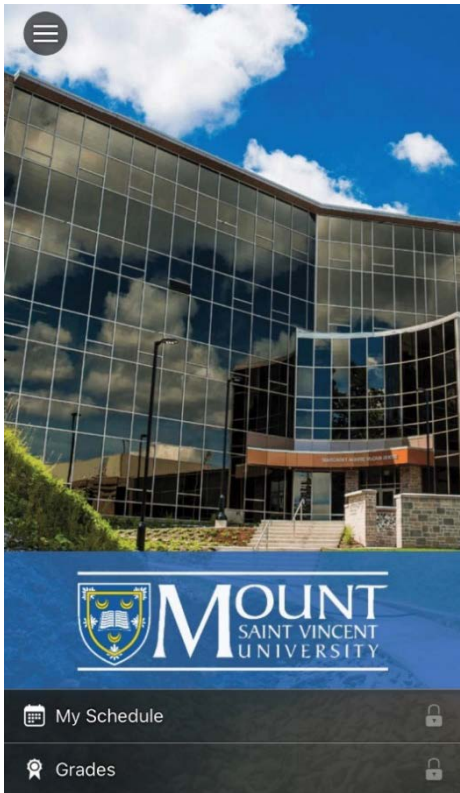


Mount App – General User Guide


MSVU IT&S Help Desk 902.457.6538 or helpdesk@msvu.ca

Please note that the appearance and processes that are documented within this guide may differ from what you experience, depending on the device you are using. This is a general guide for some of the features you will find in the Mount app.



Once you have selected the Mount as your university, it will always open as your home screen for the app.

From the Home screen, you can:

 tap the menu icon (always on the top left) to display all the app features (see following page for full menu)

or





select **My Schedule** or **Grades** to Sign in directly to either app feature.



The lock icon indicates you must Sign In, in order to view this feature.

Sign In

 Username

 Password

☐ Stay signed in

Your Username is the first letter of your First Name and your full Last Name. In some cases a number is added to the end.

For assistance, contact the Help Desk at helpdesk@msvu.ca or 902-457-6538.

CANCEL


SIGN IN

Your **username** is typically the first letter of your First Name and your full Last Name. For example, Monty Mystic is mmystic. *Note: There may be a number added to the end of your username. For example, mmystic2.*

For Sign In assistance, contact the Help Desk at helpdesk@msvu.ca or 902-457-6538.

If you are planning to stay signed in to The Mount App, protect your information by securing your mobile device with a passcode.

Menu at a Glance

 If you tap the Menu Icon from the Home screen, you will see all the features of the app.

Applications	
Emergency Contact	Lists emergency contact information.
Academics	
My Schedule	A calendar view of your course schedule and full list of registered courses by term.
Grades	View your final grades in your courses by term.
myMount	Links you directly to the myMount sign in screen.
Registration Notice	Occasional registration notices will be posted here.
Registration	Register for courses and change registration from this option.
Moodle	Links you to the Moodle sign in screen.
Campus Services	
Athletics & Recreation	Connects you to the Athletics & Recreation website.
Finance	Connects you to the financial information you need.
Library	Links you to the Library website.
Parking	Find all you need to know about parking on campus.
Safety & Security	Connects you to the Safety & Security website.
Where to Eat	Hungry? Check out where to eat and find out what's on the menu.
Campus Resources	
Campus Map	Get directions to the buildings you need on campus.
Class Cancellations	Check here to see if your class has been cancelled on those bad weather days.
Events	View the upcoming events from the Mount's website.
Student Services Contacts	Lists important contact information for the student services on campus.
News	View the latest news feed from the Mount.
Students' Union	Connects you to the Students' union website.
Website	Links you to the Mount's website.
Social	
Facebook	
Instagram	
Twitter	
YouTube	
Flickr	
Actions	
Home	Takes you back to the Mount home screen.
Settings	Optional settings that are available depending on device in use.
About	Contact information for the IT&S Help Desk.
Switch University	Returns to the listing of all schools. <i>Note: You are only able to Sign In to Mount app.</i>
Sign Out	Allows you to Sign In / Sign Out of the secure features within the app.

