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.
2. 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.

3. 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:

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

![Grade Point Average by Term](image)

<table>
<thead>
<tr>
<th>Term</th>
<th>Total Earned Credits</th>
<th>Total Grade Points</th>
<th>Term GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS Summer I 2013</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course/Section and Title</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE 6160N 01 Drawing + Painting</td>
<td>P</td>
<td>0.00</td>
</tr>
</tbody>
</table>

[OK]