

MEDAILLE ONE

Here are the steps to get your Class Schedule

1. Log in to MEDAILLE ONE-if you do not know your user ID or password, the Help Desk (x,2282) can walk you through set-up or reset the password.
2. Click on:
 - a) Student Services Tab
 - b) Banner Services Link
 - c) Banner Web Link
3. Please be aware that you may not get to the next screen if you have not accepted the user payment terms. Sometimes the acceptance screen will not come up because you have a Fire Wall on your computer that needs to be adjusted to accept “pop ups” from Medaille. If you do not know how to change the Fire Wall settings, the Help Desk (x2282) can walk you through it.
4. Once you have accepted the payment terms, you need to click on the “Student resources and financial Aid” link.
5. Select the “Registration” link.
6. Then, select the “student Detail Schedule” option.
7. From there, select the correct semester and click the SUBMIT button.
8. Each course title will be listed along with the name of the instructor, the classroom location, and the days and times your class meets.
9. All classes for Canadian education students are held at the Amherst Campus.