Mount App Features

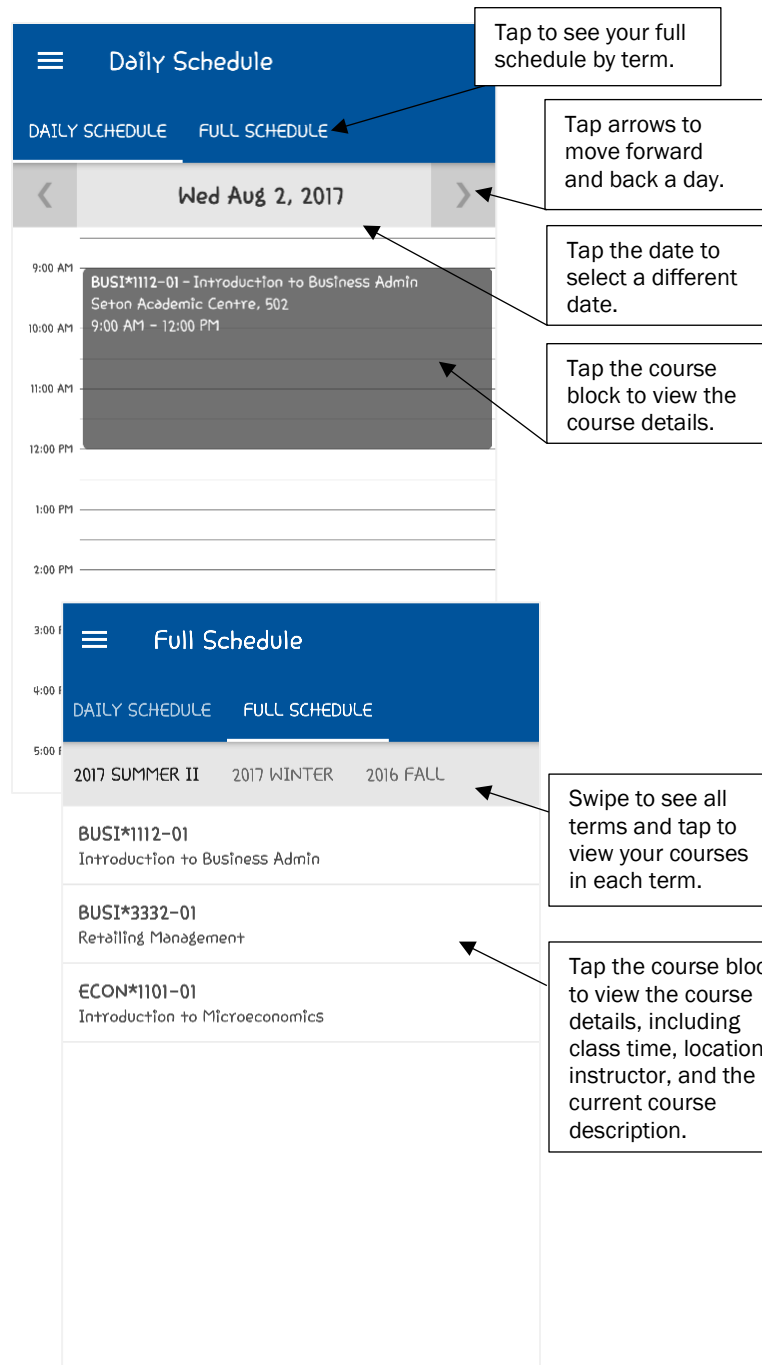
My Schedule

This feature opens to the Daily Schedule calendar, which displays the current date and all courses you have on that date in time blocks. *Note: If your device is set to a time zone other than the Atlantic Time Zone, your classes will appear in the time blocks for the Atlantic Zone and not your specific zone.*

