



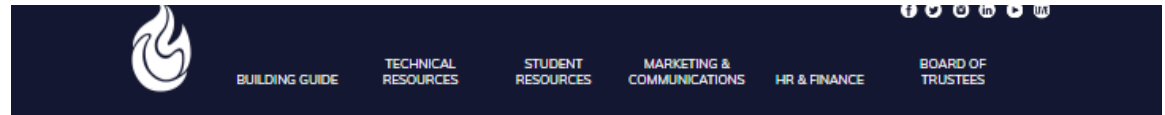
# CampusCafe: The New Student Portal

Start at MyCTS:

<https://mycts.ctschicago.edu/>

You can also get to MyCTS from the bottom of any page on the main CTS website.

**Click here to log in.**



Welcome to myCTS

This is an online resource created specifically for the internal CTS community: students, faculty, staff and trustees. Here you will find important forms, information, schedules and other assets you may need. For your convenience, we have made them all available in one place. Some of this information is open to all. Other materials are password protected. If you need access to a restricted page, please request a password.



INCLEMENT WEATHER



COMMUNITY CALENDAR



DIRECTORY



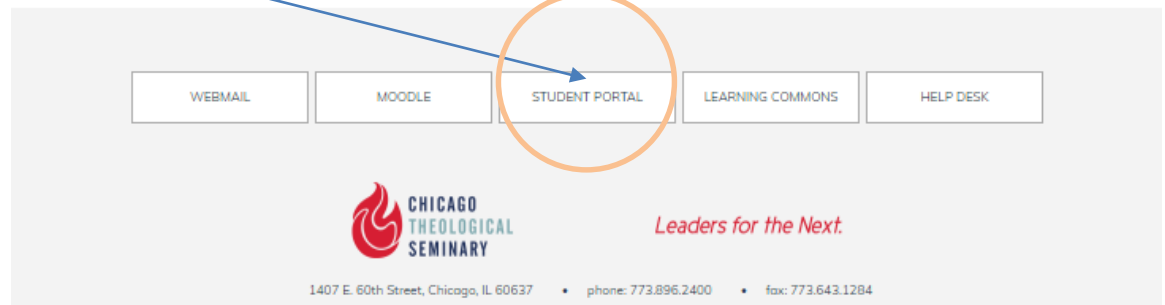
PASSWORD REQUEST



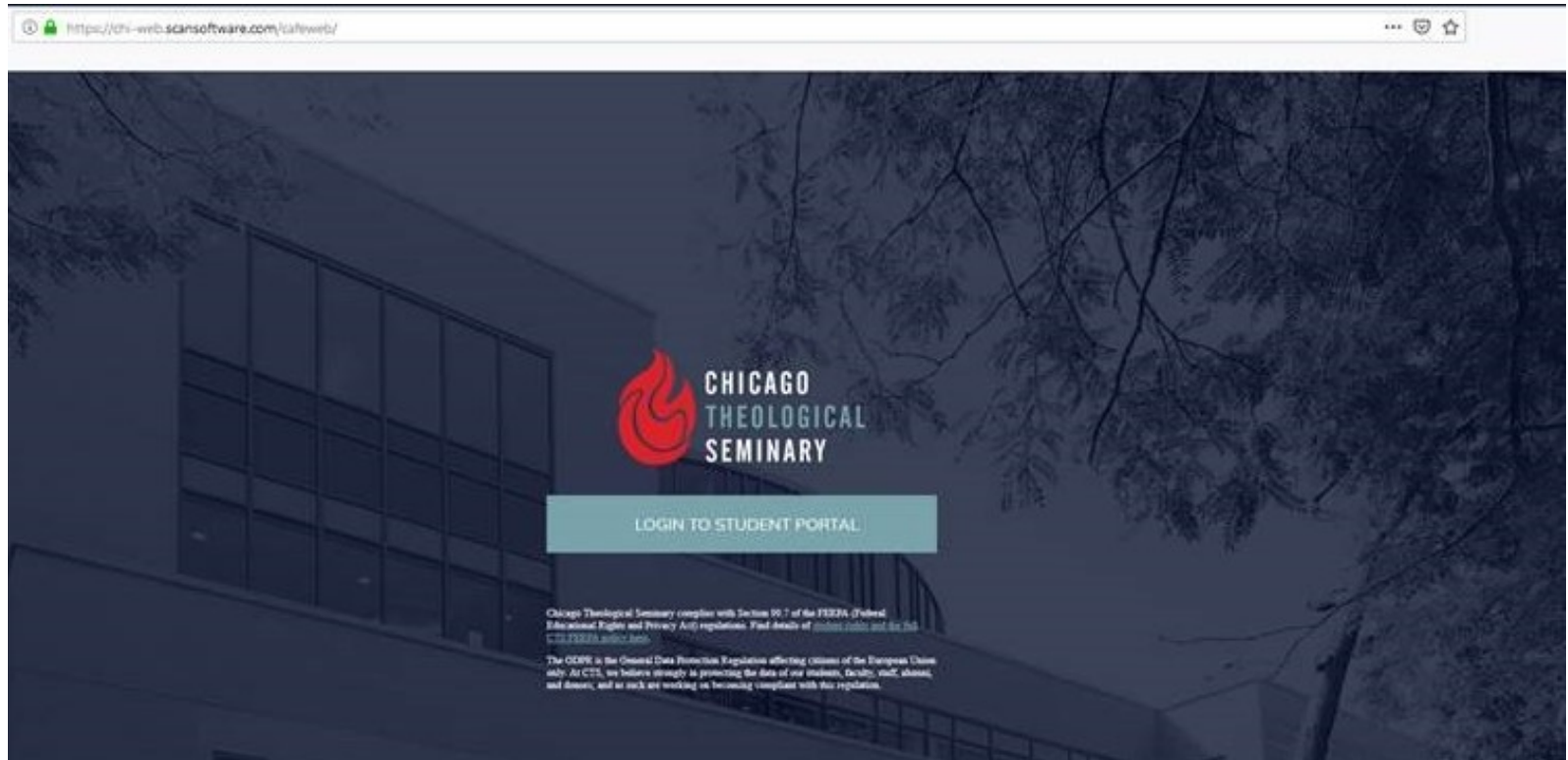
WEBSITE UPDATES



COMPLAINT SYSTEM



# Log in to the Student Portal



Click the log in button here to go to the sign-in page where you will enter your username and password.

