

Logging into MyThomas

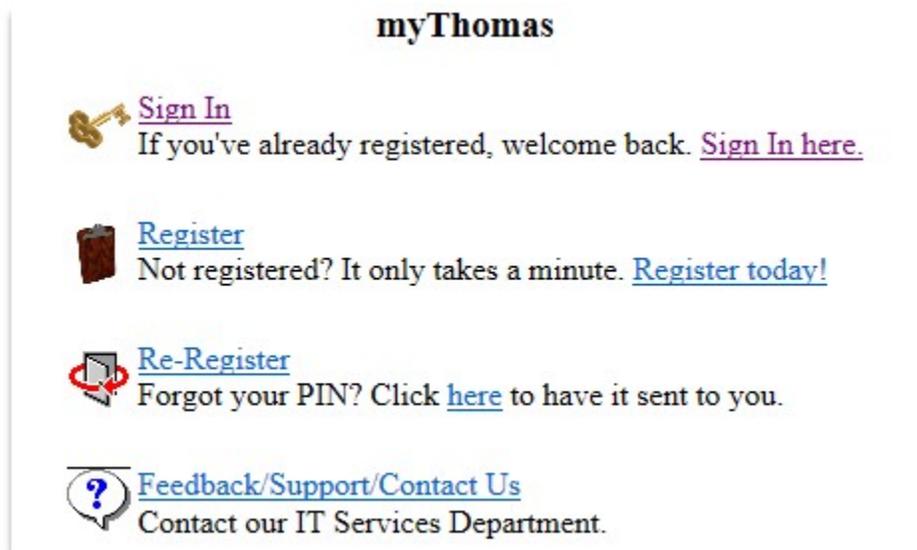
Introduction

MyThomas is your personal information portal while enrolled at or employed by Thomas College. As a student, this is where you will find your class schedule, grades/transcripts, personal and financial information. As an employee, this is where you will be able to update your personal information and access specific documentation related to your position. This article will explain how to access, navigate, and utilize MyThomas to the best of your abilities.

Getting to MyThomas

To start off, you should navigate to the MyThomas login page. This can be found by going to the Thomas College portal (www3.thomas.edu). Once here, you can select “MyThomas” from the links on the left-hand side of the page. You will then be brought directly to the login page. Alternatively, you can login to the Thomas College Moodle site in any browser by typing <https://www3.thomas.edu/myThomas/>

Once you are on the page, click on the “Register” link, second down from the top of the page:



Next, enter your information in the area requested.

If you already have access to your Thomas email account, you may use this address to register. If you haven't logged into your Thomas email before, please use the personal/school email account you used to register for your class with. Enter your first and last name, select your category, and then click "Continue":

myThomas

Please enter the information below to get an ID Number and PIN emailed to you for our MyThomas system.

Your E-mail Address?

Your First Name?
(as listed in our database)

Your Last Name?
(try with/without Jr., III, etc. if applicable)

I am a/an:

Current Thomas Students: Please use your @thomas.edu address if possible.
Faculty/Staff: If you have multiple @thomas.edu addresses, use your username (not your name) with the "@thomas.edu".
All: May use any off-campus e-mail addresses previously given to the College.

If you already know your ID Number and PIN, [sign in here instead](#).

Regarding the "I am a/an category":

- If you are registering as an undergrad student in one of Thomas College's standard programs of study, please select **Undergrad Day Student**.
- If you are registering as a graduate student in one of Thomas College's standard programs of study, please select **Graduate and/or Evening Student**.
- If you are inquiring or applying to Thomas College, but have not registered for classes, please select the appropriate **Potential Student** category for the course of study you are applying for.
- If you are a high school student applying for either **Pathways** or **Dual Enrollment** courses at Thomas, please select the appropriate category.
- If you are a Thomas **Alumni** or **Employee**, please select the category that applies to you.

Once you click continue, you should receive an email shortly after with a PIN number and a User ID (This may take up to 15-20 minutes to arrive). Once it does, you can now go back to the MyThomas main page and click on "Sign In" this time.

You'll want to take the information found in the email you received, and enter it on this screen:

myThomas

If you don't know your ID Number or PIN, go [here](#) to register.

7-Digit ID Number or SSN(no dashes, not a username)?

Current personal ID number (PIN)?

New PIN (if you want to change it)?

For ID Number help go [here](#).

If you don't know your ID Number or PIN, go [here](#) to register.

- You may change your PIN number if you want to, but make sure that you record it in a safe place.
- You'll want to save the previous email, as this contains your ID number for MyThomas.

Once you've logged in, you should see a "MyThomas for Students" link. Click there, and look for your "Acceptable Use Policy" link on the next screen. You will be given an opportunity to read through if you want to, and then acknowledge this with an electronic signature. Now you can search your course schedule and your book list as needed.

- Please note that if you are under 18 years of age, you will be provided with a paper copy of this that must be signed by a parent or guardian. If you have any questions about this, please contact the service desk.

Eventually you'll want to go back to the Thomas College Portal and click on "Outlook Web" to sign into your email. Your Thomas email account will be active now and you can login.

- Please note that the username for this account is different from your MyThomas information.
- If you are unsure what your username or password is, contact the service desk for assistance.

Further Information

If you would like further information on navigating MyThomas, or you have any questions about any areas within the program, please contact the Service Desk and our staff will be happy to help you. We are located in the Library inside the Alford Academic Center, and our normal operating hours are Monday-Thursday from 7:30am-11:00pm, Friday from 7:30am-5:00pm; Saturdays from 8:00am-5:00pm and Sundays from 1:00-11:00pm

For an up to date list of Library hours, including summer and holiday hours, please visit www.thomas.edu/library

207-859-1204

servicedesk@thomas.edu