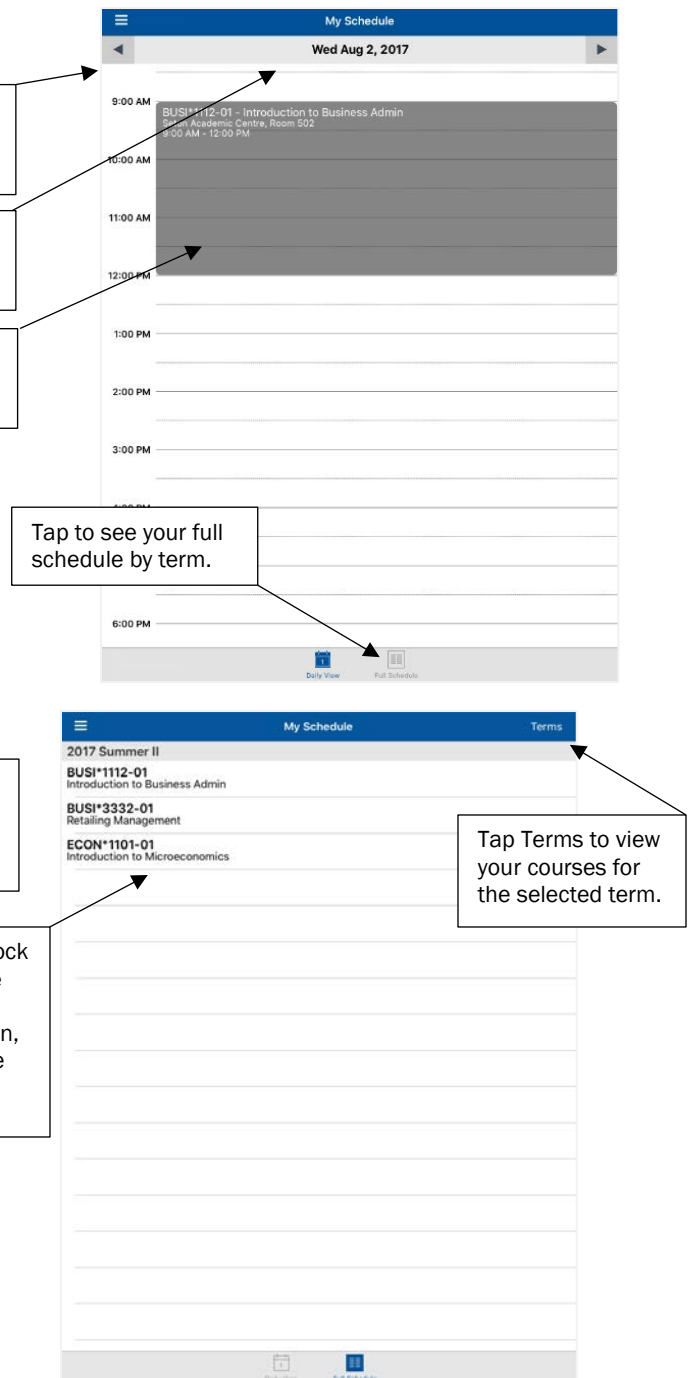
The Full Schedule lists all of your currently registered courses by term.

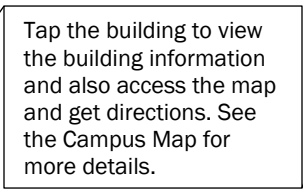
Faculty Note: If you are taking courses and teaching courses, you will see both in your schedule.

Screenshots from an Android device



Screenshots from an iOS device

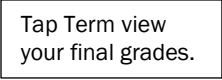
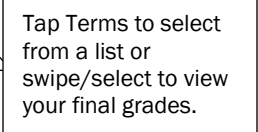




Faculty Note: You will also see **Roster** from this view so you can review your class list. For Apple users do not click the names in the list, as it will cause the app to close.

Grades

Displays final grades, when entered. *Note: 'No Grades Recorded' will display until the final grade is submitted.*



Note: If you have a financial hold on your account, you will see the message on the right and you will not be able to see any of your grades. Please seek assistance from Financial Services.

