How To Post Required Materials Information
Using MY YU: Banner Self Service Portal

Dear Faculty,

Federal law requires Yeshiva University to supply prospective students with information on costs of required materials (textbook or other materials) associated with your course(s). To establish compliance with the law a simple method has been worked out using the MyYU system you are already familiar with to allow you to post this information online. Please follow the simple directions below to get started. Please see the Guidelines on what information to post on page 3. Thank you for your cooperation.

1) **Access MY YU online**: Go to [http://www.yu.edu/myyu](http://www.yu.edu/myyu)

2) **Click Faculty, Students, and Staff**.

3) **Login** using your Banner ID and Pin.

4) **From Main Menu select Faculty and Advisors**.
5) From Faculty and Advisors select Syllabus Information.

6) You will be prompted to Select Term (i.e. Fall 2014) and Submit your selection.

7) Next, Select a CRN from the CRN drop down menu, or Enter the CRN Directly and Submit your selection.

8) You will be presented with a web form to enter your information. You can copy and paste from Microsoft Word, or type directly into the Syllabus Data fields. The key field is Required Materials as what appears here will display to prospective students on the online schedule. Please see attached guidelines on the next page for guidance on what to put here.
   a. Long Section Title (Optional, for registered students)
   b. Course URL (i.e. Angel Course Section) (Optional, for registered students)
   c. Learning Objectives (Optional, for registered students)
   d. Required Materials (REQUIRED, displays to prospective students & public)
   e. Technical Requirements (Optional, for registered students)

9) After submitting your information, you will receive a confirmation message. Your course information is now visible to everyone at http://www.yu.edu/schedule.

For support, please contact the Office of the Registrar at (212) 960-5274 during business hours or at wilfregistrar@yu.edu after regular business hours.
Guidelines

The MyYU textbook entry system is a simple text-based system and the simpler you keep your entry the better it will display on our online schedule. If your course does not have any required materials you must enter “No required materials”.

- Do not use HTML or post a hyperlink. It WILL NOT format properly.
- Post information about textbooks first, then information about other required materials if you wish.
- Post information about each textbook on a separate line.
- Use the following format for the textbooks (semicolons help to isolate search information for students):
  - ISBN; Title (including edition); Author; Suggested Retail Price; Suggested Retailer
- For most all pricing information a simple search online on Barnes and Noble or Amazon.com should suffice. If the item is unique or only available through a certain retailer or direct from you, please note the cost and the retailer.
- Please remember to post any changes immediately if necessary.