



Attention August 2013 Incoming Freshmen: Please note that completing My Student Body is a requirement of all first-year students at Shorter University. (Yes, that includes you!) This is a graded assignment in each of the Learning Community Seminar sections (FCS 1010), and all instructors require completion by the enclosed deadline. Most freshmen have no issues completing My Student Body using the following instructions; it is advised to complete My Student Body after orientation but before classes begin. Work on it now, and that is one less assignment you have to complete during the semester!

**Gina Floyd, First Year Experience Coordinator and Assistant Director of Student Engagement & Success**

## **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. Allow yourself 1½ - 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 FCS 1010 instructor when you are finished in order to get your grade posted.
2. 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. Do not forget or change your username or password. Follow the on-screen prompts to enter required security and demographic information. Click continue.
3. From the My Stuff page, select the **Essentials Course** by clicking **Take Now** under *Status*.
4. Complete the questionnaire and pre-quiz for the selected module.
5. Complete all module material.
6. 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, August 19, 2013** with a passing score of **80**. You will have **10** attempts to complete the course by that date. Should you be unsuccessful in passing the test after 10 attempts, please ask for assistance from MyStudentBody.com campus administrator for Shorter University, Mary Shotwell Smith, Director of Student Health Services, 706-233-7278.

7. Complete the course survey.
8. **Print or email your certificate of completion to yourself and your FCS 1010 instructor. (Your FCS 1010 instructor's name is listed on your class schedule.) It is always important to keep a copy of your completion certificate for your records.**

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.

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, SANE, FCN, Director of Student Health Services, 706-233-7278 or [mssmith@shorter.edu](mailto:mssmith@shorter.edu).

File: MSB.com May 2013 Instructions