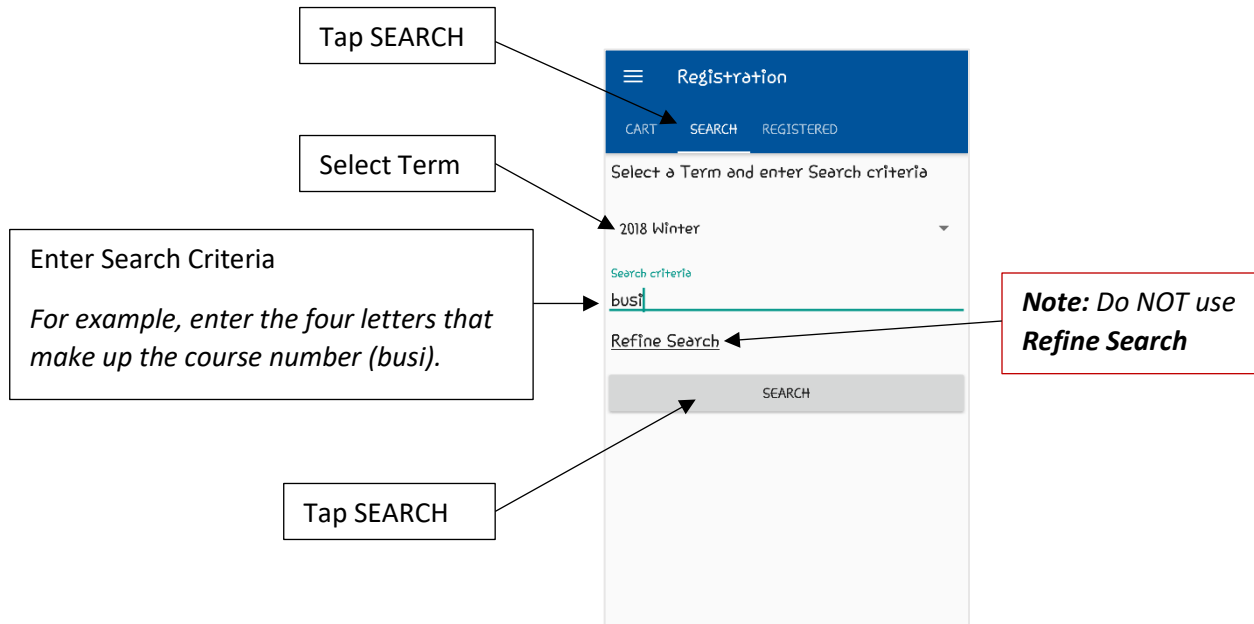
There are no grades for this term

Registration

The registration feature includes searching for courses, adding courses to your cart, registering and removing courses from your cart, viewing your registrations and how to drop a course.

Please note that the appearance and process may be different depending on the device being used. Screenshots for the registration processes are from an Android device.

- How to search for courses



- How to add courses to your cart

Note: The CART is the same as your Preferred List in the myMount Registration Centre.

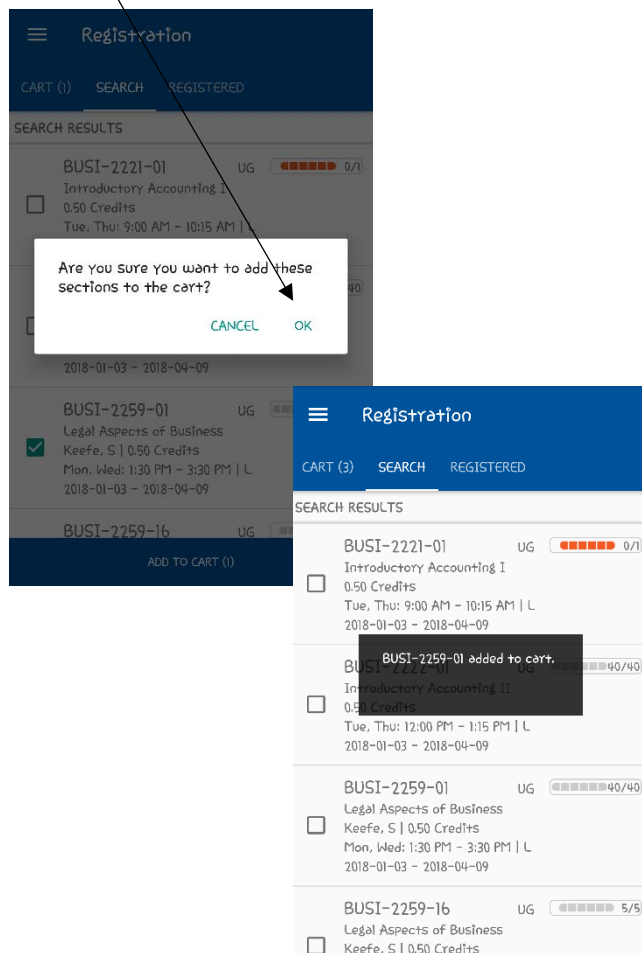
Scroll through the results and select the course(s) you want to add to your cart.

Tap ADD TO CART and Ok.

This shows you how many spaces are left in the course (number on the left of the /) and how many students are allowed into the course (number on the right of the /).

A red bar indicates that the course is full.

Tap a course to go the Registration Detail page to get more information about the course.



- How to register courses from your cart

Tap CART

Tap the course(s) you want to register.

Tap REGISTER and OK.

Note: If you receive error messages, read the message(s) carefully and follow the directions as required.

If a course is full and you want to wait list for it, you must do so using myMount Registration Centre. The mobile app does not have this ability.

