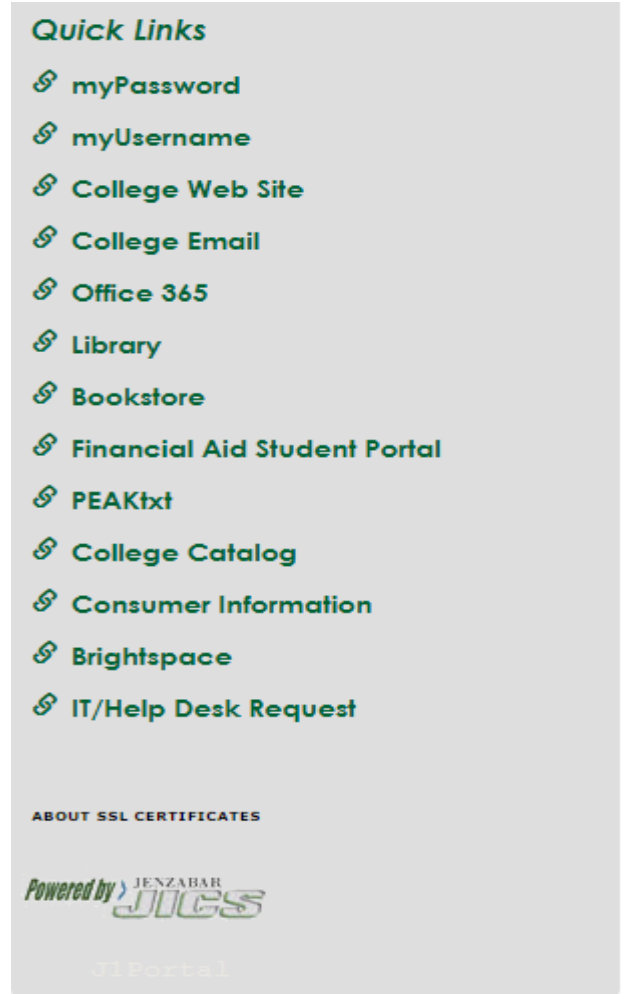


myPEAK Review

Quick Links

Quick links can be found on the main page of myPEAK.

- **Brightspace** is where you will find your classwork and complete your assignments. I recommend going into Brightspace 1-2 weeks prior to classes starting to assure you can navigate it.
- **College Email** is where staff and faculty of the college will be contacting you. Make sure to check it daily during the school year. You can download the “**Outlook**” app to check your emails on your phone.
- **PEAKtxt** is a text notification that you will receive if the college closes or delays due to a snowstorm, power outage, etc. It is very important to sign up for it if you are taking in-person classes.
- **Bookstore** will connect you to our bookstore website where you can see what books you need for the semester. You can search by class or by entering your student ID.
- **Library** will connect you to our online resource page to find scholarly articles and other library resources.
- **Office 365** provides you with Word, PowerPoint, and Excel.
- **Financial Aid Student Portal** is where you can find your financial aid information.



Student Financial Services

Under the Student Financial Services tab, you can find information about your financial aid, payment plans, etc. The payment plans and bills are located under “**My Financial Account.**” Work study information can also be found under “**Financial Aid Links.**”

Advising

Under Advising, you can find out who your advisor is, as well as contact information. You can also find out how to calculate your GPA and more.

The Academic Planning Survey is also on this page and should be completed before or right after your first advising appointment as a new student.

Registration

Under Registration, you will find “**Student Registration.**” There are instructions to register for courses and you can Add or Drop courses under “**Add/Drop Courses.**” As a reminder, you must meet with your advisor before you add or drop courses. There are also announcements on important registration dates.

Under Registration, you will find your schedule, grade report, unofficial transcript, transcript request form, and the Graduation Application.

My Courses

This is where you can find a list of your classes and other student resources.

Student Support (Free Support)

- **Tutoring:** By clicking on Tutoring, you will be able to schedule with available tutors. If there is a subject that isn't listed by a tutor, you may click the Tutor Request Form and request a tutor for that subject. The college has a Writing/Math center located at the Richland campus, during the fall and spring semesters, for in person tutoring. Zoom tutoring is also available and online tutoring through Tutor.com. For questions, contact Mindy Nitch.
- **Disability Services:** Students who have a diagnosed disability may contact Mike Lucas for accommodations. Accommodations could include extra testing time, note taker, quiet testing room, etc.
- **Counseling:** Bridget Hall is a licensed professional counselor. She provides free, confidential counseling. You can reach out to her by clicking on the Personal Counseling tab and schedule an appointment.
- **Career Planning:** If you are undecided on a major or are unsure what you want to do with your career, contact Ben Mostoller. He can also assist in helping you find a job/internship and connect you to employers. More career information can be found on myPEAK under the Career and Transfer Planning tab.
- **Transfer Planning:** If you are looking to transfer after Penn Highlands, or want information on transfer agreements, contact Sabrina Lane. More transfer information can be found on myPEAK under the Career and Transfer Planning tab.

Activities and Athletics

Under the activities tab, you will find a list of our clubs and athletics.

If you want to start a club, you may contact studentactivities@pennhighlands.edu. If you want to join a club, there is contact info for each club on myPEAK under the **Student Activities tab** and at the bottom right you will see Clubs and Organizations.

Our Athletics include Men's Basketball, Women's Softball, Women's Volleyball, Men's and Women's Bowling, Men's and Women's Cross Country, Men's and Women's eSports, and Men's and Women's Golf.

Penn Highlands Student ID

Under the Security and Safety tab on myPEAK you will see on the left it says MyID Student ID. This will give you directions on how to download myPEAK Mobile and create your virtual ID which will be needed to rent out books in the library or to take make up tests. The ID will also get you discounts at participating businesses in the area. The list of participating businesses is located on myPEAK under Activities > Peak Pass.

Apps to Download

- **myPEAK Mobile** – Access your myPEAK account.
- **Brightspace Pulse** – Access your Brightspace account to check on grades and when assignments are due.
- **Microsoft Outlook and/or Microsoft 365** – Access to your email, word, PowerPoint, and excel.