

SHIP CONNECTION



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SHIPPENSBURG UNIVERSITY

LOG INTO YOUR COMPUTER WITH YOUR SHIP EMAIL/USERNAME AND PASSWORD

- **Did you activate your account?**

To activate your account, go to password.ship.edu/reset. Type in your Ship username and follow the prompts. Once you have successfully set up your password, verify it is working by logging into the myShip portal at my.ship.edu.



- **Did you forget your password?**

You can reset it at: <https://password.ship.edu/showLogin.cc>



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SHIPPENSBURG UNIVERSITY

SHIP ACCOUNT USERNAME AND PASSWORD

- All confirmed students received their account username on their Slate admissions portal and directions for setting up their account and password.
- Ship is a single sign on institution so you will use the same username & password when using all Ship applications such as:
 - Email
 - D2L
 - myShip
 - Campus Groups



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SHIPPENSBURG UNIVERSITY

UTILIZING YOUR SHIP EMAIL

All university communication will be sent to your Shippensburg email:

- Information about financial aid
- Student Account Updates
- Student Activities/Campus Events
- Academic and Faculty Updates

When contacting faculty, staff, and university officials, use your Shippensburg email.

Students can download Microsoft 365 for FREE to your computer. This includes the versions for PC, Mac and mobile devices such as Office for iPad and Office for Android!



Scan QR code to
download Microsoft 365

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SHIPPENSBURG UNIVERSITY

HOW TO WRITE A PROFESSIONAL EMAIL

- Enter an appropriate and relevant subject heading
- Properly address the person whom you're sending to (Mrs./Mr./Professor/Dr.)
- Ensure to spell out words and not use "texting lingo" (ur = you're)
- Use correct punctuation.
- Proofread!
- Properly sign at the end of your email. Include your full name, class you are in (if to a professor), major/minor (if relevant), etc.

Hello Dr. _____,

My name is Big Red and I am in your UNIV101 class. I was reaching out to see if you could provide me with the style (multiple choice, written, etc.) of the exam we have this Friday. I hope to hear back from you soon.