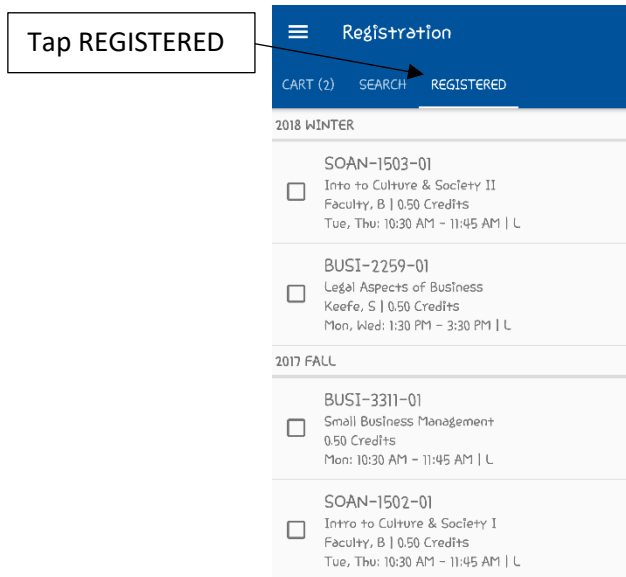
- How to remove a course from your cart

Tap the course

Tap REMOVE

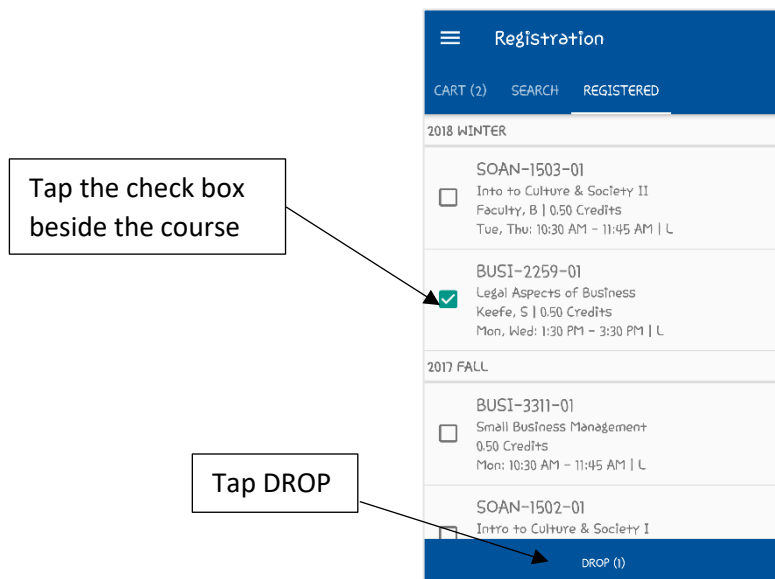
Tap OK

- How to see your registered courses



Note: After you receive your successfully registered message, always double check your registration by clicking REGISTERED to review your registered courses.

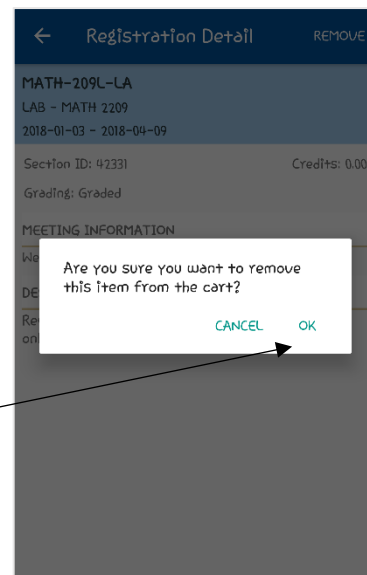
- How to drop a course



Note: You can drop courses using this feature as long as it is before the drop deadlines.

If you receive notice saying you cannot drop at this time, you will require assistance from the Registrar's Office.

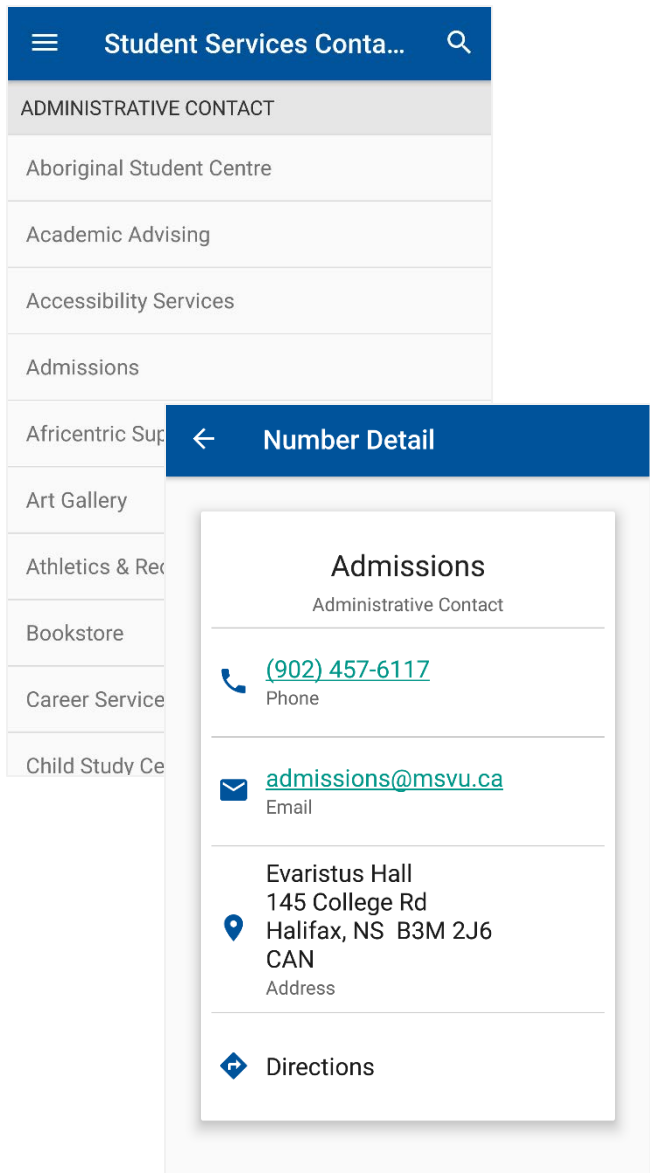
For all calendar related dates and deadlines visit: [Calendar Add/Drop Dates](#)



