MyU Portal
The University provides a single sign-on portal that is customized for each individual person. You access your portal by going to myu.umn.edu. Sign in using your Internet ID and password. It has some links already built-in based on the different tabs, e.g., Teaching (access to your Canvas course sites) My Pay, My Info, Research, etc.

Paychecks
DHA requires employees be paid via Direct Deposit. Funds are deposited to your account at a U.S. financial institution. Direct deposit ensures that you always receive your pay on time; pay statements are available online for up to two years. To view your pay receipt for direct deposit and other personnel items (change deductions, address change, etc.) click on My Pay on your MyU portal. Please set up direct deposit as soon as possible.

Graduate Assistant Medical Insurance
IMPORTANT! Check out this web site to see if you are eligible for medical insurance and for the requirements to enroll. Please be aware that there is a limited enrollment period. All enrollment forms must be completed by September 13, 2019. Forms are available online.

DHA’s Intranet Web site
DHA has a wealth of information available on its web site. Please review DHA’s Information Guide for important information related to teaching. There are links to program pages, Research and Outreach, Events, etc. (Click on DHA Intranet > Curriculum & Teaching Resources > 2019-2020 Information Guide). Also check out the College of Design Web site for information.

College of Design Web site
Teaching Resources
In addition to the DHA’s Instructor’s Guide, please review the Center for Educational Innovation web site. This web site has helpful information for all instructors. Click on “Courses and Programs”. During your first year of study, graduate students with an assistantship are required to take one workshop on teaching offered by the Center or by the Center for Writing. Returning graduate students will benefit from taking additional workshops.

Class lists, wait lists, etc.
Sign in with your internet ID. You will have access only to your class information. Permission numbers are managed by the department during registration time. All instructors who receive a request for a permission number from a student should instruct them to email their request to cdespn@umn.edu. The students will receive instructions on how to wait list for the class and will be automatically placed on a wait list. The department works with the lead instructor to review student requests.

Grades
Grades must be submitted online within three days following the scheduled final exam or last day of class. Go to your class on your MyU portal and click the “grade roster” link, at the bottom of the page on the left side are links to enter grades and change grades. Use the “Request Grade Change” link on the grade roster to change a student grade already entered into the system.

Final Exam Schedule
The final exam schedule is set by the University. You are not permitted to change the scheduled exam time without University permission. If you have a concern, please contact Dr. Bye at ebye@umn.edu.

Syllabus template
The University requires that specific information is included on each syllabus. This is in addition to the information provided by the instructor that is unique to that class (assignments, textbooks, etc). As an instructor, please be sure to use the template we have provided. You should include your expectations for late work, etc. This link directs you to the DHA Intranet page and then click on “Syllabus Template” in the middle column.