

## Student Orientation

### Step 2: Acquaint yourself with the SU Student Portal through Orbund.

#### *Video script text*

Before you start your first class, you will want to check your student profile to make sure that your account information is correct.

To do this, make sure that you are logged into the SU Student Portal through Orbund at [online.summituniversity.org](http://online.summituniversity.org). In the left-hand menu, click **Setup & Customization**, and then **Account & Profile**. This will take you to your student profile.

The **General Info** tab shows you your contact information. Be sure to review this information to make sure that it is correct. Should you ever need to update your address, phone number or email address, you can do so here at any time.

Most students will already have a photo displaying on their student profile. If you don't, then please upload one right away. This will help the Summit University faculty and staff get to know you a little better. We recommend selecting a headshot of yourself that is sized to approximately 100px by 100px. To upload or update your profile photo, click **Upload File**, then **Browse**, and select the image on your computer. Then click **Upload**, and the photo will upload to your account, however you will not see it until you save your changes.

The **Emergency Contact Info** tab is a place where you can add an emergency contact. This is important, especially if you plan to take an on-site intensive as part an SU program. The **Additional Info** tab contains additional profile information. Be sure to review and update this information from time to time.

To save the changes to your profile, click **Save** while on any of the profile tabs. You will be directed back to your student portal **Dashboard**.

We recommend that students review and update their SU student profiles at the start and conclusion of each course or semester. This will help make sure that we have the correct contact information on file for you so that you will correctly receive important communications from SU.

You may also want to update your student portal password from time to time as well. To do this, go back to your profile by clicking **Setup & Customization** and then **Account & Profile**. Enter your new password in the **Password** box on the **General Info** tab of your profile page. *Your new password must be at least 8 characters long and contain 1 lowercase letter, 1 uppercase letter, 1 number and 1 other character, such as an exclamation point or an asterisk. Do not share your password with anyone else, but make sure that you write it down in a safe place.*

Enter your password again in the **Confirm Password** box, and then click **Save**. If your new password is accepted, you will return to the **Dashboard**.

And with that, you are ready to begin your classes, which we will walk through how to do in Step 3.