

CONGRATS! MAROON LOOKS GOOD ON YOU

ONLINE SUCCESS CHECKLIST ✓

ACTIVATE YOUR MY EKU AND STUDENT EMAIL (AFTER BEING ADMITTED) _____

Navigate to the MyEKU page in your [application portal](#).

Within your portal you will find your EKU ID number and your temporary password for account access. You will use your EKU ID for many things. Please keep this number confidential and easily accessible. It is recommended to check your EKU email every day for updates and additional information.

CORPORATE EDUCATION PARTNERSHIP (CEP) STUDENTS

UPLOAD YOUR LETTER OF VERIFICATION _____

Upload your HR's employee [letter of verification/confirmation](#)

COMPLETE THE ONLINE STUDENT ORIENTATION _____

These modules contain important information you need to start off strong in our online program. The modules will take close to 45 minutes to complete, but you can complete the modules at your own pace. Follow this link to the modules: ekuonlineorientationug.eku.edu

VETERANS AND ACTIVE DUTY MILITARY STUDENTS

SUBMIT YOUR COURSE ENROLLMENT FORM (AFTER YOU REGISTER FOR CLASSES)

This form is your written request to use your VA educational benefit.

Note: You must submit a Course Enrollment Form each semester after you register for classes. It only has to be submitted once, even if your schedule changes.

Once you have applied for benefits and received your Certificate of Eligibility, upload [here](#).

Reservists/Guard ONLY: [A Notice of Basic Eligibility](#) (NOBE)(DD Form 2384-1) can be obtained from your unit and uploaded [here](#). Your NOBE allows our office to certify your enrollment with the VA while you are waiting on your Certificate of Eligibility to be issued (usually 30 days).

SIGN UP FOR YOUR BIG-E WELCOME CALL! (3-4 WEEKS BEFORE CLASSES START)

In your "Congratulations! How to get started with ECU Online" email from your advisor is a link to set-up a time for your advising call. During this call you will go over your ECU Degree Works, questions you have about the program, and what classes you should take for your first semester.

SET UP PAYMENT OPTIONS AND/OR FINALIZE FINANCIAL AID

Payment Plans can be found at Login to myECU > Select Billing and Payments under the Big E Central card > Select Installment Payment Plan (Current Students) from the Student Accounting Services card > You will be redirected to TransACT > Select the Payment Plan tab.

Your personal financial aid Information can be found at MyECU > BigE Central > Aid:Scholarships, Grants, & Loans > Financial Aid Dashboard

LOG IN TO BLACKBOARD (1 WEEK BEFORE CLASSES START)

Log in to Blackboard at learn.eku.edu. Courses are not required to be open until the day that term starts. Additionally, if you are in B term courses you will not see those until the day they start.

REVIEW DROP AND WITHDRAW DEADLINES (FIRST WEEK OF CLASS)

For drop dates and refund information, please refer to the Colonel's Compass at colonelscompass.eku.edu/deadlines-add-drop-refunds. If you intend to drop a class, first discuss the options with your advisor (if possible) and consider the financial implications if you rely on federal aid (BigE Central@eku.edu). Always refer to the [Colonel's Compass](#) for specific refund and withdraw deadlines. You must add or drop courses yourself through MyECU.

ANY QUESTIONS? CONNECT WITH YOUR ADVISOR!

If you have any questions regarding the information above, contact your advisor. You should already be receiving emails from them! If you do not know who your advisor is, log into your application portal, and their contact information will be on the right-hand side of the screen.