# Log in to the Student Portal

This page may be familiar from logging in to Canvas.

Your username is the same as for email and Canvas. Remember to enter `cts\` before your username.

Logging in to the Portal will also log you in to Canvas, and vice versa.

Changing your password on the Portal will change it on email and Canvas too, within 24 hours.



Chicago Theological  
Seminary

Sign in with your organizational account

Sign in



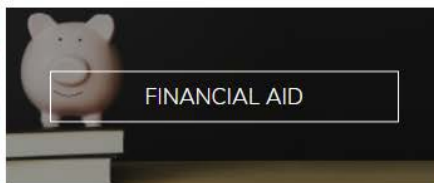
# Welcome to the Chicago Theological Student Portal

IMPORTANT NEWS  
& ANNOUNCEMENTS

The Fall semester will begin September 3, 2019

## COURSE SCHEDULE

### STUDENTS



### FACULTY



From the main page, you can find the course schedule for the current term, as well as your billing statement, financial aid, course registration, and your course schedule.

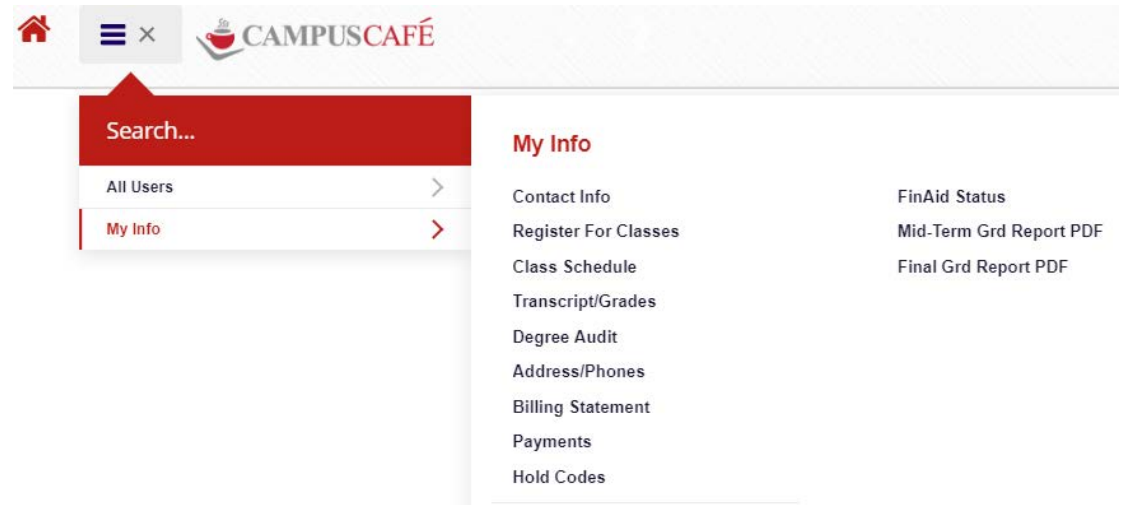
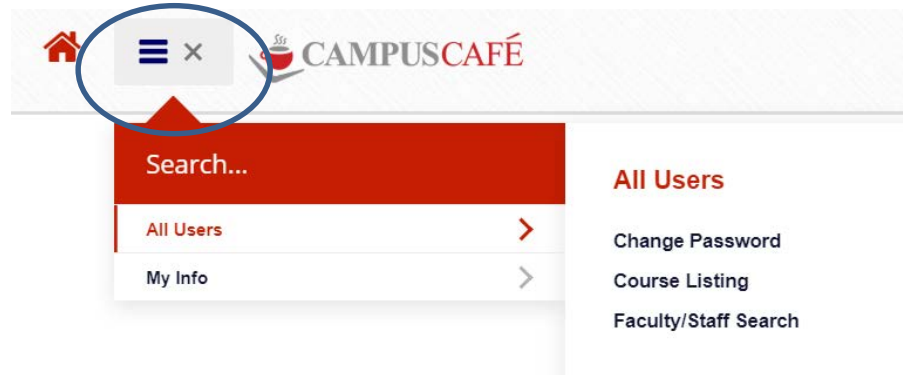
# Campus Café Student Portal Menu Options

