

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.

Portal Logins



MAX
Banner Portal



MyVille
Campus Portal



Desire2Learn
Learning Mgmt. System



ESS
Employee Self Service Portal

Step 2

- Activate your account (1st time users) this is how you will create your password for MAX.

MU Banner Web Information System

MAX Login

User ID - MU ID (the number beginning with 'M' on your Marauder ID card)

PIN - Your six character, case sensitive MAX PIN.

New Student? - Did you complete the [Account Setup](#) process?

Know your Marauder email credentials? - You can use [Account Management](#) to reset your MAX PIN.

⚠ Three failed attempts? - Enter your MU ID or Social Security Number as the User ID and select 'Forgot PIN'.

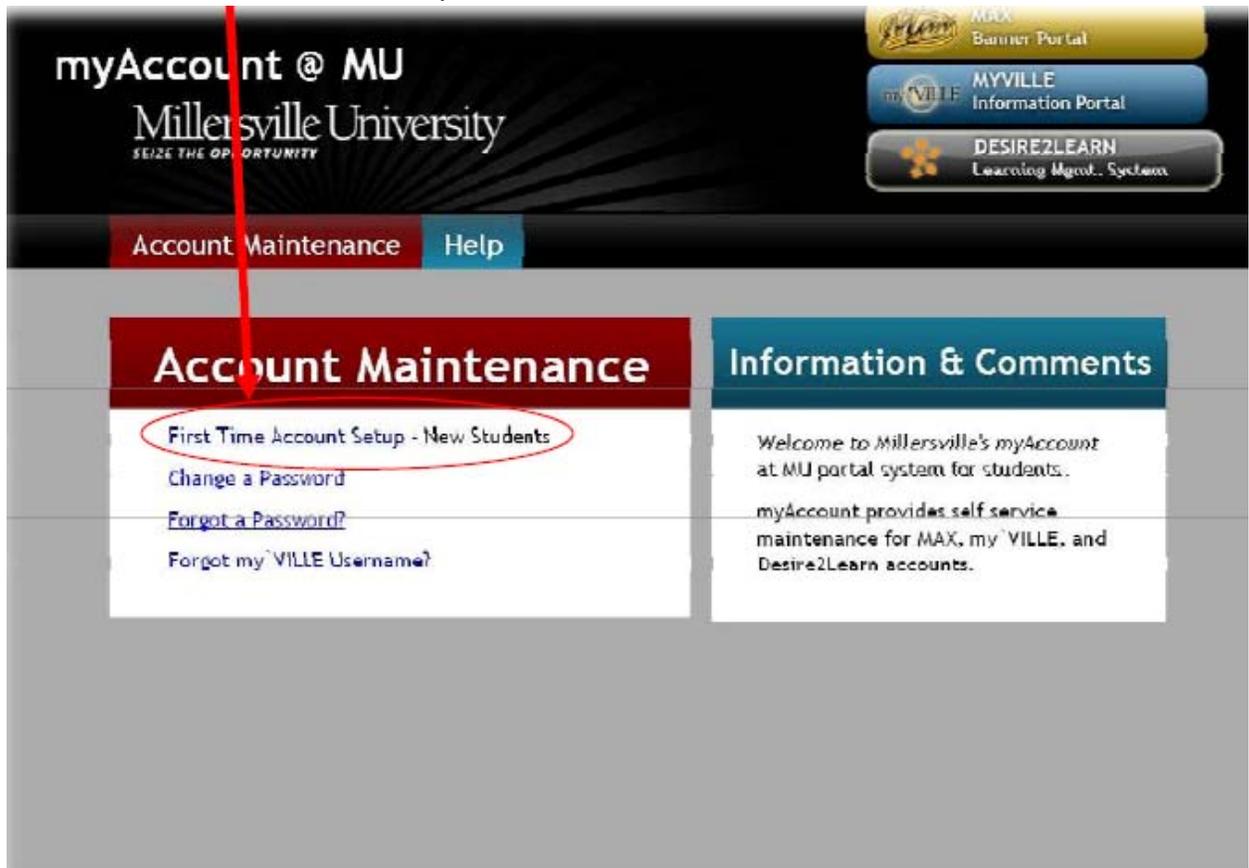
🔒 Five failed attempts? - Your account is locked for your protection. Select 'HELP' for instructions.

User ID:

PIN:

RELEASE: 8.2

- 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.

[MU Banner Web Information System](#)

[HELP](#) [EXIT](#)

MAX Login

User ID - MU ID (the number beginning with 'M' on your Marauder OneCard)

PIN - Your six character, case sensitive MAX PIN.

New Student? - Did you complete the [Account Setup](#) process?

Know your Marauder email credentials? - You can use [Account Management](#) to reset your MAX PIN.

⚠ Three failed attempts? - Enter your MU ID or Social Security Number as the User ID and select 'Forgot PIN'.

🔒 Five failed attempts? - Your account is locked for your protection. Select 'HELP' for instructions.

User ID: MU ID#

PIN: 6 Digit Pin



RELEASE: 8.2

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SUNGARD HIGHER EDUCATION

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”.

