When we make you an active user of the system, you get an email with information about logging in.

At the top of the first screen are clickable buttons for College Management (page 1), Calendar (5), your account (6; Settings and Log Out), and Help (8). We’ll also look at the yellow banner (7) and the Search button (7).

In ‘College Management’ (the default), there are two rows of tabs. The tab you select on the top row controls the tabs that show in the bottom row, and those control the information you see on the main part of the screen. For example, clicking on ‘My Profile’ brings up these tabs:
Back under the ‘Home’ tab, the ‘Dashboard’ gives you some quick information. The best introduction to this page is here. Note that you can keep a ‘To do’ list on Populi.

The ‘Info’ tab (under ‘My Profile’) stores your contact information. You can edit each entry by putting your pointer over the category on the left, then clicking ‘Edit.’ The symbols next to the category show whether this is the primary contact information for that category (the star) and whether it is private (the lock; means staff can see this entry, but nobody else). You can add and delete both symbols for each entry. You can also add categories. You are responsible for keeping your contact information up to date.

You can also see the time zone Populi has selected for you. It must be Mountain Time for class meetings and events to show correctly on the Calendar (below). Follow these instructions if the time zone is different.
By clicking on this icon you can change your Populi password. (This doesn’t change the password on your other Prairie accounts, e.g. Gmail.)

The ‘Student’ tab stores your course, program, and other academic data. The Degree Audit shows how your courses fit into your academic program. The Audit’s format and content are explained [here](#). The Transcript tab shows your courses, grades, and grade-point-average in order by semester. It also shows what academic programs you are on, or have been on, and their status.

Note that you have options to download a lot of this information in various forms.
The ‘Registration’ tab allows you to enrol in courses. Choose a semester and select courses from the list. Clicking on the green + sign under ‘Enrol’ puts you into the course. If a grey lock icon appears instead, the course has a prerequisite which you haven’t fulfilled. If the course schedule time shows in red, it conflicts with a course you’ve already enrolled in. Clicking on the course id and title gives you more information about the course. After you’ve enrolled in courses, be sure to click the Save button.

If you’re in your first year at Prairie, you may see this:

The ‘Financial’ tab shows your charges and payments, your statement, &c. You can choose ‘Dashboard’, which gives you a quick look at what’s been done and how much you owe.
-- ‘By Term’, which gives you a more detailed look at each semester (note that ‘Enrolment History’ shows when you added and dropped which courses)
-- ‘Financial Aid’, which gives you information on aid you applied for from Prairie
-- ‘History’, which shows all transactions on your account by date.
If you started last year or before, your account balance was the only financial information which transferred from our old system when we went live in June. Ask Student Financial Services (Doug Johnson, Laurie Sieben) for information on previous transactions.

The Calendar looks like this.

Options are on the left side. Note that the colour of each corresponds to the colour of its entries in the Calendar itself.
-- ‘My Calendar’ records events, meetings, appointments, reminders, &c. you enter yourself.
-- ‘School Calendar’ shows Prairie College events, deadlines, &c. These are entered and updated by Prairie staff.
-- ‘My Courses’ shows meetings for each class. Instructors can also use this to enter field trips, extra class meetings, assignment deadlines, &c. (The ‘Schedule’ column in the ‘Registration’ tab (above) may not show any unusual meetings for a class. For example, if a class usually meets Monday, Tuesday, Thursday, and Friday at 8:30 am, but skips one Friday meeting and adds one Saturday meeting at 5:00 pm, the ‘Schedule’ Column will simply say ‘8:30am-9:45am MO, TU, TH, FR.’ This Calendar will show the Saturday meeting and omit the skipped Friday meeting.)

We suggest that you check the boxes for all three calendars.
Note the options for working with your Calendar.

You can also change the view and move from one day/week/month to another.

More information on the Calendar is [here](#) and [here](#).

‘Settings’ gives you some control over access and information in Populi (Bulletin Board, Time zone, &c.)

The most important setting is this one. If you don’t want other students to see any of your profile information, choose ‘Yes’ and then save. (See pg. 2 to hide specific entries in your Profile from other students.)

If you don’t want Populi to send an announcement to other users on your birthday, check ‘Yes’ here.
Note that you can also add a signature for emails sent through Populi. (Again, save the setting.)

Among other items in the ‘Notifications’ tab, you can ask to be notified any time one of your grades changes.

To Log Out, click on your name.

Please note that the system will log you out if it detects no activity for 15 minutes. Even switching from one screen to another counts as activity.

There’s a yellow banner near the top of your screen.

Please enter your phone number so that we can send you text messages (if there’s a campus emergency, for example). This system isn’t working yet, but we hope to have it up soon!

The ‘Search’ button shows you information about faculty, staff, and any students who haven’t hidden their profiles. Type in the name and then click on an item in the list.
‘Help’ allows you to start getting familiar with more of the system by going to Populi Support. This will open in another tab. Click on ‘Students.’

Here are a number of articles and videos that explain the various parts and functions of Populi’s student portal. Clicking on the double arrow expands each list.
Want another look at registering for courses? There’s a reference article and a video on that. How do you make an online payment? There’s an FAQ. And so on.

There’s a lot in the system that we haven’t touched on. Feel free to explore and try things!

If you don’t find what you’re looking for, or you can’t understand it, or something doesn’t match up, please get in touch with us: 2nd Floor Maxwell Centre, 403-443-3044, douglas.lewis@prairie.edu, cheryl.mclim@prairie.edu.