You can also access information with the menu selection.

Under “All Users”, you can change your password, see the course schedule for the term, or find contact info for faculty and staff.

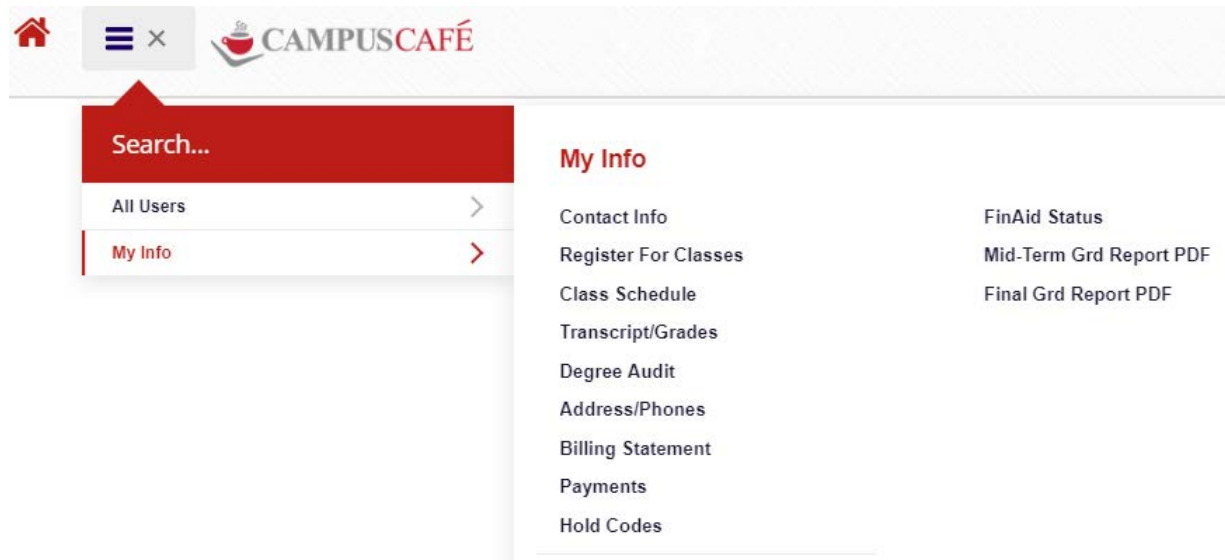
Under “My Info”, you’ll find information about your program, your billing and financial aid, and how to check and update your contact information.

**For specific information about registration and degree audit, financial aid, or billing, see those separate training materials.**



# Updating Your Contact Information

To update your contact information, first select “Address/Phones” from My Info.






## Address/Phone Listing For Thomas Teststudent

Preferred Address: -- choose one --

Copy Excel PDF Print Column Visibility

Search:

Edit	Type Desc.	Pref.	Phone	Emp Name	Street 1	Street 2	Street 3	City	State	Province	Zip	Country
	HOM - Home Address, phone		2025551515		211 West Shore Road			Athens	GA		80899	
	BIL - Billing Address, Phone				211 West Shore Road			Athens	GA		80899	
	LOC - Mailing Address, Phone				211 West Shore Road			Athens	GA		80899	



From this screen, you can click on the pen icon on the left side of the screen to update your address and/or phone number. Once you enter your updated information, hit Save.