Accessing & Utilizing MAX

The MAX Banner Portal allows Millersville University students to perform a number of important tasks. Through MAX, students can:

- Add/Drop classes, Pay bills online, Update personal information, Sign up to receive important updates via text message, Check the progress of a degree, View class schedules, View final grades, and Report courses to the Pennsylvania Department of Education for Act 48 compliance.

**Accessing MAX:**

**Step 1**

- Go to www.millersville.edu
- On the left side of the home page you’ll see the “Portal Logins” section.
- Click on the MAX Banner Portal link.

**Step 2**

- Activate your account (1st time users) this is how you will create your password for MAX.
• Click on “First Time Account Setup – New Students” under Account Maintenance.

• Enter the information requested. Then, follow the remaining directions to complete your account activation.

Step 3
Log into MAX
• You will be prompted to enter a User ID and a PIN.
  ▪ Your User ID is your M#(MU ID), and your PIN is the 6 digit PIN that you set
when activating your account (often your birth date). If you do not know your M#, call the office of Graduate & Professional Studies at (717)872-3099.

- If you forget your PIN you can enter your User ID, leave the PIN box empty, and click on the “Forgot PIN?” link.
- After choosing “Forgot PIN?” you will be asked the security question that you chose when activating your account.
- After answering the question correctly you will be asked to reset your PIN.

Making Online Payments:

- Millersville University accepts payment through check, American Express, Discover, or Mastercard.
- A 2.5% convenience fee will be charged to all credit card transactions.

**Step 1**

- Once logged into MAX click the “Student Services” link.

**Step 2**

- From the “Student Services” menu, select “BURSAR-Student Accounts”.
Step 3

- Select the link for “Semester Account-Online Payments”.

Step 4

- Scroll to the bottom of the page and select “Online Payment”
- From the dropdown menu select the semester that you would like to make payment toward.

MAX Mobile:

The MAX Mobile text message system provides text message notifications to your mobile phone for various features in the MAX system. You can select and change what text messages you wish to receive at any time as well as set a new MAX Mobile number should your old one no longer be available.

Step 1

- Once logged into MAX click the “Student Services” link.
- From the “Student Services” menu select “MAX mobile”.
- Select “Set New Mobile Text Message Number”.

Step 2

- You will be asked to select a mobile provider from the dropdown menu. (If your provider is not listed...
call the Help Desk at (717)872-2317).

- Once you have confirmed that you provided the correct information you will receive a test message.
- If you do not receive a test message within 30 minutes, go back and make sure that you provided the correct information.
- If you provided the correct information, but have not received the test message after 2 hours, call the help desk at (717)871-2317.

**Step 3**
- After receiving the test message, select configure notifications for my number.

---

**View Grades:**

MAX allows students to view final grades online.

**Step 1**
- Once logged into MAX click the “Student Services” link.

**Step 2**
- From the “Student Services” menu select “Student Academic Records”.

---

**Set New Mobile Text Message Number**
**Configure Notifications for my Number**
**Test my Mobile Number**
**Remove my Current Mobile Number**
Step 3

- Select “Final Grades”.

Step 4

- Select the term for which you would like to view your grades from the dropdown menu.

Text Books:

MAX allows students to find out if there are any required reading materials for classes and provides a link to the bookstore so that students may purchase books online.

Step 1

- Once logged into MAX click the “Student Services” link.

Step 2

- From the “Student Services” menu select “Book Store - Order Books”.

View Holds

Final Grades

View Student Information

Academic Transcript

Final Grades

Select a Term: Spring 2011

Submit
**Text Books From the Web Schedule:**

Max allows students to view and purchase any required texts directly from the web schedule.

**Step 1**
- Go to [www.millersville.edu](http://www.millersville.edu)
- On the left side of the page, select the link for “Class Schedules”.

**Step 2**
- From the “Web Schedule” menu, select “Search by Subject and Course Number”.
- Select the term, subject, and course

**Select Term**

Please use drop down box to select correct term.

Select a Term:  

Submit

Create link to Book Store to Order Books

This web page will create a link to the book store with a list of the courses that you registered for the term selected.

The Book Store web page is a non-Banner web page and it is operated by the Book Store.

Term Code for Ordering Books Fall 2011

Submit
number of the course for which you need a book. (Example, Fall 2011 BUAD 161).

**Step 3**

- From the Schedule Listing, find the section for which you are registered.
- Click on the book symbol on the far right of the schedule listing.

**Step 4**

- You will be taken to the University Book Store page and provided with the list of books required for your class.
- The book store will allow you to purchase your books directly from this website.
- You can choose to either have your books shipped to you or you can pick them up at the University Copy Shop located in the SMC.