



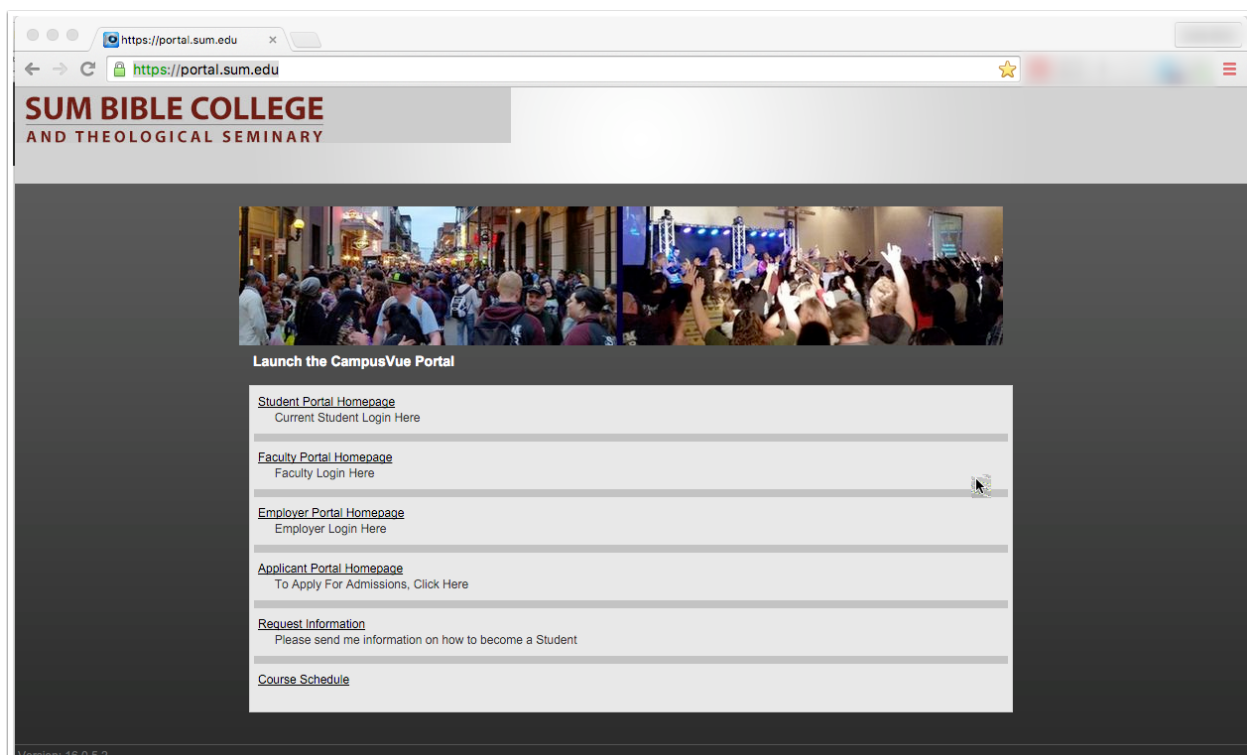
How to Create a New Account on CampusVue Student Portal

Go to CampusVue's Portal

Once a student has been accepted into SUM, an academic record is created in the CampusVue database ("back-end"). Students may keep track of their official course work, attendance, grades, bills and financial aid through CampusVue Student Portal.

To access this, the student should create a "front-end" account.

Please go to <https://portal.sum.edu/>
Click on **Student Portal**.





Click on Student Portal Homepage

Students already accepted to SUM should click on the "**Student Portal Homepage**" link.

Launch the CampusVue Portal

- [Student Portal Homepage](#) ←
Current Student Login Here
- [Faculty Portal Homepage](#)
Faculty Login Here
- [Employer Portal Homepage](#)
Employer Login Here
- [Applicant Portal Homepage](#)
To Apply For Admissions, Click Here
- [Request Information](#)
Please send me information on how to become a Student
- [Course Schedule](#)



