



# my.Sinclair Login Instructions

1. **Login:** Go to <http://my.sinclair.edu>.

The my.Sinclair login screen will open.

2. A. Enter your my.Sinclair username and password.

**NOTE: If you are not sure what your my.Sinclair username and password are, go to the link below for more information about usernames and passwords.**  
<http://www.sinclair.edu/mysinc lair/StudentInformation/index.cfm>

B. Help is also available by clicking on the **my.Sinclair Specific Help** link on the login screen.



**NOTE: Student employees should enter their network usernames and passwords to login to my.Sinclair.**

3. Once you are logged in, you will see your my.Sinclair homepage that can be customized to reflect your personal preferences. There are tabs on the top of the screen that direct you to different services or areas within the Portal system.



- **Web Advisor** - link to look up information about your academic records and accounts, register for classes, etc.
- **my.Sinclair Mail** - link to access your student email account.
- **Student Links** – links to Sinclair services and resources for students.
- **Home** - link to return to your portal Home page.
- **Edit Page** - link to go to the tool to edit your Home page.
- **Refresh** - link to refresh your view of the portal page.
- **Online Card Office** - link to add funds to your Tartan Card online.
- **FACTS Payment Plan** - link to tuition payment plan.
- **Technical Help Desk** - link to request assistance from the IT Help Desk.
- **Library** - link to access the Sinclair Library web site.



There are also side buttons that direct you to different portal services.

1. **Home** - to return to your portal Home page.
2. **Log Off** - click to log out of the portal.
3. **Help** - use to access help resources for the portal.
4. **WebAdvisor** - click to access WebAdvisor to check your class schedule, grades etc.
5. **my.Sinclair Mail** - use to access your student email.
6. **Preferences** - click to change your Preferences settings such personal information, password, portal theme etc.
7. **Instant Messenger (IM)** - click to use the IM application within the portal. **NOTE:** The IM application requires you to download a Java application in order to use this service. The IM service is only available while logged into the my.Sinclair portal.

**Important Note about Timeouts:** The my.Sinclair portal **will 'timeout' after a period of nonuse**. This means that if you leave your computer or stop working in the portal you will be automatically logged out after a period of inactivity. When you return to the my.Sinclair page, you will be redirected to the my.Sinclair login screen and will need to login again. This is a security feature to protect your account.

#### 4. Security is Important. Don't Forget to Log Out.

Because the Single Sign-On feature in my.Sinclair will provide access to all web applications available to you after the initial log on to my.Sinclair, **logging out of my.Sinclair once a session is complete is extremely important.**

To ensure the account security, log out of my.Sinclair completely by **clicking the "Logout" button in the top left section of the my.Sinclair screen or the "Logout" link in the top right of the my.Sinclair screen.**

**Then close the browser window.**

**NOTE:** Some my.Sinclair web applications will open in their own browser window, be sure to close these extra browser windows also when you are done.

