

Duluth Campus

*College in the Schools
Office of the Registrar*

*139 Darland Admin Bldg
1049 University Drive
Duluth, Minnesota 55812*

May 11, 2021

Greetings,

At the end of every semester, students are required to evaluate their University of Minnesota, dual enrollment (CITS program) courses and instructors. You are receiving this because you are enrolled in a Spring Semester and/or All Year course which is wrapping up.

Between Friday, May 21, 2021, and Friday, June 4, 2021, you must access your UMD account and complete a course evaluation.

The University of Minnesota Duluth is committed to providing you a positive and productive learning environment both in high school and in college. We take student evaluations very seriously. Your responses to this questionnaire are important; they are used to review and improve teaching. Constructive feedback related to teaching and learning will help your instructor improve future course offerings. The evaluations are anonymous, and your responses will not be seen by the instructor until your grade is recorded as final.

Course evaluations are conducted online, and we request that you **follow these steps to complete your course evaluation(s)/Student Ratings of Teaching (SRT) between Friday, May 21, 2021, and Friday, June 4, 2021, at 11:59 P.M.**

Option 1: If you already have a UMD MyU account setup and working:

- Log in to your MyU account, and click on this link between May 21, 2021, and June 4, 2021, at 11:59 P.M.: <https://srt.umn.edu/blue/>
 - ◆ Log in with your University of Minnesota Internet ID, password, and DUO (2-factor authentication).
 - ◆ Your available course evaluations will be listed.
 - ◆ Select the course, complete the evaluation, and save.

Option 2: If you need to setup your UMD MyU account and evaluate this dual enrollment course:

Step 1: Obtain your University of Minnesota Student ID number from the letter that was mailed to you from the UMD CITS program office, OR request your ID from your high school CITS teacher.

Step 2: Initiate and Manage Your University of Minnesota Student Account.

Initiate Your Account

The first step to getting online at UMD is to obtain your University of Minnesota Internet ID and password by initiating your account.

- Click on this link: <https://my-account.umn.edu/claim-acct>

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- ◆ Enter your University of Minnesota student ID. Example: **1234567**
 - ◆ Do not enter the Last 4 digits of your Social Security Number. Leave this field blank.
 - ◆ Enter your Birthdate as YYYY-MM-DD (ex: 2020-03-31). This is required.
 - ◆ Create a password and write it down. Please view the tips on how to create a good password. Keep your password handy, but safe. (*Do not share your password with anyone else.*)
 - ◆ Click Submit
- Write down your University of Minnesota Internet ID. Example: **champ021**

Enroll in and Use Duo Security

The University uses Duo Security (two-factor authentication) to secure all current students, faculty, and staff internet accounts.

- <https://it.umn.edu/services-technologies/how-tos/duo-enroll-duo-device>
- <https://it.umn.edu/services-technologies/duo-two-factor-authentication>

Step 3: Complete the Online Course Evaluation/Student Ratings of Teaching (SRT)

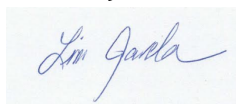
- Log in to your MyU account, and click on this link between May 21, 2021, and June 4, 2021, at 11:59 P.M.: <https://srt.umn.edu/blue/>
 - ◆ Log in with your University of Minnesota Internet ID, password, and DUO (2-factor authentication).
 - ◆ Your available course evaluations will be listed.
 - ◆ Select the course, complete the evaluation, and save.

Important Things to Remember:

1. If you need help accessing your MyU account, contact the UMD Information Technology Systems and Services department (ITSS) right away: itsshelp@d.umn.edu or 218-726-8847. Hours of availability: Monday - Friday, 8am-4:30pm.
2. Students may also contact the Twin Cities U of MN Technology Help Desk for assistance. They are open 24 hours a day, 7 days a week: help@umn.edu or 612-301-4357.
3. If you have general questions about your CITS course(s), please email your question to UMDreg@d.umn.edu.

We appreciate your time and attention to this. Your honest feedback is important!

Sincerely,



Lisa Jarvela
College in the Schools Program Coordinator
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