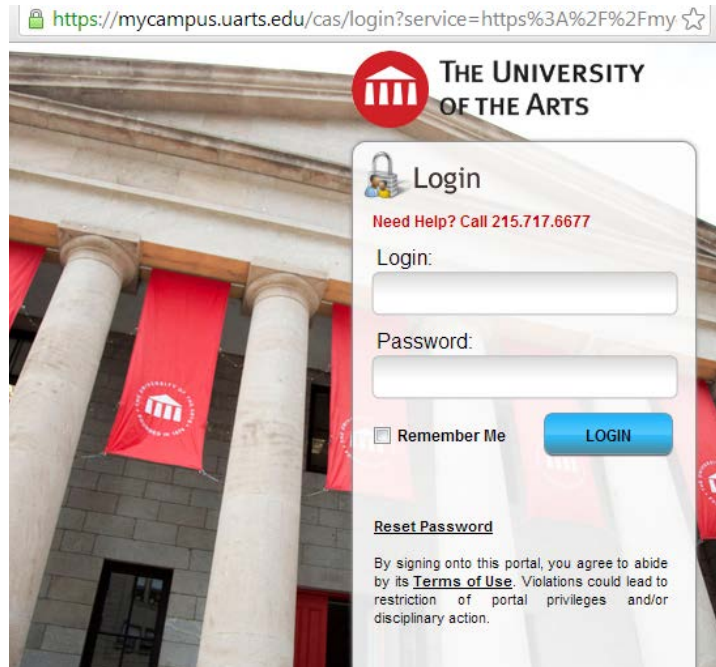


First Time Login Procedures For The University of the Arts Portal

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



Your login is a combination of your first initial and last name.

Ex. Michael Slade

Login: mslade

Your default password is a combination of your 6 digit date of birth and the last 4 digits of social security number.

Ex. *Birthdate:* 04/02/66 *Social Security Number:* 123-12-1234

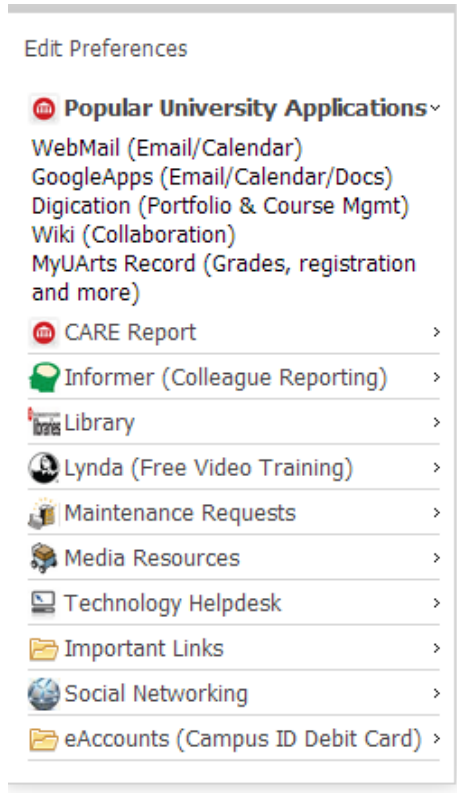
Password: 0402661234

- 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.

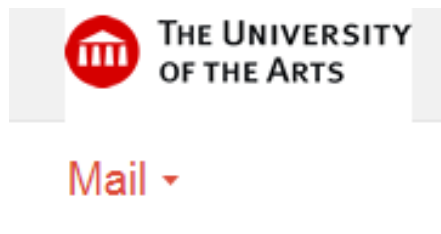
The screenshot displays the myCampus portal interface for the University of the Arts. The main content area is titled "Update your Password Reset Questions" and contains five identical forms. Each form has a "Question" field, a "Correct Response" field, and a "Show Text" checkbox. Below the forms is a "Save" button. To the right, there are two optional steps: "STEP 2 Change your Password" and "STEP 3 Take me to myCampus". The "STEP 2" section includes a "Reset Password" link and a "FORGET YOUR PASSWORD? RESET IT BELOW:" section with a "Need help trying of a secure password? Click here to generate a password." link. The "STEP 3" section has a "Take me to home link" and a red "Take me to my Home" button. The top of the page shows the University of the Arts logo and navigation links like "myCampus", "Home", "Language", "Print", and "Sign Out".