- Personal Information**
Change your PIN; View your own address(es) and phone number(s)
- Student Services**
Register for classes; add classes to your waitlist; view grades and transcripts; process and view a degree audit report (DARS); display your class schedule; display your account summary; National Student Clearinghouse Gateway; request Act 48 reporting (for educators only).
Bursar: Pay your bill, see your current term bill, print a receipt, get your Federal Tax information for the Education Credit (1098T), enable parent (third party) access to billing information.
My Housing: View student housing application.
My Dining: Add/Change Meal Plan.
- Financial Aid**
View: your financial aid awards; any holds or required documents that may prevent the awarding or payment of your aid; financial aid history; loan history; academic progress status.
- Marauder Gold (formerly MAP)**
*** May not be used for tuition payments.
Make Marauder Gold (MAP) deposits by online payment. Please refer to MyVile for Flex and Marauder Gold (MAP) balance and transaction information.
- Reset MyVile Password**
Reset your MyVile Password

NEW MAX Mobile

MAX Mobile notification system provides mobile phone text message notifications for various MAX systems.

MAX ID

View your MAX ID and Library Patron ID.

ADVISEMENT

View your advisers. Process and view a degree audit report (DARS).

REGISTRATION

Register (add or drop) class; Check your registration status; Display your class schedule.

MY HOUSING

Online Housing Application

My Dining - Add/Change Meal Plan

BURSAR - Student Accounts

Billing, Balance Due, Online Payments

See your account charges, current balance, payments made, pay online, print a receipt, see if your account is 'clear', get 1098T tax info, enable parent (third party) access to billing information.

Bursar - Student Accounts

Step 3

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

Semester Account - Online Payments

View current term charges, amount due, payments received, refunds amounts, pay online, verify *CLEARED* status and print a receipt.

Fed Tax Notification / 1098T Data

View and print information sent to IRS for the tax year.

View Holds

View departments who have holds on your services. Contact them to resolve problem.

Financial Aid

Review the status of your financial aid.

View E-Bill

View current or prior E-Bill, payment history, etc.

Parent (Third Party) Access to Billing Information

Enable or disable parent access

Clear Bill / Looking for Aid

Clear Bill / Looking for Aid

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

The screenshot shows a vertical menu of services. The 'MAX Mobile' option is highlighted with a yellow background. The menu items are: Personal Information, Student Services, Financial Aid, Marauder Gold (formerly MAP), and Reset MyVile Password. Each item has a small icon and a brief description.

NEW! MAX Mobile
MAX Mobile notification system provides mobile phone text message notifications for various MAX systems.

MAX ID

View your MAX ID and Library Patron ID.

ADVISEMENT

View your advisers. Process and view a degree audit report (DARS).

REGISTRATION

Register (add or drop) class; Check your registration status; Display your class schedule.

Set New Mobile Text Message Number

Configure Notifications for my Number

Test my Mobile Number

Remove my Current Mobile Number

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.

Set New Mobile Text Message Number

Configure Notifications for my Number

Test my Mobile Number

Remove my Current Mobile Number

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”.

The screenshot shows a navigation menu with the following items:

- Personal Information**
Change your PIN, View your own address(es) and phone number(s)
- Student Services**
Register for classes; add classes to your waitlist; view grades and transcripts; process and view a degree audit report (DARS); display your class schedule; display your account summary; National Student Clearinghouse Gateway; request Act 48 reporting (for educators only).
Bursar: Pay your bill, see your current term bill, print a receipt, get your Federal Tax information for the Education Credit (1098T), enable parent (third party) access to billing information.
My Housing: New student housing application.
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- Reset MyVile Password**
Reset your MyVile Password

Below the menu, there is a section for MAX Mobile notifications and a list of other services:

- MAX Mobile**
MAX Mobile notification system provides mobile phone text message notifications for various MAX systems.
- MAX ID**
View your MAX ID and Library Patron ID.
- ADVISMENT**
View your advisers. Process and view a degree audit report (DARS).
- REGISTRATION**
Register (add or drop) class; Check your registration status; Display your class schedule.
- MY HOUSING**
Online Housing Application
- My Dining - Add/Change Meal Plan**
- BURSAR - Student Accounts**
- Billing, Balance Due, Online Payments**
See your account charges, current balance, payments made, pay online, print a receipt, see if your account is "clear", get 1098T tax info, enable parent (third party) access to billing information.
- STUDENT ACADEMIC RECORDS**
View your holds; Display your grades and unofficial transcript; Review charges and payments.
- NATIONAL STUDENT CLEARINGHOUSE GATEWAY**
Enrollment Verifications, Deferrals and other services.
- ACT 48 REPORTING FOR EDUCATORS**
Submit your request to have MI courses reported to PDE in compliance with Act 48 requirements for Pennsylvania educators, or check the date your data was sent. **Note: not for use by undergraduate students.**
- MI Email Address**
View your MI email account status.
Professional Education Unit
Cumulative Professional Education Assessment Report
- Book Store - Order Books**
This web page will allow students to order course books from the Book Store. Will automatically link them to the book store with a list of books for the courses registered for the Term selected.