Thank you,
Big Red
UNIV101-02
11-11:50 AM

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SHIPPENSBURG UNIVERSITY

SHIP APPS



Outlook
Email & Calendar App



Pulse/Brightspace
D2L App - Integrated learning platform



CampusShield
Campus Safety



Campus Groups
Clubs/Organizations & Campus Activities



Transact Mobile Ordering
Mobile Order from dining options around campus

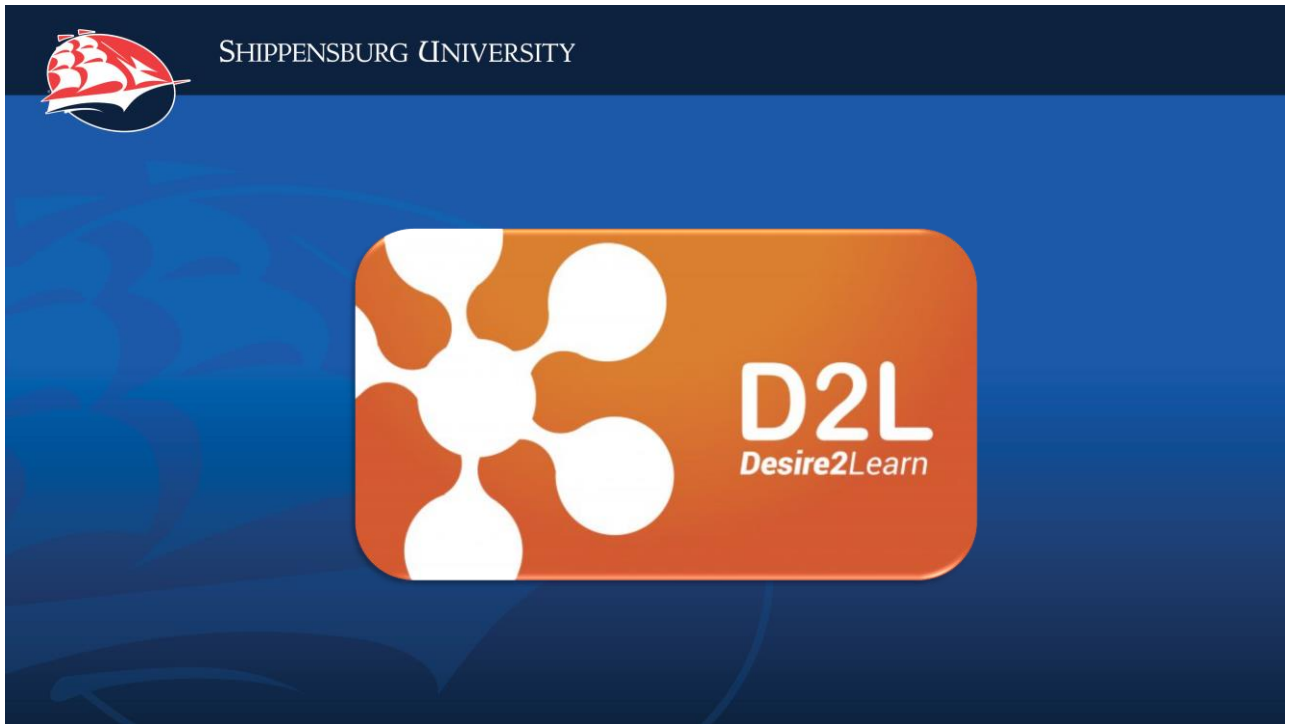


Handshake
Job Resource/ On-Campus Jobs



Transit
Real-time predictions for the Raider Regional Transit (RRT) & CAT bus system.

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DESIRE2LEARN (D2L)

Desire2Learn, or D2L, is an integrated learning platform designed to create a single place online for instructors and students to interact, either for a completely online course or as a supplement to a face-to-face course.

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SHIPPENSBURG UNIVERSITY

LOG INTO D2L

- Go to d2l.ship.edu
- Select the Shippensburg University logo
- Login using your Ship email & password
- Once logged in, your homepage should look like this

D2L | Brightspace

Select your institution:

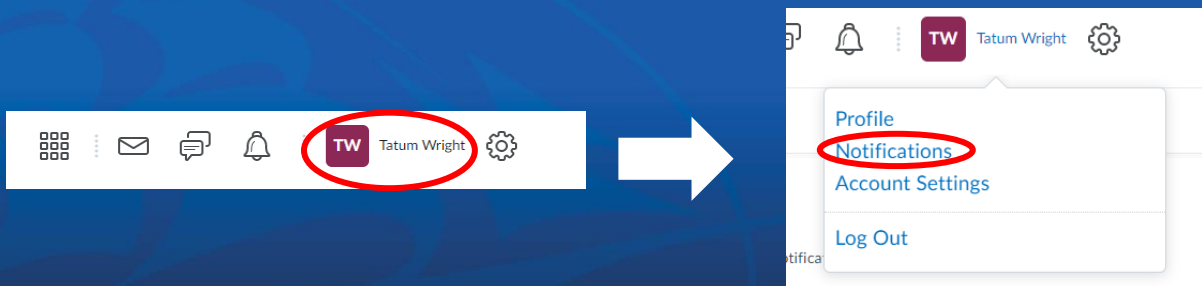


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SHIPPENSBURG UNIVERSITY

SETTING UP YOUR NOTIFICATIONS



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SHIPPENSBURG UNIVERSITY


DECIDE ON HOW MANY EMAIL YOU WILL RECEIVE

Summary of Activity

Email me a summary of activity for each of my courses.

How often?


Never ▾



Email me a summary of activity for each of my courses.

How often? **Daily** ▾ At what time? * 12:00 AM

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SHIPPENSBURG UNIVERSITY

SET YOUR INSTANT NOTIFICATIONS

Instant Notifications	SMS	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>	<input type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>	<input type="checkbox"/>
Assignments - assignment feedback released		<input type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>
Assignments - assignment feedback updated		<input type="checkbox"/>
Assignments - publish all feedback completion	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item created		<input type="checkbox"/>

Save

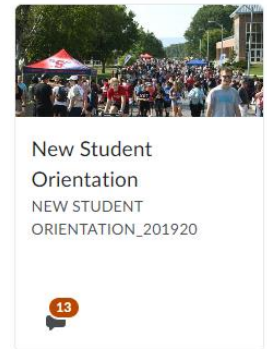
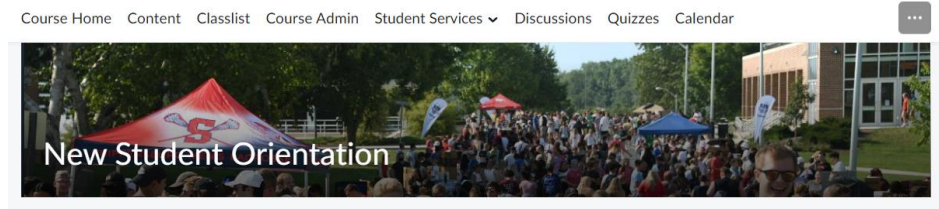
MAKE SURE TO CLICK SAVE WHEN YOU ARE FINISHED SETTING EVERYTHING UP!

