



## Welcome to MySlice

MySlice is SU's online portal to critical information resources for applicants, students, faculty, and staff.

**Applicant?** Applicants can find detailed instructions for logging in for the first time on the [Applicant MySlice Login page](#).

**Parents?** Students, including applicants, can share their access using the instructions found on the [Sharing MySlice Access with Parents or Guardians page](#).

## MySlice Login

Log into your MySlice account:

[Log into MySlice](#)

### Browser Help

To log in at the link above, use your full Syracuse email address and NetID password.

For best results, have **JavaScript turned on in your browser** and **disable any popup blockers actively running**.

Please visit the [Managing Browsers Answers Space](#) for assistance with any browser related issues or the [NetID Self-Service page](#) to manage your password.

## MySlice Support Topics and Instructions

Below you will find common MySlice support topics. Before proceeding, be sure you are using a [supported MySlice browser](#).

Be sure to also check out the [MySlice Upgrade](#) page. Support pages include [Personalizing MySlice](#), [Before-and-after MySlice links crosswalk](#), and [Search within MySlice](#).

## Accessing the Financial Aid 'To Do List'

To view your Financial Aid To Do List, log into MySlice ([myslice.syr.edu](https://myslice.syr.edu)). On the Applicant Home select Financial Aid > FA To Do List. You will see the list of items needed to apply for financial aid. Three different 'Status' descriptions may be listed. They are:

- **Required:** Take immediate action to complete any required items below.
- **Notified:** Read this important information as it pertains to your financial aid eligibility.
- **Partial:** We have received your document(s); however, items are still required. You have been sent a request for additional information.
- **Received:** Required documentation has been received and will soon be reviewed for completeness by our office.

If you have filed your FAFSA, or CSS/Profile, these "To Do List" items will disappear from your list after the Financial Aid Office receives your applications. It may take up to ten days from the time you file these applications until the Financial Aid Office receives and removes the item from your "To Do List."

**Need Financial Aid Help?** If you have questions regarding any items on your "To Do List," or are concerned about whether an item was fully completed and received by the Financial Aid Office, you may contact Financial Aid at 315.443.1513 or stop by the Financial Aid Office at 200 Bowne Hall. Additional information is available on the [Financial Aid website](#).

## Accessing Transcripts

**Official Transcripts:** Information about transcripts for students, including SUPA students, is available on the [Registrar Transcripts](#) page under 'How to Order a Transcript'.

**Unofficial Transcripts:** Advising transcripts are available **exclusively for current students** and those with MySlice access. Review and print a copy of an unofficial transcript from MySlice by logging in to: [MySlice](#) > Student Home > Academics > Transcript > Advising Transcript > Produce Advising Transcript.

**Need Transcripts Help?** Please see the [Transcripts FAQ](#) or contact the Registrar at [registrar@syr.edu](mailto:registrar@syr.edu).

## Entering or Accessing Grades

Help for **faculty** who need to enter grades can be found at: [Final Grading for Faculty](#). Faculty receiving object errors can resolve the issue by clearing the cache and cookies of the browser. Instructions for clearing cache and cookies can be found at the [Managing Browsers Answers Space](#)

Help for **students** who want to view and print their grades can be found at: [Student Grades](#).

## Sharing MySlice Access

Students may share specific sections of their MySlice account with a parent, guardian, and/or family member, granting them access to areas such as their Financial Aid Portfolio and your Student Account. Step-by-step instructions are available on the [Sharing MySlice Access with Parents, Guardians, or Family Members](#) page.

## Issues Paying with Credit Cards

Users have the option to make payments with a credit card, including for admissions acceptance deposits or general bill payment.

If you click the link to pay by credit and nothing happens, you need to enable pop-ups for MySlice. The pay by credit card option will not work if you have pop-ups disabled for MySlice. Instructions are available on the [Enabling Pop-Ups](#) page by browser.

If you continue to have trouble paying with a credit card, please contact the Bursar at 315.443.2444 or [bursar@syr.edu](mailto:bursar@syr.edu).

## Personalize MySlice

The upgraded version of MySlice allows you to personalize your MySlice experience.

