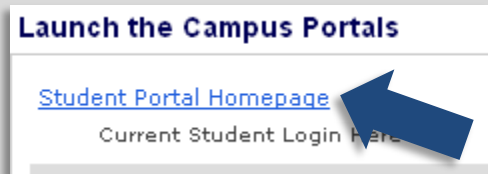


Your MyPMI Portal comes with all these great features!

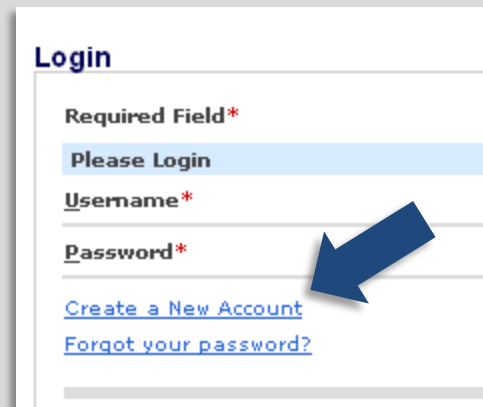
- Check your grades
- Review your account balance
- Make a payment
- Browse job information
- Find faculty e-mail & phone numbers
- Print unofficial transcripts

Getting Started

Step 1: Go to <http://my.pmi.edu> and click on **Student Portal Homepage**.



Step 2: Click **Create a New Account**.



Step 3: Fill out the New Account Creation form. When you are finished, click **Next**.

You MUST enter your SSN

When you enter your SSN, you must use this format

New Account Creation

Required Field*

Please enter the following information to create your account.

Social Security #

Student ID

First Name*

Last Name*

Mother's Maiden Name?*

These are all required fields

(Turn over ➡)



How to Create a New Account (continued)

Step 4: To confirm that your email address is valid, click **Yes**.

Email Address Verification

Email Address Verification

We found an email address on file for you: **jjohnson7809@my.pmi.edu** Is this address still valid?

Confirm the last 3 digits of your SSN

Confirm your birth month

How to Log In to MyPMI Portal

Step 1: Enter your login information. When you are finished, click **Submit**.

Login Information

Required Field*

Login Information

Your student record was successfully located. Please enter a username and password.

Username*

Password*

Confirm Password*

Username = First initial + Last name + Birth month + Last 3 digits of your SSN
 Example = jjohnson7809

If you do not create your account this way, it will be DELETED

Password = 8-digit birthdate
Example = July 30, 1978 = 07301978

NOTE: You will want to change your password. Select a password that you use frequently!