Connecting to the Portal

To have your MyTriton account created, you must complete a Triton College application and have completed your Triton College placement tests or have alternative documentation. Once your account has been created you will receive an e-mail with your username and password.

**Usernames will be formatted as follows:**
First name + last name@triton.edu
For example: John Smith would be johnsmith@triton.edu

Note that if the username is already in use, a number may be added or a shortened version may be provided; use the username exactly as it appears in the e-mail.

**Passwords will be formatted as follows:**
First letter of your first name + first three letters of your last name + numeric birth date
For example: John Smith’s birthday is on July 1, 1990, so his password would appear as jsmi070190

Once you log into the portal for the first time, you should change your password by using the “Change Password” link in the quick links located on the right side of the portal.

* If you do not receive an e-mail with your username and password, or are unsure of your account information, you can visit the Welcome Desk, use the Account Lookup at www.triton.edu/mytriton, or contact the Call Center at (708) 456-0300, Ext. 3130.

Navigating the Portal

Using the Web Advisor navigation, students will be able to access the following items:

- **User Account**
  - I’m new to WebAdvisor
  - What’s my User ID?
  - What’s my password?

- **Academic Profile**
  - Transcript
  - Program evaluation
  - Test summary
  - My educational plan
  - My class schedule
  - My profile

- **Academic Planning**
  - Program evaluation
  - Application for graduation
  - Register and drop sections

- **Communication**
  - My documents
  - E-mail my advisor(s)

- **Registration**
  - Search for sections
  - Search and register for sections
  - Register and drop sections

- **Financial Information**
  - Make a payment
  - View account and make payments
  - Account summary
  - Account summary by term
  - FACTS tuition payment plan

- **Financial Aid**
  - Financial Aid status by year
  - Financial Aid status by term
  - Financial Aid award letter
  - Financial Aid shopping sheet
  - Review my financial aid awards
  - My documents

Logging off of the Portal

Logging off of the portal is important, especially when using a public computer.

To log off of the portal:

Navigate to the upper right corner and click the arrow displayed next to your name. Once the arrow is clicked, a menu will display, navigate to the “Sign Out” option and click.

Once you click “Sign Out” in the menu, a new page will load, indicating that the user must close the browser to complete the sign out. Be absolutely sure to exit the browser to ensure that you are logged out of the portal.

Note: Closing a single browser window will not complete the sign out process, users must completely quit the browser.

For additional information or registration assistance, please contact the Admissions Call Center at (708) 456-0300, Ext. 3130.

For more information regarding the portal, logging in and User ID, visit www.triton.edu/mytriton.