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NAVIGATING D2L

- Scroll down on Homepage to access your courses
- Open the "New Student Orientation" course
- Select the "Content" tab and scroll down to the different Modules to learn more about Ship
- Select "Classlist" tab. This is where you can see who is in your classes and email classmates if needed.



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NAVIGATING D2L

- Select "Discussions" and open the discussion question.
- Click "Reply to thread" then type and submit your response.
- Read through some of your classmate's responses and reply to 2 people.
- Now go to "Quizzes" on the navigation bar
- Take the quiz and submit it!

Course Home Content Classlist Course Admin Student Services **Discussions** **Quizzes** Calendar

Reply to Thread

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SHIPPENSBURG UNIVERSITY

LOG INTO HANDSHAKE

- Go to <https://app.joinhandshake.com/login> to login
- Select Shippensburg University under "Students & Alumni"
- Select "Shippensburg University Student Login"
- Login using your Ship email and password

Sign in

Students & Alumni (USA)
Please select your school to sign in.

Please select your school to sign in


shipp

Shippensburg University of Pennsylvania

Employers & Career Centers (USA)
Please sign in with your email.

email@example.edu

Next



SHIPPENSBURG UNIVERSITY

Shippensburg University of Pennsylvania

Shippensburg University Student Login >

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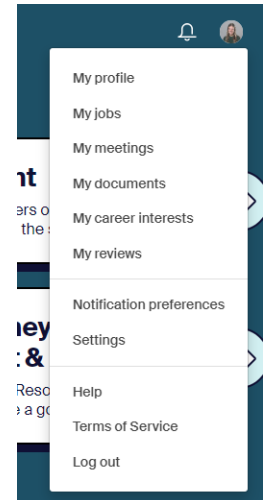


SETTING UP YOUR HANDSHAKE ACCOUNT

- Click on your icon, and select "My profile"
- This is where you can add your work experience, interests, a profile photo, etc.
- Under "My documents" you can upload your resume and other related documents you may want employers to see



SCAN THE QR CODE TO VIEW SAMPLE RESUMES



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FINDING ON-CAMPUS JOBS

- Select the "Jobs" tab on the left side of your screen
- Go to "All Filters" and select "On-Campus" then click "Show results"
- On the side you will see the title of the job and you can click on it to see more details
- You can apply to the job right on Handshake

The screenshot shows the Handshake job search interface. On the left, there is a navigation menu with options: Jobs (selected), Events, Employers, Inbox (15), and Career center. The main content area is titled "Filters" and includes "Job type" with options: Full-Time, Part-Time, Internship, On-Campus (selected), Job, and + More. There are also checkboxes for "Work study" and "Interviewing on campus". Below the filters, it says "40 jobs found" and a "Show results" button. On the right, there are two job listings:

- Career Center Front Office Staff Employee** (Fresh Part-time · On-campus) at Shippensburg University, On-site · Shippensburg, PA.
- Summer Biology Laboratory Assistant** (Fresh Part-time · On-campus).

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 A dark blue banner with the Shippensburg University logo (a red and white sailboat) in the top left corner. The text "SHIPPENSBURG UNIVERSITY" is in white in the top right. The word "ACCESSING myShip" is written in bold, blue capital letters in the center. Below this, there are two numbered steps:

1. Go to www.ship.edu
2. Click on the myShip link in the upper right corner

 At the bottom of the banner is a navigation bar with the Shippensburg University logo on the left. To the right of the logo are several links: "COVID-19 Updates", "myShip" (highlighted with a red box), "Alumni", "Raider Athletics", and "Support Ship". Below these links is a row of smaller links: "FIND YOUR PROGRAM", "ACADEMICS", "ADMISSIONS", "PAYING FOR COLLEGE", "LIFE AT SHIP", "ABOUT", and a search icon.

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SHIPPENSBURG UNIVERSITY

WHAT I NEED TO ACCESS ON MYSHIP?

1. View and accept your Financial Aid Award
2. View and pay for bill. Available in mid-July
3. View myHousing, select your housing, and see contact information for your roommate
4. View your course schedule and access Spring course registration in October/November.
5. View myDegree Audit
6. View your Faculty Advisor's name

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SHIPPENSBURG UNIVERSITY

FINDING YOUR ACADEMIC ADVISOR

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SHIPPENSBURG UNIVERSITY

FINDING YOUR ACADEMIC ADVISOR

1. Click on STUDENT

Home

Welcome

myShip is a secure portal which provides the campus community with single sign-on access to multiple sources of campus information and services. Campus Information System resources will be organized and delivered through the portal. Pages are customized for students, faculty and staff so you can find what you need quickly and easily. Please provide suggestions and feedback to portal@ship.edu.

