

## Student Orientation

### Step 1: Acquaint yourself with the SU Student Portal through Orbund.

*Video script text*

The SU Student Portal, also known as Orbund, gives you access to your online student account and classes hosted in Moodle.

When you first login to the **SU Student Portal** at [online.summituniversity.org](http://online.summituniversity.org), you are taken to your student account **Dashboard**, where you will find important news and announcements, upcoming events, messages, tasks and other important information. You will also see a list of links to important student information and SU Tech Support.

**Use the menu on the left side** to access various parts of the portal. Depending on the type of course you are taking with Summit University, you will have different access to these features at different times.

**Clicking on a menu item** will open up a submenu of links to important tools and information. **Click on a link to access it.**

The **Communication** area menu will provide you with links to your personal **messages** inbox and general **announcements**. Check this area often for important communications from the Registrar, your instructors and fellow students.

You will find your current and past classes listed under **Classes**. **Clicking on a class name** will take you to its materials and resources. We talk more about courses in Step 3 of this orientation.

**Reports & Transcripts** will show you your **course grades and student transcript**, and you can access your **tuition invoice** under **Finance**. Complete your **registration** for the upcoming semester using the **Enrollment & Schedules** area.

The **Reference** area gives you access to several different types of **resources** available to students. Finally, the **Setup & Customization** area allows you to view and update your **Account & Profile**. To return to your **Dashboard** at any time, click on **Start Page** at the top of the menu.

Acquainting yourself with the SU Student Portal through Orbund is as simple as that! Let's go on to Step 2.