Log in If Possible

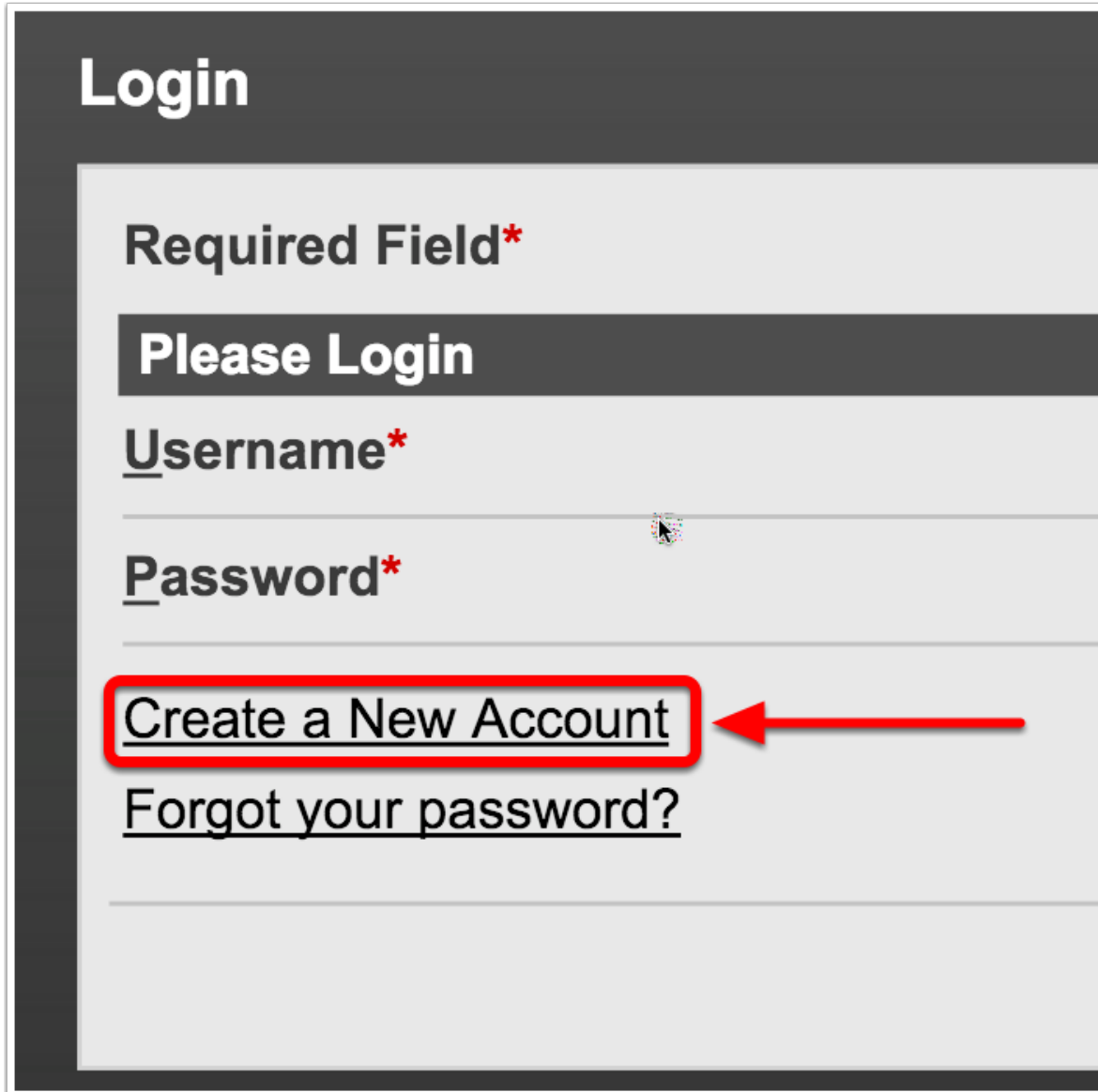
If you have already created an account, please login using your **username** and **password**.

Typically, the username follows this naming convention: lastname.firstname
For example John Smith's username would be "smith.john".

A screenshot of a web-based login form. The form is titled 'Login' in the top left corner. Below the title, there is a 'Required Field*' label. A dark grey bar with the text 'Please Login' is positioned below the label. The form contains two input fields: 'Username*' and 'Password*'. The 'Username*' field is highlighted in yellow and contains a blurred text. The 'Password*' field is also highlighted in yellow and contains seven dots. To the right of the password field, the text 'Password is case sensitive' is displayed. Below the input fields, there are two links: 'Create a New Account' and 'Forgot your password?'. A 'Login' button is located in the bottom right corner of the form.

Create a New Account

If the accepted student has not created a new account with CampusVue, click the **Create a New Account** link.



Login

Required Field*

Please Login

Username*

Password*

[Create a New Account](#) ←

[Forgot your password?](#)



New Account Creation (U.S. Students)

If the student is a US citizen, SUM has his or her Social Security number on file. Enter it in the **Social Security #** field.

Type in the **First Name** and **Last Name** exactly as it appeared on the Student Application.

New Account Creation

Required Field*

Please enter the following information to create your account.

Social Security # ###-##-####

Student ID #####

First Name*

Last Name*



New Account Creation (Non-U.S. Students)

If the student is not a U.S. citizen, and does not have a Social Security number, or you do not remember your SSN, then please enter in the Student ID number that was assigned to you when you received your acceptance letter.

Enter the 4-digit number in the **Student ID** field.

Type in the **First Name** and **Last Name** exactly as it appeared on the Student Application.

Then, click **Next**.

You will be prompted to enter in a unique, personalized **password**. Please save this username and password in a secure location, and regularly log in to CampusVue Student Portal to keep track of your:

1. Course work
2. Attendance
3. Grades
4. Financial aid
5. Bill

The screenshot shows a web form titled "New Account Creation". At the top, it says "Required Field*" in red. Below that, a yellow bar contains the instruction: "Please enter the following information to create your account." The form has two radio buttons: "Social Security #" (unselected) and "Student ID" (selected). To the right of the "Student ID" option is an empty text input field. Below this are three text input fields labeled "First Name*", "Last Name*", and "Last Name*" (repeated). At the bottom right of the form are two buttons: "Back" and "Next".