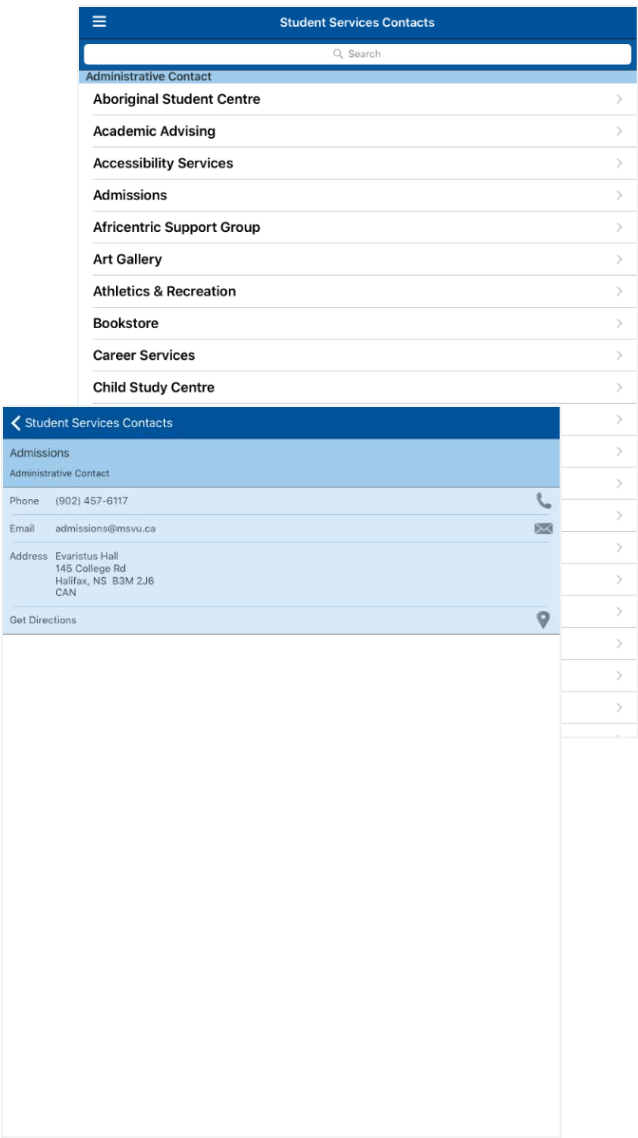
Student Services Contacts

Scroll through the list and tap on the department to get all the contact details. From the details, you can call, email, and obtain directions to the building.

