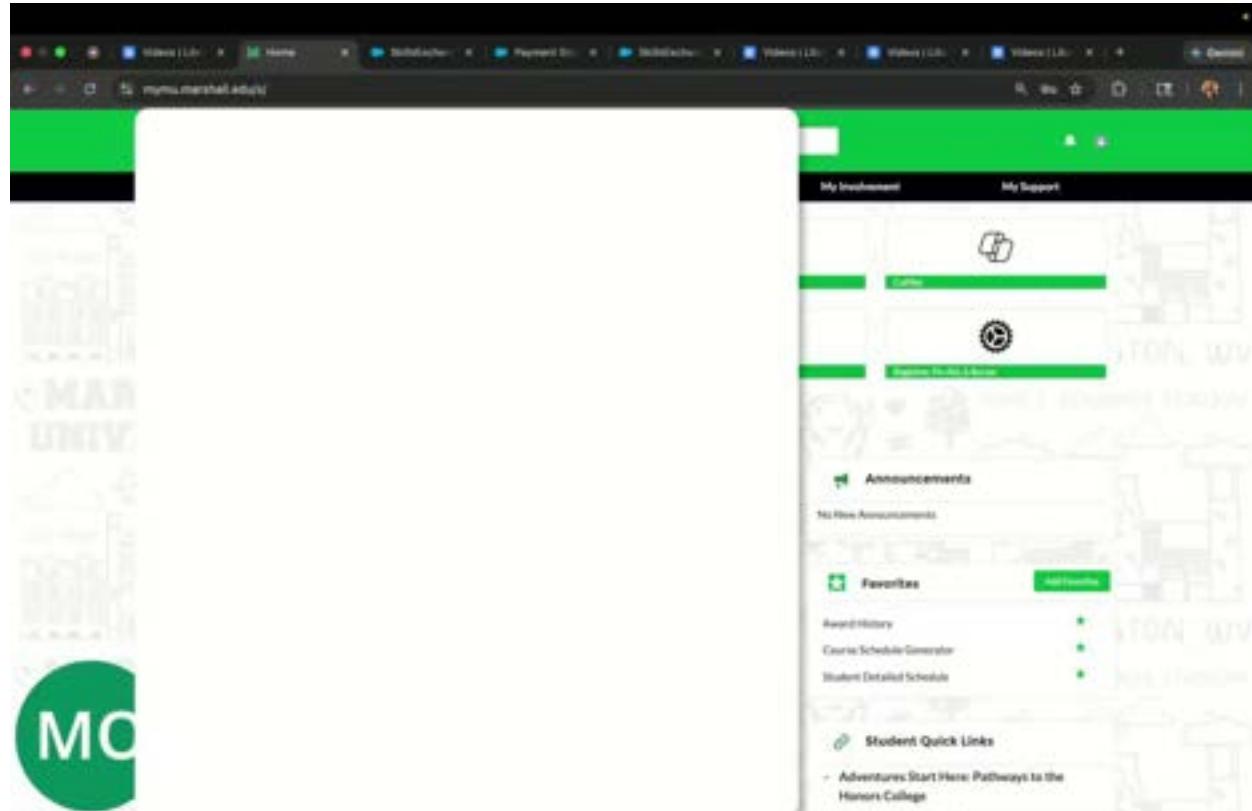


How to Register for the Marshall Online Graduate Orientation

Step 1: Access MyMU –

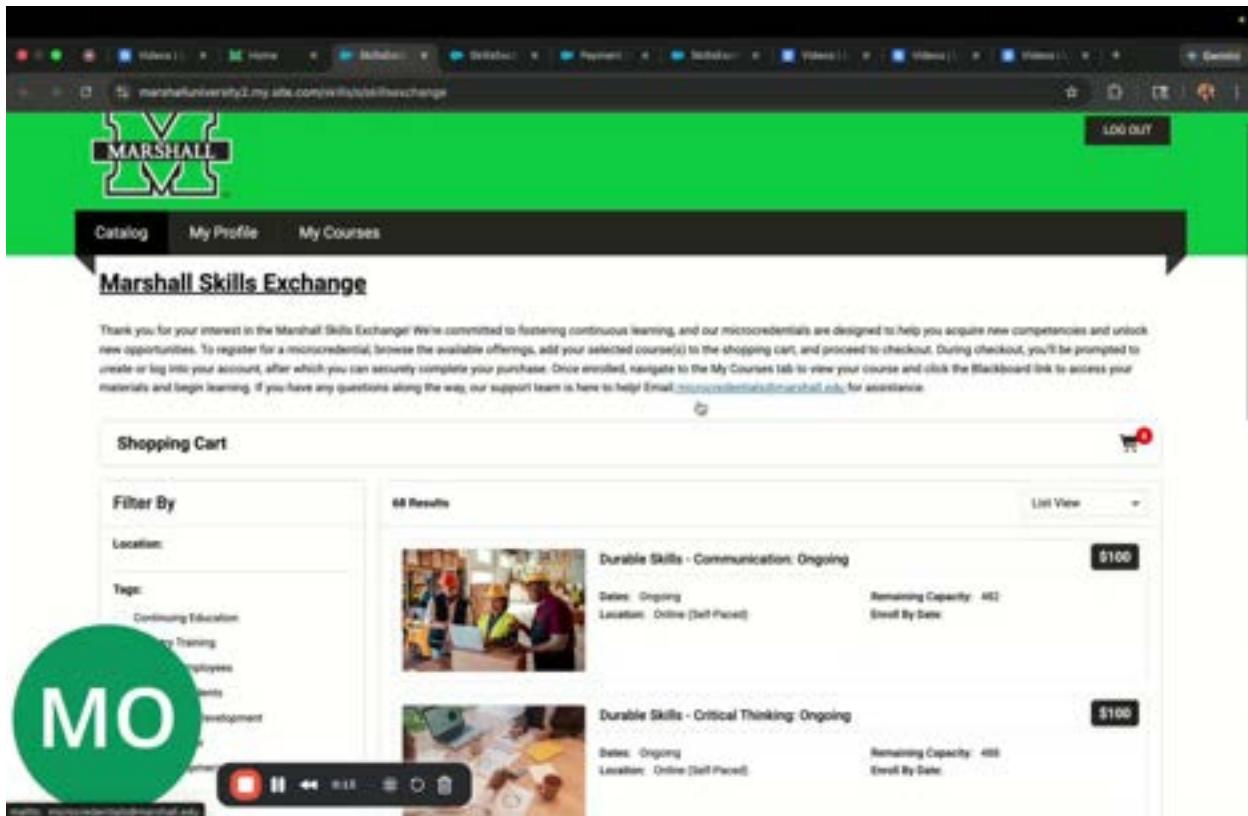
<https://mymu.marshall.edu/s/>



- Go to the myMU website
- This is the starting point for accessing your graduate orientation
- Scroll down on the myMU homepage
- Look for the section labeled 'MU Skills Exchange'