Step 3

- Select “Final Grades”.

Student Academic Records

[View Holds](#)

[Final Grades](#)

NEW! [View Student Information](#)

[Academic Transcript](#)

Step 4

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

Final Grades

Select a Term:

Text Books:

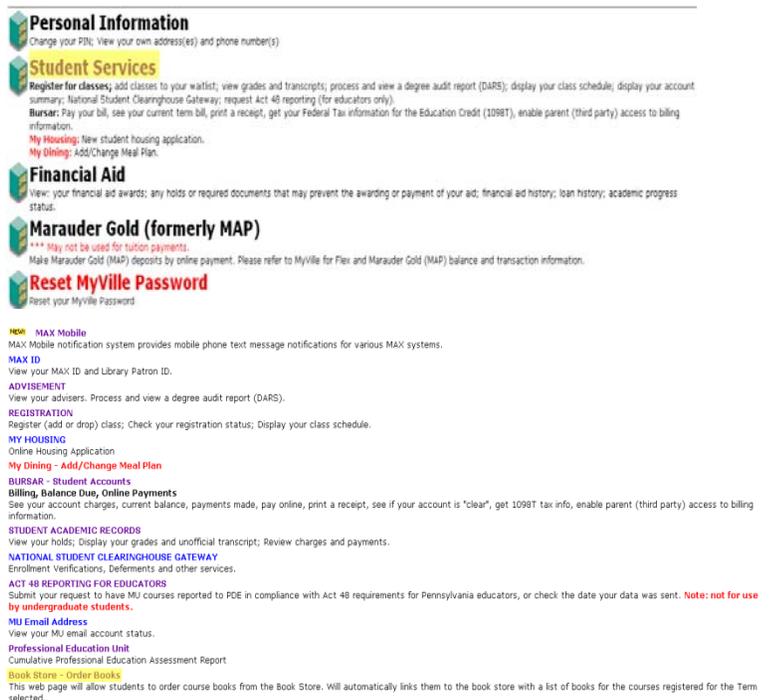
MAX allows students to find out if there are any required reading materials for classes and provides a link to the bookstore so that students may purchase books online.

Step 1

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

Step 2

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



Personal Information
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Submit your request to have MU courses reported to PDE in compliance with Act 48 requirements for Pennsylvania educators, or check the date your data was sent. **Note: not for use by undergraduate students.**

MU Email Address
View your MU email account status.

Professional Education Unit
Cumulative Professional Education Assessment Report

Book Store - Order Books
This web page will allow students to order course books from the Book Store. Will automatically links them to the book store with a list of books for the courses registered for the Term selected.

Step 3

- Select the term for which you are purchasing books from the dropdown menu.

Select Term

Please use drop down box to select correct term.

Select a Term:

Step 4

- Click submit on the next screen. You will be redirected to the book store website and a list of required materials.

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.

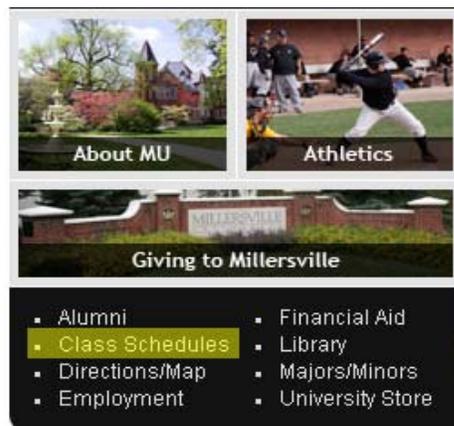
Term Code for Ordering Books Fall 2011

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
- 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

Term:

Subject:

Course Number:

All Courses Open Courses Only

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.

CRN	Course	Credits	Title	Days	Time	Date Range	Location	Faculty	Seats Avail	Prm	Gen Ed	Books
4364	BUAD 161 0	3.0	Intro to Financial Accounting	M W F	8:00-8:50am	08/29/11-12/17/11	MCCOM 301	Dillon, D.M.	Closed			
<i>Prerequisite: MATH 101 OR MATH 151 OR MPT 151 Prerequisite: MATH 101 or placement beyond MATH 101 Reserved for BUAD majors/minors</i>												
4365	BUAD 161 01	3.0	Intro to Financial Accounting	M W F	10:00-10:50am	08/29/11-12/17/11	MCCOM 301	Dillon, D.M.	Closed			
<i>Prerequisite: MATH 101 OR MATH 151 OR MPT 151 Prerequisite: MATH 101 or placement beyond MATH 101 Reserved for BUAD majors/minors</i>												
5074	BUAD 161 02	3.0	Intro to Financial Accounting	T	2:30-5:30pm	08/29/11-12/17/11	MCCOM 300	STAFF	On Hold			
<i>Prerequisite: MATH 101 OR MATH 151 OR MPT 151 Prerequisite: MATH 101 or placement beyond MATH 101 Reserved for BUAD majors/minors Contingency section (may be opened later)</i>												

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.