How to videos

- [Change landing homepage](#)
- [Rearrange tiles within a homepage](#)
- [Moving/copying tiles across homepages](#)
- [Create a personalized homepage](#)
- [Creating shortcuts to PeopleSoft administrative functions](#)
- [Deleting shortcuts to PeopleSoft administrative functions](#)



### Two Employee and Student Home Options






In the Add Tile pop-up page you will find 2 instances of Employee Home or Student Home. If an item that you want to copy is not available in one of those instances it will be in the other. This is a known usability issue for which resolution is being investigated.

## Managing Favorites

**Please Note: Favorites are for the convenience of the end user and after patches/upgrades/security changes, the Favorite may become invalid and need to be removed and rebuilt.**

A video that illustrates the options for creating shortcuts to PeopleSoft items can be viewed at [Personalize MySlice](#).

Navigate to the desired page, and then click on the 3 vertical dots in the upper right corner.

[Student Home](#) **Add/Update a Person**      Help

### Add/Update a Person

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

ID


Campus ID

National ID

Last Name

First Name

Include History

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



- Add To Homepage
- Add To NavBar
- Add To Favorites
- My Preferences
- Sign Out

Click "Add To Favorites."

You may change the Description to anything unique that is not more than 30 characters.

Then click the "OK" button.

**Please Note: Favorites are for the convenience of the end user and after patches/upgrades/security changes, the Favorite may become invalid and need to be removed and rebuilt.**

Navigate to My Favorites. Click on the compass,  , and then on My Favorites,  .

 [Edit Favorites](#)

Click on Edit Favorites,

Use the grid to change the labels, re-order Favorites by assigning Sequence numbers, or Delete. Be certain to click the "Save" button when finished.

Select the Save button after editing or deleting favorites to apply your changes.

Save

**Favorites** 7 rows

Delete Selected	
<input type="checkbox"/> *Favorite	Sequence number
<input type="checkbox"/> CS Add/Update a Person	0
<input type="checkbox"/> CS Instructor/Advisor Table	0
<input type="checkbox"/> CS Names	0
<input type="checkbox"/> CS Relationships	0
<input type="checkbox"/> CS SYR Application Summary	0
<input type="checkbox"/> CS Student Program/Plan	0
<input type="checkbox"/> HCM Job Data	0

### Applications and Functions During a MySlice Outage

MySlice may be unavailable during patches, upgrades, or security changes. Users can login directly to [Blackboard](#), [Email](#), and [DegreeWorks](#).

The following is a list of functions or applications that unavailable during during a MySlice outage.

<b>Students</b>	<b>All users</b>	<b>Faculty and Staff</b>
-----------------	------------------	--------------------------

<p> <a href="#">Holds</a>  <a href="#">Course Catalog and Class Search</a>  <a href="#">Financial Aid Portfolio</a>  <a href="#">Student Loan Lenders</a>  <a href="#">Student Athletic Management</a>  <a href="#">Services accessed the University mobile application</a>  <a href="#">Parchment (Transcript Requests)</a>  <a href="#">Accomodate</a>  <a href="#">AcademicWorks</a>  <a href="#">Academic Integrity</a>  <a href="#">Placement Exams (View My Results)</a>  <a href="#">Housing and MealPlan Services</a>  <a href="#">Orange Success</a> </p>	<p> <a href="#">MySlice</a>  <a href="#">Human Resources and Payroll Services (Human Capital Management)</a>  <a href="#">Campus Solutions</a>  <a href="#">Financials</a>  <a href="#">MyReports</a>  <a href="#">Self-Service applications</a>  <a href="#">Global Survey</a>  <a href="#">Parking</a>  <a href="#">Data Warehouse</a>  <a href="#">Batch Processing</a>  <a href="#">SU Directory</a> </p>	<p> <a href="#">Financials</a>  <a href="#">General Ledger</a>  <a href="#">Accounts Payable</a>  <a href="#">Purchasing</a>  <a href="#">Grants</a>  <a href="#">Budget</a>  <a href="#">Asset Management and Endowments</a>  <a href="#">Faculty Center</a>  <a href="#">Famis</a>  <a href="#">Benefits</a>  <a href="#">Employee Services - Time Entry</a>  <a href="#">Workforce Administrator - Approvals</a>  <a href="#">Payroll</a>  <a href="#">Effort Reporting</a> </p>
--	---	---

---

## Getting Help

For support of the information above, contact the [ITS Help Desk](#) by calling at 315-443-2677, by emailing [help@syr.edu](mailto:help@syr.edu), or by stopping into 1-227 CST.

[Top](#)