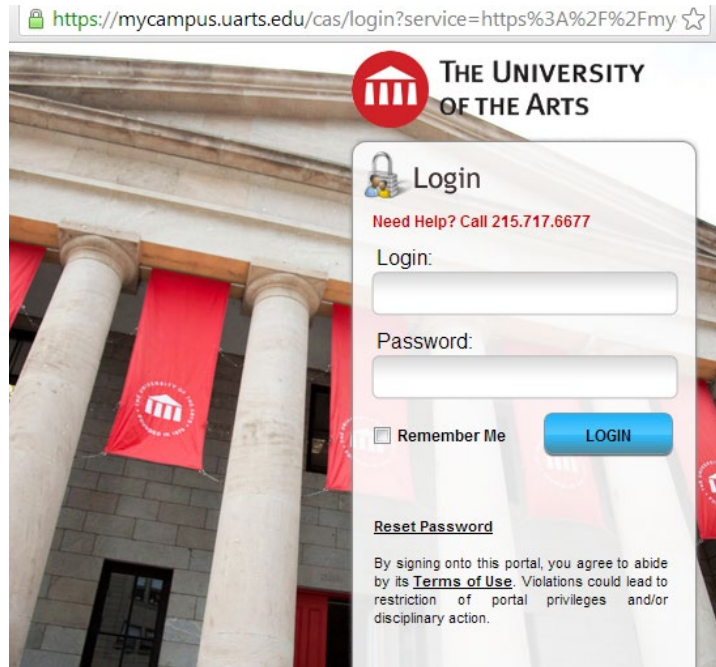


First Time Login Procedures For The University of the Arts Portal

1. Launch a web browser and go the following web address:
mycampus.uarts.edu



If you are a new student to the University of the Arts, you will receive an email containing your login credentials for the University that includes both your user login and password. We recommend that you change your password after the first time you login.

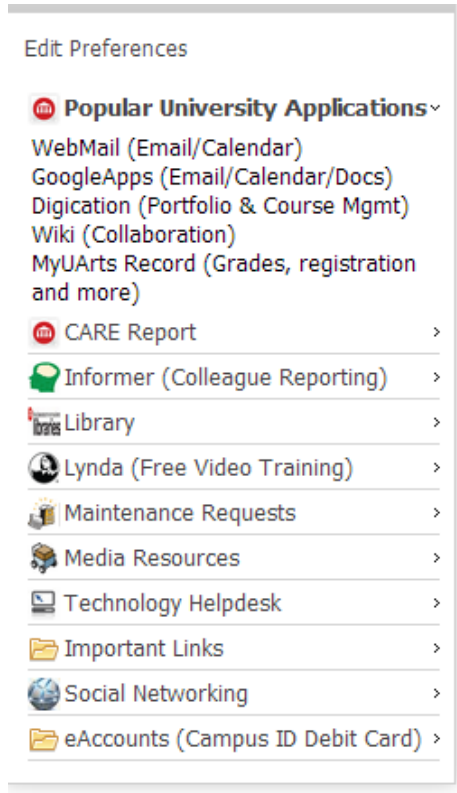
If you have never access the portal before and did not receive an email containing your login and password details, please contact us at ccps@uarts.edu or 215-717-6006.

- If this is the first time that you have logged into the University of the Arts portal, you will be prompted to create 5 security questions for password management. Create 5 questions and 5 answers for those questions. Use the 'show text' checkbox to make sure you have answered these questions correctly. When you are finished, click on the 'save' button located at the bottom of the page. You must click on this button in order to continue to the next step.

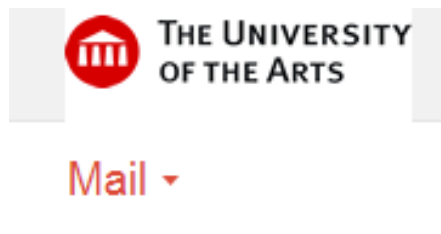
The screenshot displays the myCampus portal interface for the University of the Arts. The main content area is titled "Update your Password Reset Questions" and is part of a multi-step process. It contains five identical question-and-answer pairs, each with a "Show Text" checkbox. To the right, there is an "Optional Step" section titled "Change your Password" which includes a "Reset Password" form with fields for "New Password" and "Verify New Password", and a "Take me to myCampus" section with a "Take me to my Home" button. The page footer includes "Legal Disclaimer | Privacy Policy | License Terms" and "CampusIT Consortium © 2011".

- Congratulations! You have successfully logged in! if you encounter any issues, please visit the Service Center located on the 8th floor of Terra Hall (211 S. Broad Street) room 802 or contact the Help Desk at 215-717-6677 or helpdesk@uarts.edu

4. Popular University Apps located on the left navigation of the Portal home page can be used to access a variety of University services.



