps 3-5 for each module required for the course. You must complete the course by **5 PM, September 7, 2012** with a passing score of **80**. You will have **5** attempts to complete the course. Should you be unsuccessful in passing the test after 5 attempts, please contact the MyStudentBody.com campus administrator for Shorter University, Mary Shotwell Smith, MA, BSN, RN, Director of Student Health Services, 706-233-7278.

6. Complete the course survey.
7. View, print, or email your certificate of completion.

You'll return to the My Stuff page after receiving your certificate where you'll be free to explore other areas of the website such as the library in the Student Center or ask questions in the Advice area.

## PART II: Follow-Up Assessment

All courses include a follow-up assessment that helps you see how you have changed since you took the course. You will receive an email **90** days after you complete the course asking you to log in to *MyStudentBody* and complete the 10-minute assessment. Please fill out the assessment as soon as possible. The information learned from this assessment will help improve alcohol and drug educational programs on your campus. Your responses will be completely confidential.

IMPORTANT: Please add [reminder@mystudentbody.com](mailto:reminder@mystudentbody.com) to your list of approved senders to make sure the follow-up email reaches you.

### **For Technical Support and Questions:**

Click **Site Help** at the bottom of every screen on MyStudentBody to get answers to common questions. If you have a question about course deadlines or other campus-specific issues, please contact Mary Shotwell Smith, MA, BSN, RN, Director of Student Health Services, 706-233-7278 or [mssmith@shorter.edu](mailto:mssmith@shorter.edu).