Screenshots from an Android device



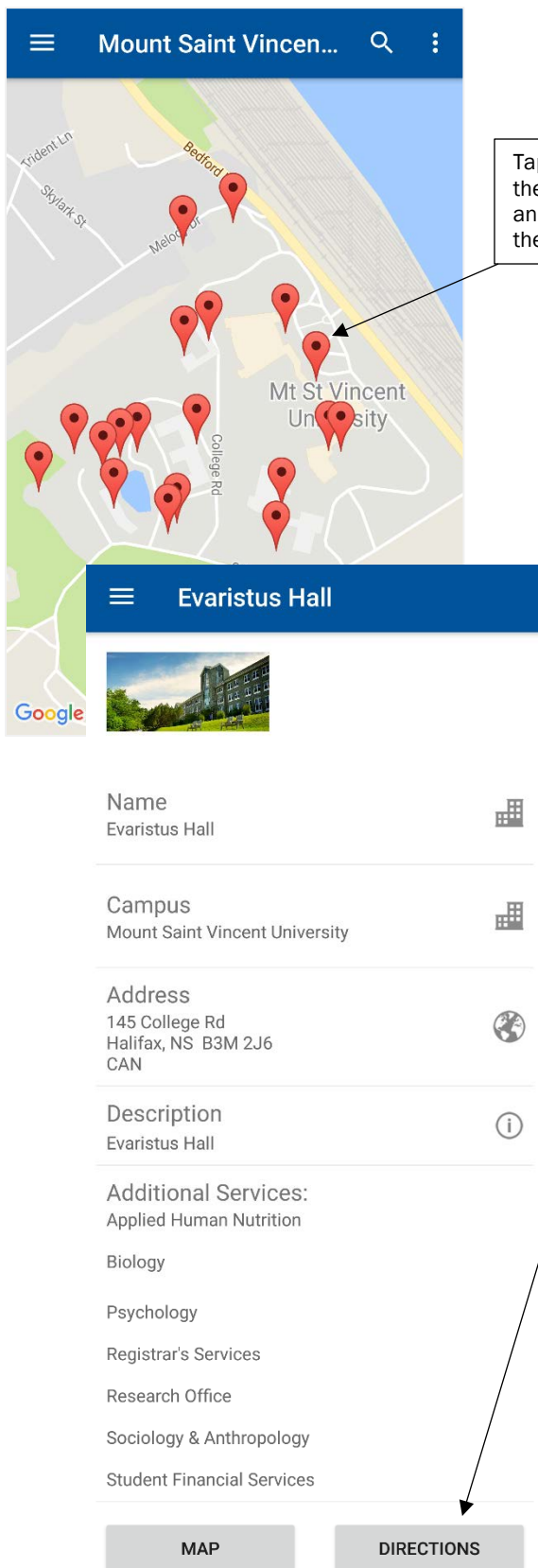
Screenshots from an iOS device



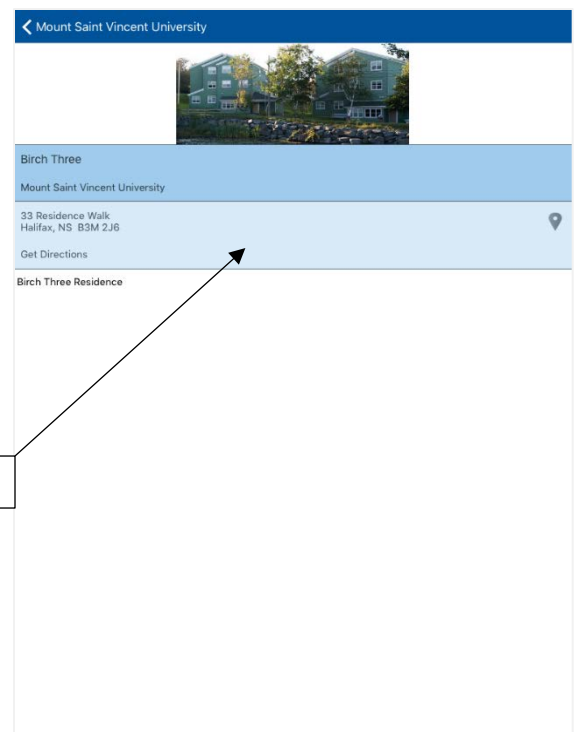
Campus Map

Displays pin points for all buildings on campus using Google maps.