Step 2: Find the Graduate Student Online Orientation Course-

<https://marshalluniversity2.my.site.com/skills/s/skillsexchange>



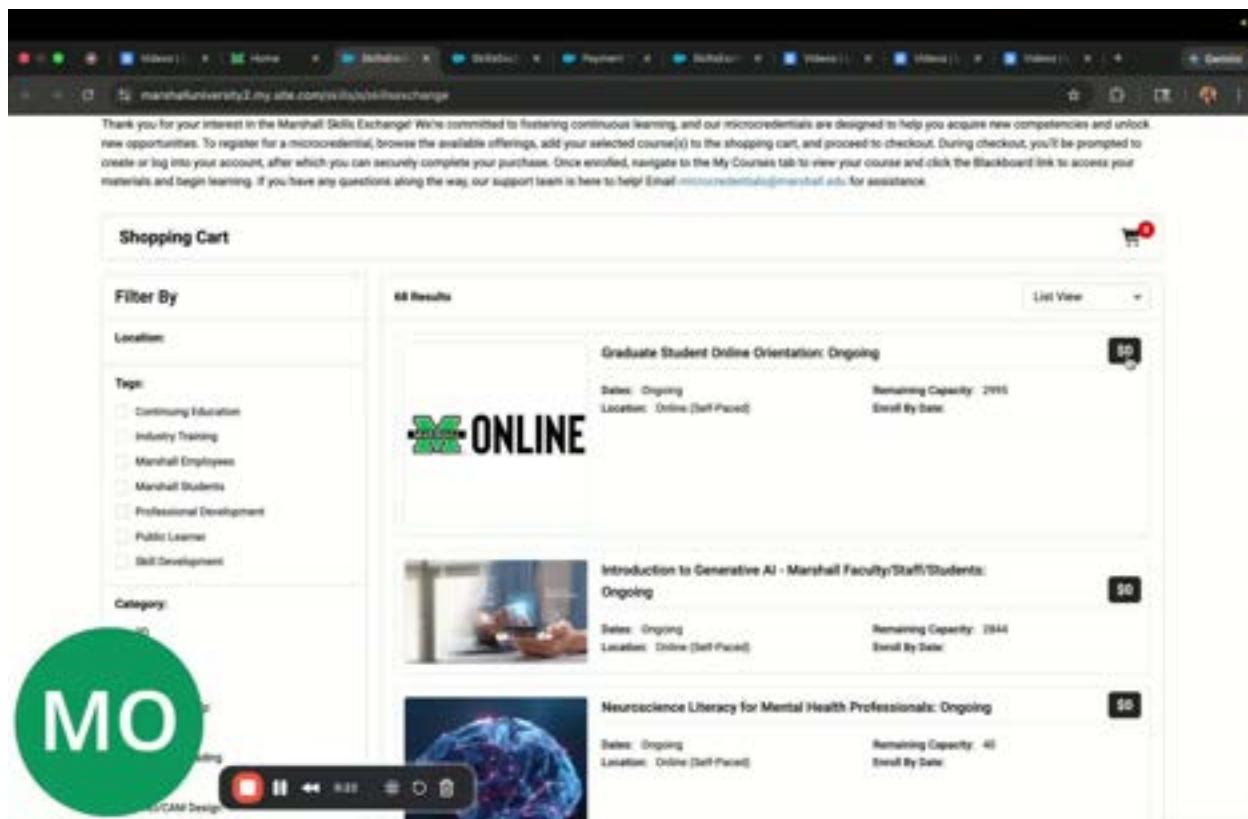
The screenshot shows a web browser with the URL <https://marshalluniversity2.my.site.com/skills/s/skillsexchange> in the address bar. The page has a green header with the Marshall University logo and a 'LOG OUT' button. Below the header is a black navigation bar with 'Catalog', 'My Profile', and 'My Courses' links. The main content area is titled 'Marshall Skills Exchange' and contains a message about the site's commitment to continuous learning and microcredentials. Below this is a 'Shopping Cart' section with a 'Filter By' sidebar on the left. The sidebar includes dropdowns for 'Location' and 'Tags', with 'Tags' showing options like 'Continuing Education', 'Employee Training', 'Employees', 'Events', and 'Development'. The main area shows '68 Results' for 'Durable Skills'. Two course offerings are listed:

Course Title	Price	Capacity	Action
Durable Skills - Communication: Ongoing	\$100	452	Enroll By Date:
Durable Skills - Critical Thinking: Ongoing	\$100	400	Enroll By Date:

- Look for a course titled 'Graduate Student Online Orientation'
- It will have the Marshall Online logo, currently on tab 5
- Note: The tab number may change