Announcements

Announcements

All

Loading all active announcements.

Subject	Preview	Hide
<input type="checkbox"/> Show Hidden		

SU Alert Emergency Notifications

SU Alert Emergency Notifications will be sent to registered text devices, registered email addresses and campus workstations. If an alert is sent, it is vital that you follow instructions in the message. The message length is limited but will provide needed information. The system is, for now, the quickest communication method in a crisis and is an effective way to contact individuals off-campus.

<https://my.ship.edu/Tickets-ST-51876-4F838L00GUXKXWJ-manifest>

Upcoming Events

- Virtual Minds@Work 2020(Opens New Window)
 - 4/22/20 12:00 AM
 - Start Date: 4/22/2020 - All Day Event
 - End Date: 4/22/2020
 - Virtual
- Climate Commitment Signing Event(Opens New Window)
 - 4/22/20 1:00 PM
 - Start Date: 4/22/2020 Start Time:1:00 PM
 - End Date: 4/22/2020 End Time:
 - Virtual
- Honors Symposium, Part 2(Opens New Window)

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SHIPPENSBURG UNIVERSITY

FINDING YOUR ACADEMIC ADVISOR

2. Click on my Academics

Home

Welcome

myShip is a secure portal which provides the campus community with single sign-on access to multiple sources of campus information and services. Campus Information System resources will be organized and delivered through the portal. Pages are customized for students, faculty and staff so you can find what you need quickly and easily. Please provide suggestions and feedback to portal@ship.edu.

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SHIPPENSBURG UNIVERSITY

FINDING YOUR ACADEMIC ADVISOR

3. Click on My Profile

My Student Resources

Tutoring and Other Appointments (SSC)

My Profile

My Class Schedule

D2L Brightspace

My Degree Audit

Course Program of Study

My Textbooks (Bookstore)

My Unofficial Transcript

Request Official Transcript

Change My Program of Study

My Enrollment Verification

My Rights & Responsibilities

My Responses

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SHIPPENSBURG UNIVERSITY

FINDING YOUR ACADEMIC ADVISOR

4. Find Your Advisor

Bio Information

Email:

Phone:

Gender:

Date of Birth:

Ethnicity:

Race:

Citizen:

Citizenship:

Emergency Contact:

Emergency Phone:

General Information ⓘ

Level:

Class:

Status:

Student Type:

Residency:

Campus:

First Term Attended:

Matriculated Term:

Last Term Attended:

Leave of Absence:

Graduation Information

Graduation Applications:

Advisors

Primary / Primary Major Advisor

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SHIPPENSBURG UNIVERSITY

ACCESSING YOUR FALL SCHEDULE ON MYSHIP

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SHIPPENSBURG UNIVERSITY

YOUR FALL SCHEDULE

- All first-year fall schedules are created by your department and scheduled by the Office of the Registrar.
- Your schedule is not permanent yet and may change before classes start
 - Please check back regularly to review your schedule
 - Double check your schedule the weekend before classes start
- Necessary Changes can be requested using the RAFT Room form if you:
 - Want to add ROTC, Marching Band, Chorus, etc.
 - Are registered for a course that you've completed with for AP credit or dual enrollment.
 - If you need to change your major
- Raft Room Form can be found on your Slate Orientation Portal tab

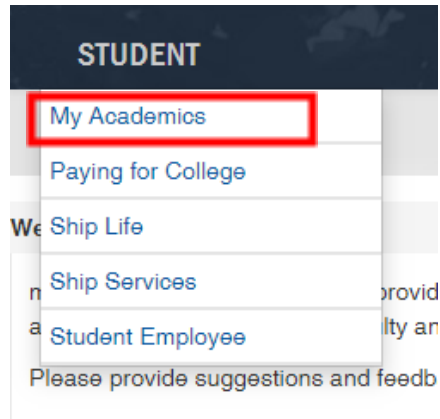
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SHIPPENSBURG UNIVERSITY

ACCESSING YOUR SCHEDULE

1. Select **My Academics** from the drop-down menu



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SHIPPENSBURG UNIVERSITY

ACCESSING YOUR SCHEDULE

2. Under the **My Student Resources** section on the left, select **My Class Schedule** link



3. Select **Fall 2023** on the View Registration Information page



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ACCESSING YOUR SCHEDULE

4. The first time viewing your schedule, you will be prompted to **accept financial term and conditions.**

Click Here to expand Terms and Conditions

Scroll down to read through Terms and Conditions

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ACCESSING YOUR SCHEDULE

If you agree, check the box next to "I agree..." and click Save

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