GoogleApps: Access your UArts email account



Digication: University of the Arts learning management system used to facilitate online and hybrid courses, you will be brought to the Digication home page if this tab is selected:

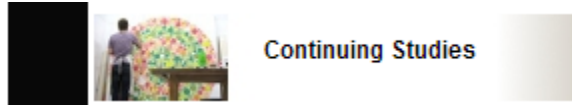
The screenshot shows the Digication home page for a user named Sheila Watts. At the top, there is a navigation bar with links for Home, Calendar, People, Courses, e-Portfolios, Subscriptions, Administration, Reports, and a user profile for Sheila Watts with options for Logout and More. A HELP? button is also present. Below the navigation bar is a header for THE UNIVERSITY OF THE ARTS in Philadelphia. The main content area is divided into several sections. On the left, there is a 'Quick Start Guide (pdf)' button and a 'Calendar' section with a calendar grid and a list of actions: 'Create & View Events', 'Stay Organized', and 'List Your To-Dos'. The central 'My e-Portfolios' section features a 'Create' button and three portfolio items: 'Setting up a Course in Digication' (updated 3 weeks ago), 'Building an E-Portfolio' (updated 20 weeks ago), and 'Sheila Watts' (updated 2 years ago). Below this is the 'My Courses' section, which has 'Find' and 'Create' buttons. It displays two course entries: 'How to Create a Course Course' (01/01/12 - 12/31/16) and 'Including Special Needs-TEST' (INCL 506: 06/24/13 - 07/08/14).

If you are enrolled in an online or hybrid course for the semester, you will see the title display under 'My Courses' on the Digication homepage.

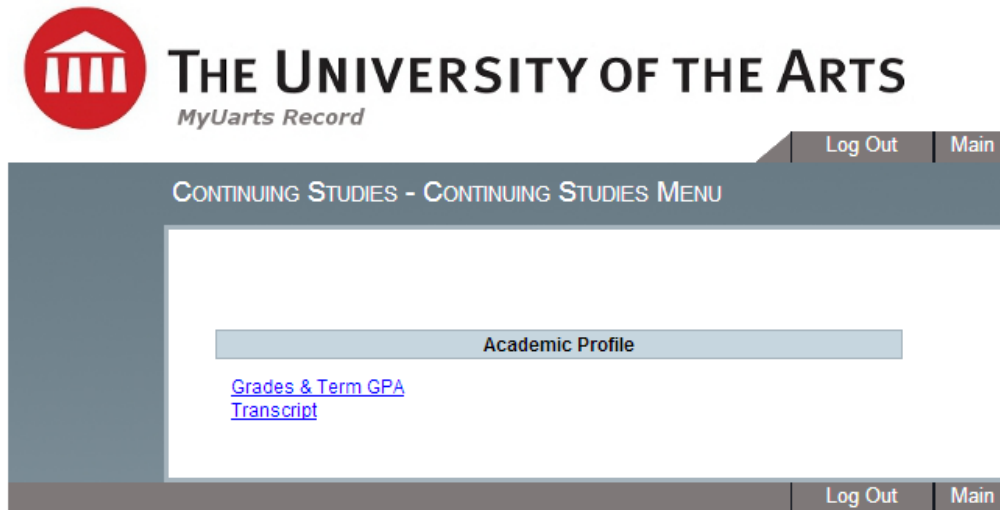
MyUArtsRecord: Access your student record for unofficial transcripts and grades

Accessing your grades:

1. Select MyUArtsRecord from Popular University Applications
2. Select 'Continuing Studies' Tab



3. Select 'Grades & Term GPA'



4. Select the term for which you want to view your grades and select 'submit'.

A screenshot of the "Grades & Term GPA" selection form. It features a table with columns for "Choose One", "Term", "Description", "Start Date", and "End Date". Below the table is a dropdown menu for "Select Academic Level" and a "SUBMIT" button.

Choose One	Term	Description	Start Date	End Date
<input checked="" type="radio"/>	13/FAC	CS Fall 2013	09/09/13	12/20/13
<input type="radio"/>	13/S1C	CS Summer I 2013	05/28/13	06/28/13
<input type="radio"/>	13/SPC	CS Spring 2013	01/07/13	05/19/13
<input type="radio"/>	12/FAC	CS Fall 2012	09/10/12	12/28/12
<input type="radio"/>	12/S1C	CS Summer I 2012	06/01/12	06/30/12
<input type="radio"/>	12/SPC	CS Spring 2012	01/02/12	05/25/12
<input type="radio"/>	11/FAC	CS Fall 2011	10/03/11	12/16/11
<input type="radio"/>	11/S2C	CS Summer II 2011	07/01/11	08/31/11
<input type="radio"/>	11/SPC	CS Spring 2011	01/01/11	05/31/11

Select Academic Level

5. Your grade and grade point average will display on the following screen

CONTINUING STUDIES

Grade Point Average by Term

Term
CS Summer I 2013

Total Earned Credits	Total Grade Points	Term GPA
0.00	0.00	0.000

Course/Section and Title	Grade	Credits
CE*6160N 01 Drawing + Painting	P	0.00