

The John Marshall Law School LegalEase Web Portal provides powerful tools to help you get the most from your legal education. The information below explains login procedures and details some of the exciting new features of the Portal.

Student Login

To access the Portal Home Page, click the LegalEase icon, located on the left-hand side of the JMLS home page (www.jmls.edu). You will be asked for your User ID and Password **to log in**.

User ID: Your student I.D. number (If your social security number begins with an 0, exclude this 0 from your ID number) (example: 002345678 would be 2345678)

Password: Same as your Campus Web Pin Number (example: XH111)

Once you log in, you will need to accept the *Terms of Service Agreement*. After you have accepted this agreement you will see the Portal Home Page, which includes JMLS news and announcements. In addition to the Portal Home Page, you will have access to a Personal Home Page (My Home Page) and your Student Home Page. These icons are located on the upper right-hand side of the portal home page.

Student Home Page

To access your student information, click the *Student* tab, located in the upper right-hand corner of the portal home page. Your Student **Home** Page includes information specific to your courses at JMLS. Up until the first day of class, click the *future* tab under the *All My Courses* header. To get First Assignments, Syllabi, Handouts and other course materials, simply click one of your courses and then click *Handouts* located on the left-hand column.

From the Student Home Page you will have access to two calendars, *Personal* and *Course*. Your *Personal Calendar* is listed on the right side of this page. The *Course Calendar* icon is in the gray box in the upper left-hand corner of the Student Home Page. Your *Class* calendar shows your classes, times and locations. Your *Personal* calendar is for other entries. To see all entries on one calendar, select the *All* option from the *Course Calendar*.

Personal Home Page (My Home Page)

To change the layout of your Personal Home Page, select *Personalize*, then select **Page Portlets** to see the types of information that can be added to your page. **Be sure to scroll down and hit *Save Changes* before exiting this page.**

Want your classmates to know more about you? Click *My Info* to add your photo, personal interests and other information about yourself. You can also add links to websites you visit most often, and even include a link to your personal Hotmail or Yahoo e-mail account.

To Register or View Student Information

From the Student or Personal Home Page, click on the icon *To Register or View Student Information*, in order to register for classes online, view grades, class schedules, update personal information, and review financial aid awards.

Help

You will find helpful information under the *Help* and *Documentation* links at the bottom of the home pages. If you have questions, email Heather Williams: gwilliah@jmls.edu