Step 3: Add the Course to Your Cart



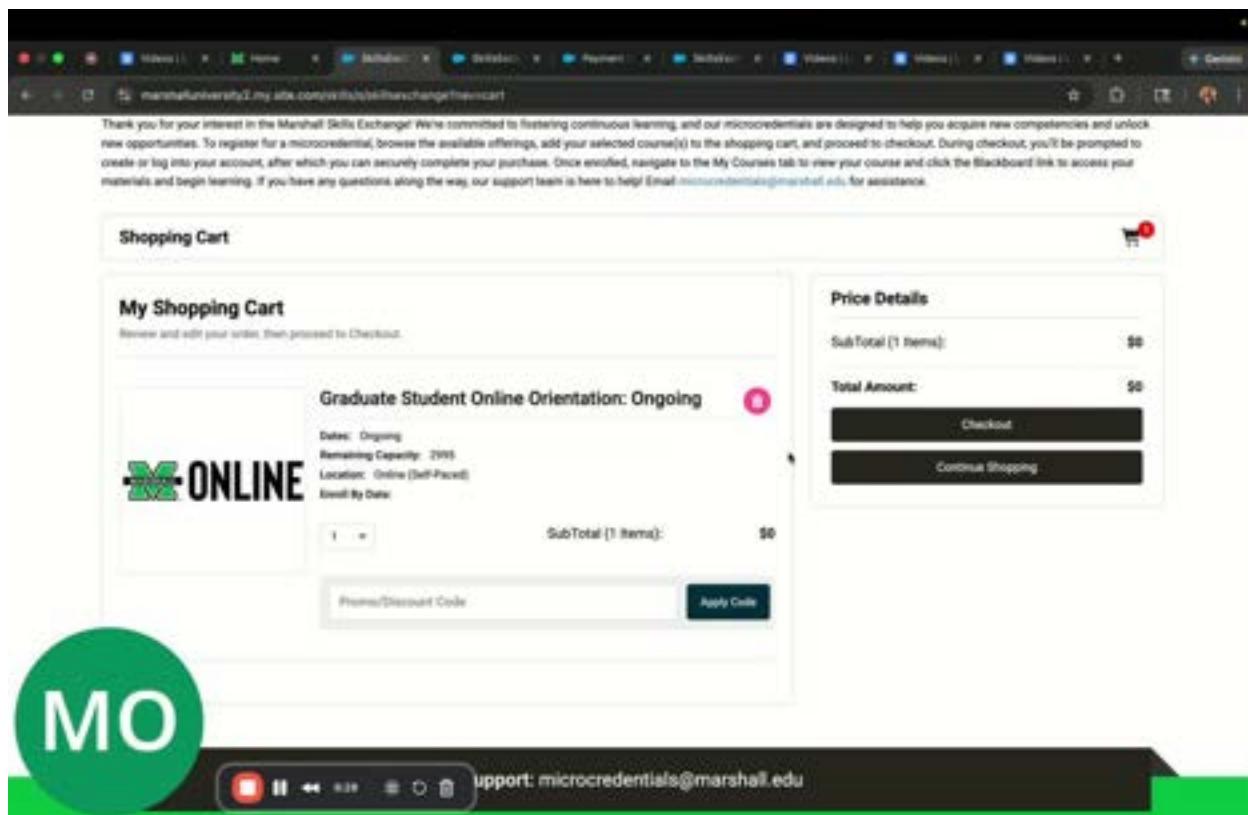
The screenshot shows a computer browser displaying the Marshall Skills Exchange website. The URL in the address bar is marshalluniversity2.my.site.com/courses/microcredentials. The page title is "Skills Exchange". The main content is a "Shopping Cart" section with a sub-header "68 Results". On the left, there are "Filter By" options for "Location" (Marshall Employees, Marshall Students, Online [Self Paced], Off-Campus), "Tags" (Continuing Education, Industry Training, Marshall Employees, Marshall Students, Professional Development, Public Learner, Skill Development), and "Category" (10). The right side lists three courses:

- Graduate Student Online Orientation: Ongoing**
Status: Ongoing
Location: Online [Self Paced]
Remaining Capacity: 2915
Enroll By Date: \$0
- Introduction to Generative AI - Marshall Faculty/Staff/Students: Ongoing**
Status: Ongoing
Location: Online [Self Paced]
Remaining Capacity: 2944
Enroll By Date: \$0
- Neuroscience Literacy for Mental Health Professionals: Ongoing**
Status: Ongoing
Location: Online [Self Paced]
Remaining Capacity: 40
Enroll By Date: \$0

A large green circle with the letters "MO" is overlaid on the left side of the page, partially obscuring the filter categories. A video player interface is visible at the bottom left, showing a play button and other controls.

- Click on the \$0 option next to the course.
- Select 'Add to Cart'.

Step 4: Checkout



Thank you for your interest in the Marshall Skills Exchange! We're committed to fostering continuous learning, and our microcredentials are designed to help you acquire new competencies and unlock new opportunities. To register for a microcredential, browse the available offerings, add your selected course(s) to the shopping cart, and proceed to checkout. During checkout, you'll be prompted to create or log into your account, after which you can securely complete your purchase. Once enrolled, navigate to the My Courses tab to view your course and click the Blackboard link to access your materials and begin learning. If you have any questions along the way, our support team is here to help! Email microcredentials@marshall.edu for assistance.