- 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:

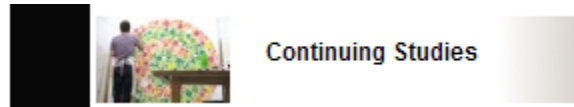
The screenshot shows the Digication home page for a user named Sheila Watts. At the top, there is a navigation bar with links for Home, Calendar, People, Courses, e-Portfolios, Subscriptions, Administration, Reports, and a user profile for Sheila Watts with options for Logout and More. A HELP? button is also present. Below the navigation bar is a dark header with the University of the Arts logo and name. 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 '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.

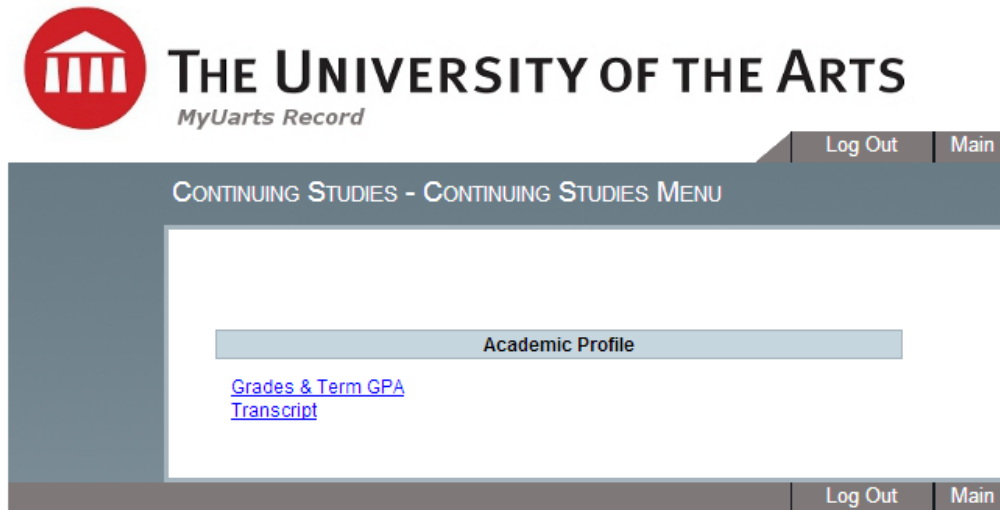
MyUArtsRecord: Access your student record for unofficial transcripts and grades

Accessing your grades:

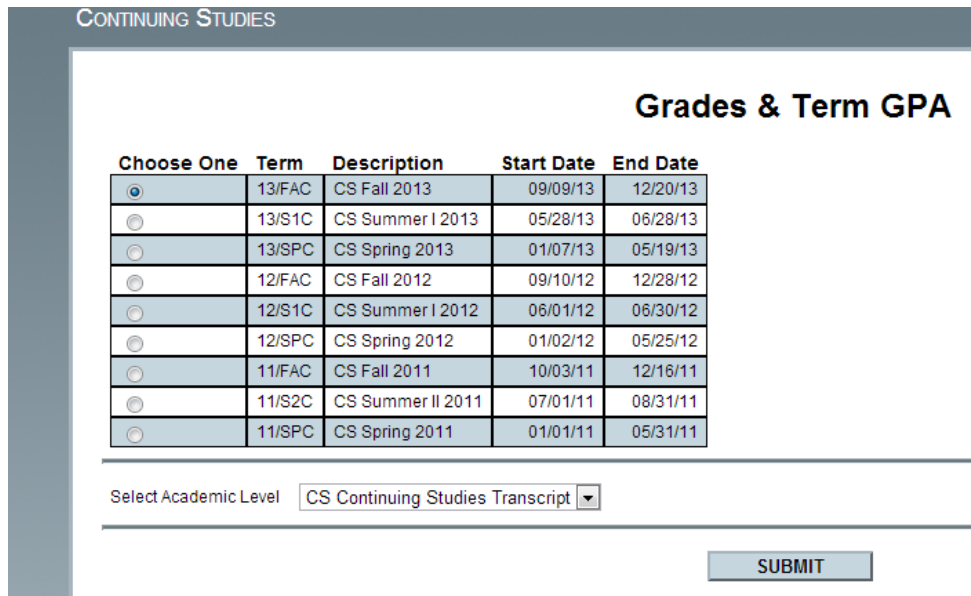
1. Select MyUArtsRecord from Popular University Applications
2. Select 'Continuing Studies' Tab



3. Select 'Grades & Term GPA'



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



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

Log Out Main Menu Continuing Studies Menu Help