

## myLongwood Changes – Faculty & Staff

The myLongwood portal is changing on September 1st! The new portal will provide easy access to the tasks and tools that have always been available in myLongwood. Functionality in terms of tasks (advisor tools, grade submission, degree evaluations, class registration, etc.) will remain the same. Links to services and information readily available on the faculty/staff Longwood website (email, Canvas, campus offices, directories, etc.), will be removed from the portal.

The web address for myLongwood will not change. You will continue to access the portal at <http://my.longwood.edu>. The layout of the portal will also remain the same with navigation tabs at the top of the page and information channels within the tabs.

Below are summaries of functionality that remains in myLongwood and resources that will no longer be accessed in the portal for faculty and staff.

Faculty	
Functionality that <b>will remain</b> in myLongwood:	Resources that <b>will no longer be accessed</b> in myLongwood:
<ul style="list-style-type: none"> <li>• Perform a Student Search</li> <li>• Access Advisee Listing</li> <li>• Access Student Information</li> <li>• View Courses</li> <li>• View Class Lists</li> <li>• Enter Student Grades</li> <li>• Perform Degree Evaluations</li> <li>• Post Grades</li> <li>• Look Up Classes</li> <li>• Access Course Schedule</li> <li>• Access Parking Information</li> <li>• View Benefit Information</li> <li>• View and Update Personal Information</li> </ul>	<p>Links to:</p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Canvas</li> <li>• Banner INB</li> <li>• Payline</li> <li>• Offices and Services</li> <li>• Directories</li> </ul>

## Staff

Functionality that <b>will remain</b> in myLongwood:	Resources that <b>will no longer be accessed</b> in myLongwood:
<ul style="list-style-type: none"> <li>• Leave Reporting</li> <li>• View Benefit Information</li> <li>• Access Parking Information</li> <li>• Access Budget Information</li> <li>• View and Update Personal Information</li> </ul>	Links to: <ul style="list-style-type: none"> <li>• Email</li> <li>• Canvas</li> <li>• Banner INB</li> <li>• eVA</li> <li>• Payline</li> <li>• Offices and Services</li> <li>• Directories</li> </ul>

The Help Desk is happy to assist if you have questions or need assistance. We can be reached at 434-395-4357 or via email at [helpdesk@longwood.edu](mailto:helpdesk@longwood.edu).