my Heliotrope User Guide

Student Data Form   Visiting Students

Introduction

The Student Data Form must be completed by incoming non-degree students to create their student record and register for courses. **Do not use the Student Data Form if you have taken courses at Purchase before.** If this is **not** your first registration at Purchase, log in to myHeliotrope via my.purchase.edu using your Purchase ID and password and follow the Non-Degree Student Registration Guide to register for courses. If you cannot remember your Purchase ID and password, go to www.purchase.edu/activate and click the link to reset your password. You will need to enter your social security number and date of birth to complete the password reset process.

Use the Student Data Form for **Visiting Students** if you:

- Are registering at Purchase College for the **first time**
- Are **non-matriculated**, or do not want to pursue a degree from Purchase College
- Want to take courses **for credit**

Please be sure to visit the School of Liberal Studies and Continuing Education website for useful information about attending Purchase as a non-degree student, such as course offerings, required health records, payment policies and procedures, and more.

Accessing the Student Data Form

To access the Student Data Form, follow the **Student Data Form** link on the School of Liberal Studies and Continuing Education website at www.purchase.edu/ce. You can also follow this direct link:

Student Data Form

Completing the Student Data Form

On the login screen, click **First time user account creation.**

School of Liberal Studies and Continuing Education | (914)251-6500 | conted@purchase.edu

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Create your Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. **Please remember your Login ID and PIN** in case you need log back in to your Student Data Form.

Select **Visiting Student** from the dropdown menu.

Select the term in which you would like to enroll from the dropdown menu then enter your name. Required fields are marked by a red asterisk. Click **Fill Out Application**.

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You will be taken to the application checklist. Incomplete application sections will be marked with blue info buttons and complete sections will be marked with red check marks. Click on **Name** to begin completing your application. Required fields have a red asterisk next to them, but you are encouraged to provide as much information as possible.

Fill in your name. Only your first name and last name are required, however, please fill as much information as possible. Indicate whether you have attended Purchase College in the past. If you have, you do not need to complete this process as you have an existing student record. Go to www.purchase.edu/activate to access your existing account.

You can either click **Checklist** to return to your application checklist or **Continue** to move directly to the next application section.

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Next, provide your permanent address and phone number. Entering your zip code a tabbing to the next field will automatically fill in your city and state. Click **Checklist** to return to your application checklist or **Continue** to move directly to the next application section.

Permanent Address and Phone (Checklist item 2 of 7)

Enter your Address information. You must enter a city and either a state or province and zip code or a country code. Please use upper and lower case accordingly.

When completing sections, selecting Checklist saves your changes and displays the Checklist. Continue moves to the next section. Finish Later saves your changes Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

Permanent

Street Line 1:✱	735 Anderson Hill Rd
Street Line 2:	
City:✱	Purchase
State:	New York
Zip Code:	10577-1402
Nation:	None
Phone (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxx extension):✱	914 - 251 0000

[Checklist] [Continue] [Finish Later]

Next, fill in your personal information including US citizenship status, email address, cell phone number, date of birth, social security number, gender, and New York State residency status. You may also fill in information about your ethnicity.

Personal Information (Checklist item 3 of 7)

Enter your Personal Information.

When completing sections, selecting Checklist saves your changes and displays the Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

SSN (XXXXXXXXX): 123456789
Birth Date:✱ Month January Day 01 Year (YYYY) 1993
Gender:✱ ○ Male ○ Female
Email:✱ john.doe@email.com
Verify e-mail address:✱ john.doe@email.com
Cellular Phone Number 914 - 2510000
Citizenship:✱ Citizen
Are you a NY Resident?: ● Yes ○ No ○ Not Reported

Please indicate whether or not you are Hispanic or Latino

☐ Hispanic or Latino
☐ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
☐ American Indian or Alaskan Native	☐ Asian	☐ Black or African American	☐ Native Hawaiian or Other Pacific Islander	☐ White

[Checklist] [Continue] [Finish Later]

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Please note: Although it is not required, **you are strongly encouraged to provide your social security number**. This will help us to identify you and keep all of your records together, and it will make your email account activation easier later on in the enrollment process.

Once this section is completed, click **Checklist** to return to your application checklist or **Continue** to move directly to the next application section.

In the next section, fill in the high school you attended. You can auto-fill the information by clicking **Lookup High School Code** and searching for your high school by location. You will need to provide your date of graduation before continuing. If your school is not found, please fill in all required information.

Click **Checklist** to return to your application checklist or **Continue** to move directly to the next application section. In the next application section, you will be asked to provide information about your previous or current college. You can auto-fill the information by clicking **Lookup College Code** and searching for your high school by location. You will need to indicate whether you are currently attending. If your school is not found, please fill in all required information.

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If you have attended additional colleges, click Enter or View another College or Degree to repeat the process. When you are done, click **Checklist** to return to your application checklist or **Continue** to move directly to the next application section.

In the next section, provide some biographical information, including if you are a veteran, if you have ever been suspended or dismissed from school for disciplinary reasons, if you have ever been convicted of a felony, and how you heard about Purchase College. Once complete, click **Checklist** or **Continue** will take you back to the application checklist.

The last section is for use by international students only. If you are a international student, complete the information in this sec tion to the best of your ability. If all sections are complete, clicking **Checklist** or **Continue** will take you back to the application checklist.

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When your application checklist is complete, all sections will be marked with a red check mark. To proceed, click **Application is Complete**.

