What information provides MIMUSA.EDU?

**eCatalog**
Find institutional documents, such as courses offered, rules, and regulations, graduation requirements, etc.

**eCampus**
Sign up for and manage your courses

**eSchedule**
Check your MIM class schedule, holidays, vacations and special occasions

**eAttendance**
Online attendance system that offers professors, students and staff the option to manage course attendance at any given time

**MIM**
Check out the official MIM website with its staff, testimonials, partners, academics, admission, contact, etc.

**BLOG**
Updates and opinions from students related to NYC and MIM experience

**Mobile MIM**
MIM’s mobile contact website

**eSMS**
MIM’s fast information system using mobile text messaging

Go to online.mimusa.edu
STEP 1: HOW TO USE eSCHEDULE

Go to online.mimusa.edu

Click on eSchedule

Username: mimschedule
Password: mimusa

Check out your schedule & classes and make sure you know your Group!

Group U*
Group G**
Group M***

* Group U Students generally have classes on Wednesdays to Fridays and intern Mondays and Tuesdays
** Group G Students generally have class on Mondays and Tuesdays and intern Wednesdays to Fridays
*** Group M Students generally have night classes Mondays to Fridays and can intern during the day.
STEP 2: SIGN UP FOR eCAMPUS

Go to online.mimusa.edu

Click on eCAMPUS

Click on Log in in the upper right corner

Click on Create new account on the right side

1. Choose Username & Password (the password must have at least 8 characters with at least 1 digit (0,1,2,...), at least 1 lower case letter (a,b,c,...), at least 1 upper case letter (A,B,C,...), and at least 1 non-alphanumeric character (%,&,$,+,#,...)
2. Make sure your email address is correct
3. Write your name correctly
   - First name: Max (not: max, MAX, ...)
   - Surname: Mustermann (not: MUSTERMANN, mustermann, ...)
4. City/town is your city/town of origin
5. Country is your country of origin

Double check your entries and click Create my new account

If you filled out everything correctly, you will see this message
That means you did everything CORRECT and Alex received your request!
To prevent fraudulent use, Alex will accept & authorize your account later that day manually.

As soon as your account is authorized, you can sign up for your classes! 😊
(for instructions see: SIGN UP FOR CLASSES)
**STEP 3: SIGN UP FOR CLASSES**

- **Go to** online.mimusa.edu
- **Click on** eCAMPUS
- **Do you have an** eCampus** account?**
  - **yes**
    - **Log in** to your account in the upper right corner
    - **Find your courses under** Course categories in the middle.
      1. **MAKE SURE** to choose courses listed under the right semester. For example if you are starting in Summer 2015 the main category you choose your classes from must be “MIM 2015 SUMMER COURSES”
      2. **MAKE SURE** to choose classes relevant for you (U, G or M)
- **Click on the Course relevant for you and you will see this message**
  - **Click yes** to enroll yourself as a member of the course
    - **Enrolled in all relevant courses?**
      - **no**
      - **yes**
    - **Congratulations! 😊** You are enrolled in all courses relevant for you this semester. You will need to enroll yourself again in new courses next semester.
- **To sign up for classes you need an eCampus account.** For instructions on how to create an account please see: **SIGN UP FOR eCampus**
  - **Cross Cultural Management**
  - **Cross Cultural Management - M**
  - **Cross Cultural Management - G - GROUP2**
  - **Cross Cultural Management - G - GROUP 1**
  - **International Marketing**
  - **International Marketing - U**
  - **International Marketing - M**

STEP 4: SIGN UP FOR eAttendance

Go to
online.mimusa.edu

Click on eAttendance

Click on Log in in the upper right corner

Click on Create new account on the right side

Chose the SAME Username, Password, Email, First Name, Surname, City/town & Country you used to create your eCampus account

1. Choose Username & Password (the password must have at least 8 characters with at least 1 digit \((0,1,2,...)\), at least 1 lower case letter \((a,b,c,...)\), at least 1 upper case letter \((A,B,C,...)\), and at least 1 non-alphanumeric character \((%,&,§,$,+,#,...)\)
2. Make sure your email address is correct
3. Write your name correct
   First name: Max (not: max, MAX, ...)
   Surname: Mustermann (not: MUSTERMANN, mustermann, ...)
4. City/town is your city/town of origin
5. Country is your country of origin

Double check your entries and click on Create my new account

If you filled out everything correctly you will see this message

Click Continue, check your emails and confirm your new account by following the link in the email

Go to Courses in the Navigation menu on the left side

Click Enrol me

Click on the Courses that are relevant for you

Ready! 😊

Enrolled in all courses?

Yes

No
STEP 5: HOW TO CHECK YOUR COURSES & SCHEDULE

Go to online.mimusa.edu

Click on eCampus to CHECK YOUR COURSES

Log in to your account in the upper right corner

You will find all the courses you signed up for on top of the middle feed under “My courses”

Click on your course to find out what is new, to see the weekly course content, download course material, upload homework, ...

Check back on a daily basis for schedule changes, holidays, and vacations!

Click on eSchedule to CHECK YOUR SCHEDULE

Username: mimschedule
Password: mimusa

Check back on a daily basis for schedule changes, holidays, and vacations!

Financial Management - G - GROUP 1

Weekly outline

13 April - 19 April
Chapter 1

20 April - 26 April

27 April - 3 May

4 May - 10 May