

MyJALC Student Portal Guide

To access the Student Portal...

1. Go to the John A. Logan College home page at jalc.edu.
2. Click the blue **MyJALC** tab in the top right corner.
3. Click the **Login** button at the top of the page.
4. Enter your username (VOLmail address) and password (same password for VOLmail and Desire2Learn). Your VOLmail address is your first initial, last name, and the last four numbers of your JALC ID number, followed by @volmail.jalc.edu. If you applied and were accepted prior to April 4, 2016, your password is the two digit day and month of your birth and the last four digits of your Social Security Number. If you applied after that date your temporary password was sent to your alternate e-mail address listed on your application.

To view your bill and schedule, and make a payment...

1. Once you are logged into the system you will be on the **Home** tab.
2. From the **Home** tab, click on "**Student Home**" located in the top left column under **MyJALC**.
3. To view your bill, scroll down until you see **My Student Information**. Click on "**Course and Fee Statement**" and then select the semester in the drop down box. Then click "**Generate My Course and Fee Statement**" followed by "**View My Course and Fee Statement**". Depending on your browser, you may need to select the circle next to "Open with Adobe Reader" and click OK to open your bill, or open the downloaded PDF file.
4. To pay your bill under **My Student Information**, click on "**My Account Balances**". From here you can sign up for a payment plan, make a credit card payment, or view transactions for a specific semester.
5. To view your schedule scroll down until you see **My Course Schedule**. Next click "**View Details**" and select the semester from the drop down box. You can view and print your schedule from here.

To add and drop classes...

1. Click on the **Students** tab across the top of the page. Click the "**Add/drop classes**" tab in the left column. Click on the "Add/drop classes" icon and select the semester. If you have a restriction or receive an error message when you try to register, you will need to contact the college for further assistance.
2. There are other tabs located in your **MyJALC Portal** that you will find useful. The links for VOLmail, Desire2Learn, and other information are located on your page.

To view a list of required textbooks...

1. Click on the **Students** tab across the top of the page. Click the "**Add/drop classes**" tab in the left column. Click on the "Add/drop classes" icon and select the semester.
2. At the bottom of the page you will see "My Schedule (Registered)" and a list of your classes. Next to each class click on the "Buy Books" link to view the required textbooks for the course. This will link you to the Bookstore page and allow you to purchase your books by clicking on the "+" next to each required textbook.

***In order to avoid being dropped from classes for nonpayment bills are due by January 4, 2017, for the spring semester. If you enroll during late registration, you need to make a payment or set up a payment plan at that time to avoid late fees and/or being dropped from classes. You may drop courses through the Portal or with an advisor during the 100% drop period to avoid owing tuition and fees.**