After you complete your application, you must agree to the terms of enrollment and Community Standards of Conduct. Please make sure to read the College policies at www.purchase.edu/policies.

Your Student Data Form is now complete and you may move on to course registration. See the next page for the Next Steps for non-degree students.
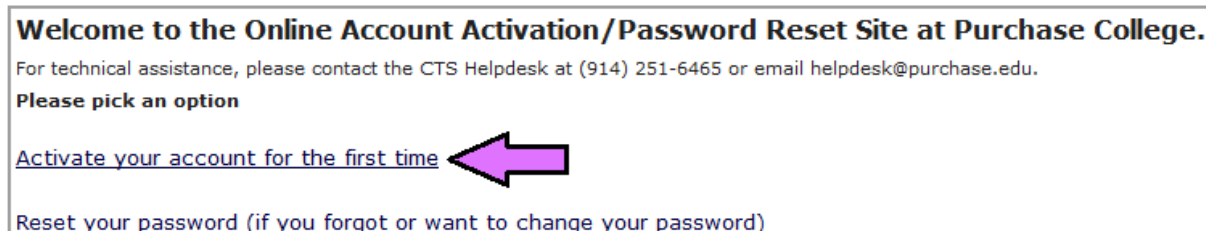
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Next Steps

After your Student Data Form is complete, wait roughly 15 minutes to allow time for your Purchase College email address to be created. When you are ready to activate it, follow the steps below:

1. Navigate to www.purchase.edu/current-students and click **Account Activation**.

Quick Links

- Academic Calendar
- Account Activation / Password Reset
- Email
- Moodle
- MyHeliotrope
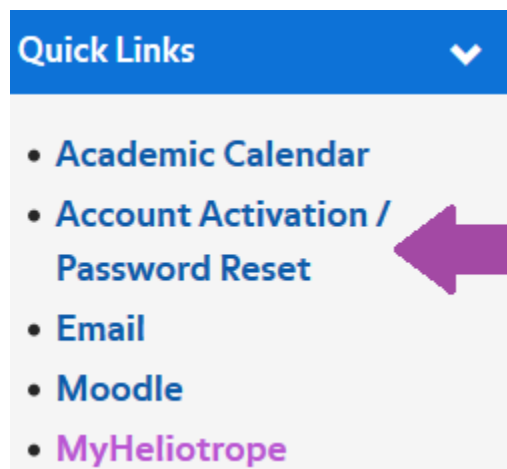
2. Click **Activate your account for the first time**.

Welcome to the Online Account Activation/Password Reset Site at Purchase College.
For technical assistance, please contact the CTS Helpdesk at (914) 251-6465 or email helpdesk@purchase.edu.
Please pick an option

Activate your account for the first time

Reset your password (if you forgot or want to change your password)

3. Read the terms and click **I agree**.

Welcome to the Online Account Activation/Password Reset Site at Purchase College.

Students:
If you are an admitted or registered student at Purchase College, your college credentials and email account have been created and are ready for you. Your account should be activated right away since you will receive important notices and information from the College via email. The College uses email as its primary communication channel. Activation or use by anyone other than the student is a violation of the Federal Family Educational Rights and Privacy Act. The student's parent(s), guardian(s), family and friends may NOT use this account nor activate it.

Faculty and Staff Employees:
If you are a faculty or staff member, and your appointment paperwork has been completed, your account can be activated. If you are having trouble locating your account to activate it, please contact your hiring department to ensure your appointment has been completed.

Non-Student and Non-Faculty/Staff:
If you are a Research Foundation employee, visitor, contractor, intern, volunteer, or other non-student/faculty/staff category, your sponsoring department/unit is responsible for creating your record in our system. If you are having trouble locating your account to activate it, please contact your sponsor department to ensure your record has been created.

Please Note: This account should only be activated and used by the student for whom it is created. Activation or use by anyone other than the student is a violation of the College's Computer Ethics Policy.

I agree   I do not agree
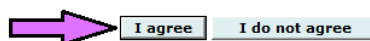
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4. Enter your initials and your date of birth. Then enter either your social security number, if you provided it on your student data Form, **or** your alternate email.

Welcome to the Online Account Activation/Password Reset Site at Purchase College.
For technical assistance, please contact the CTS Helpdesk at (914) 251-6465 or email helpdesk@purchase.edu.

Please enter your initials
First *   Last *
[J]   [D]

Please enter your date of birth *
Month   Day   Year
[January ▾] [01 ▾] [1993 ▾]

Please enter your social security number or alternate email*
Social security number   [••••••••]   Please do not include your SSN in any mail or communication
<<<<<<<>>>>>>> > **OR** <<<<<<>>>>>>>
Alternate email   [   ]   Please do not enter your Purchase College email.

5. You will be given your Purchase College username and temporary password. Follow the password guidelines to create your new password. Make sure to record your username and password for later reference.

6. Navigate back to www.purchase.edu/current-students or click **Return to Portal**.

7. Click the **myHeliotrope** link to access the self-service system, including the online course search and registration.

Quick Links ▾

- **Academic Calendar**
- **Account Activation / Password Reset**
- **Email**
- **Moodle**
- **MyHeliotrope**

Now that you have activated your account and logged into the myHeliotrope self-service system, you are ready to register for courses. See the [Course Search](#) guide and [Non-Degree Registration](#) guide for information about enrolling in classes.