Screenshots from an Android device



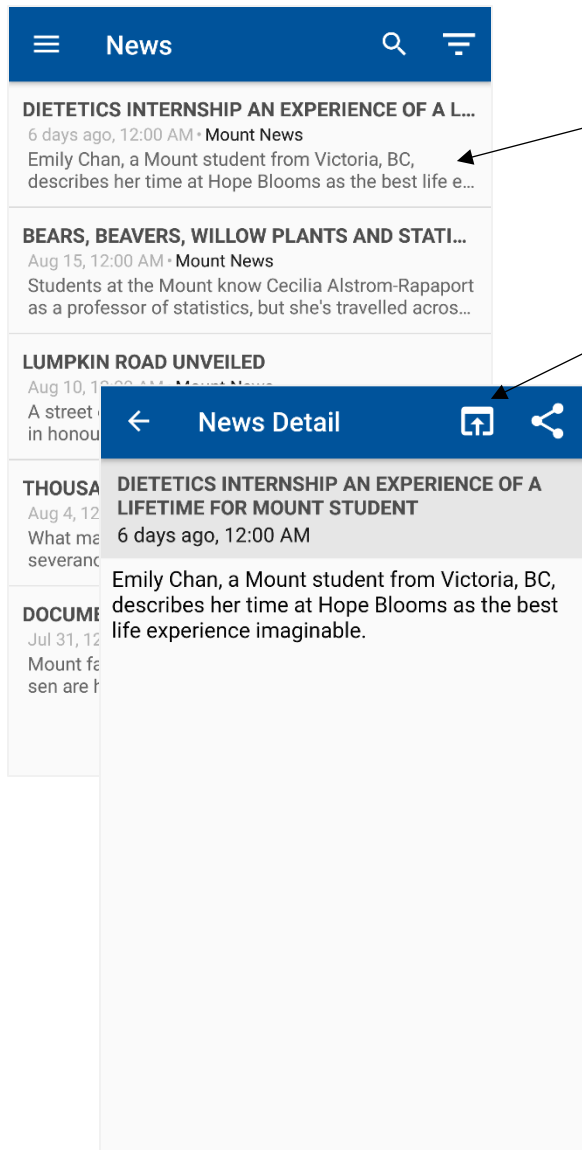
Screenshots from an iOS device



News

Tap a news item to view more details and includes options for sharing.

Screenshots from an Android device

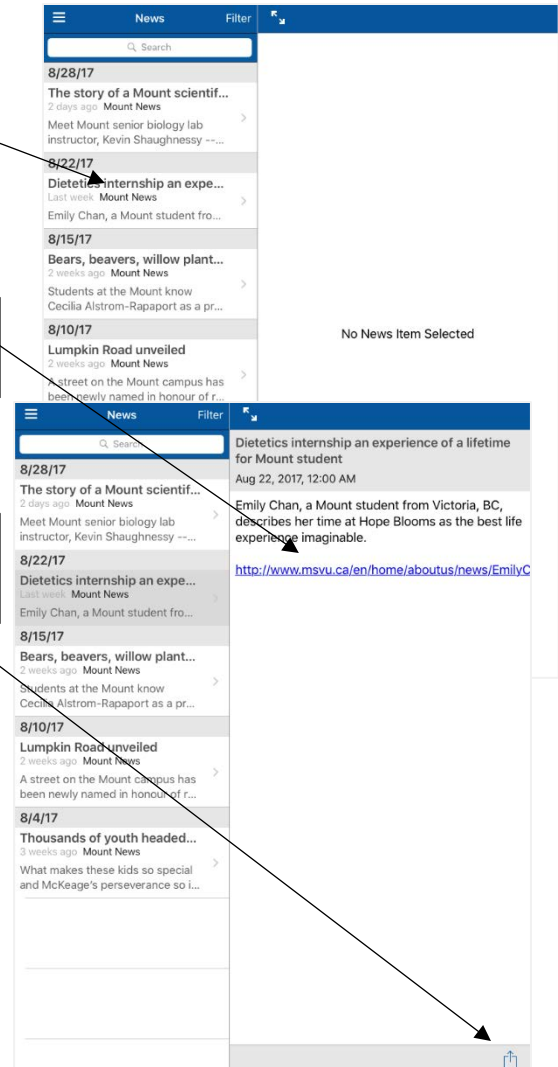


Tap to view the news detail.

Tap to view the full article in an external browser.

Tap to display options for sharing the news.

Screenshots from an iOS device

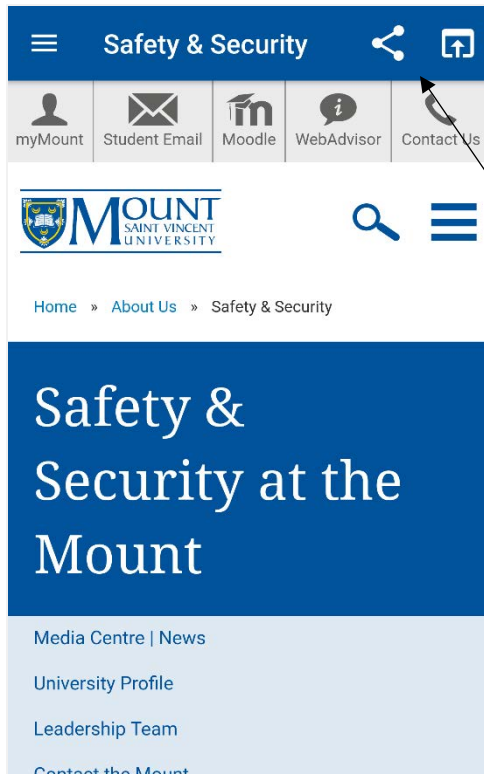


No News Item Selected

Web Links

Menu features that open web links within the app includes options for opening in an external browser and options for sharing.

Screenshots from an Android device



Tap to open in an external browser.

Tap to display options for sharing.

Screenshots from an iOS device