Shopping Cart

My Shopping Cart

Review and edit your order, then proceed to Checkout.

Graduate Student Online Orientation: Ongoing

Dates: Ongoing
Remaining Capacity: 2995
Location: Online (Self-Paced)
Enroll By Date:

1

SubTotal (1 items): \$0

Price Details

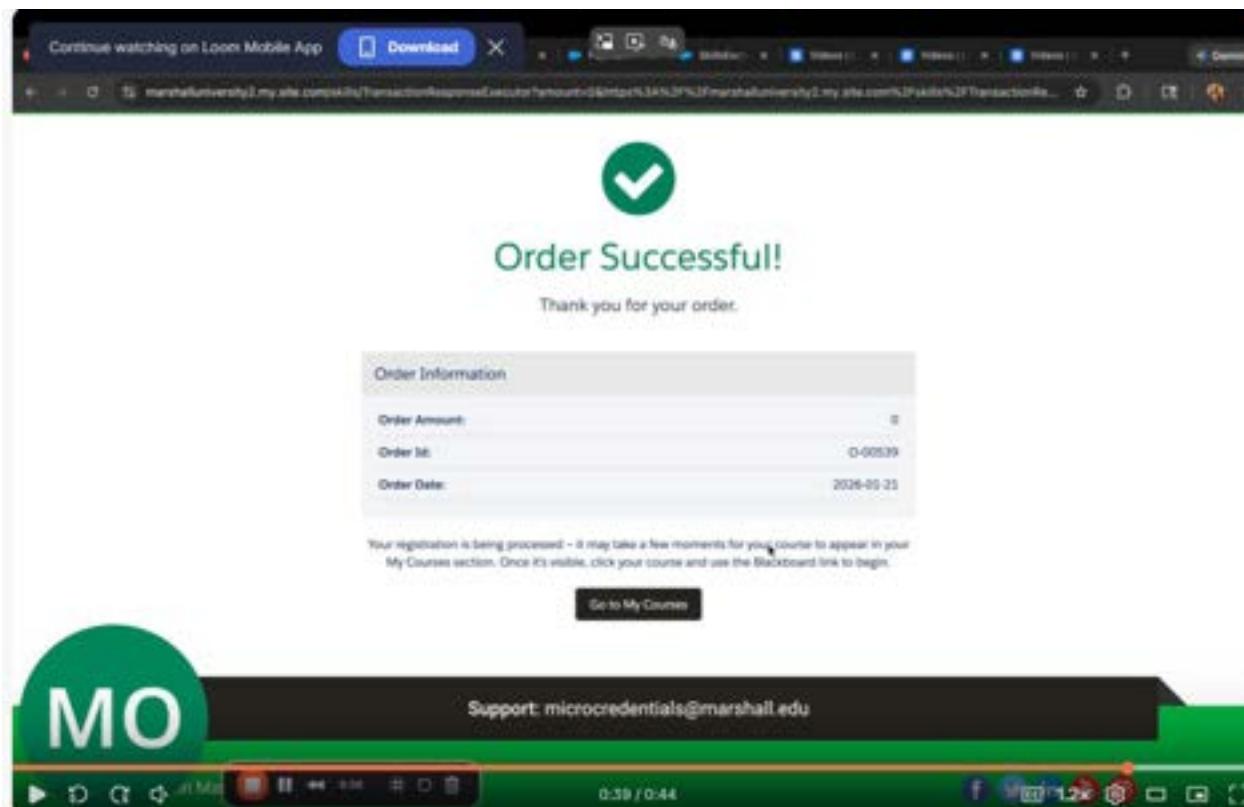
SubTotal (1 items): \$0

Total Amount: \$0

support: microcredentials@marshall.edu

- After adding the course,
- Proceed to 'Checkout'.
- Confirm your selection.

Step 5: Confirm Enrollment



- You will see a confirmation message indicating that you have successfully registered for the Graduate Orientation

Link to Video Walkthrough:

<https://loom.com/share/37b7b43b94434c588c9431f04fc973ea>