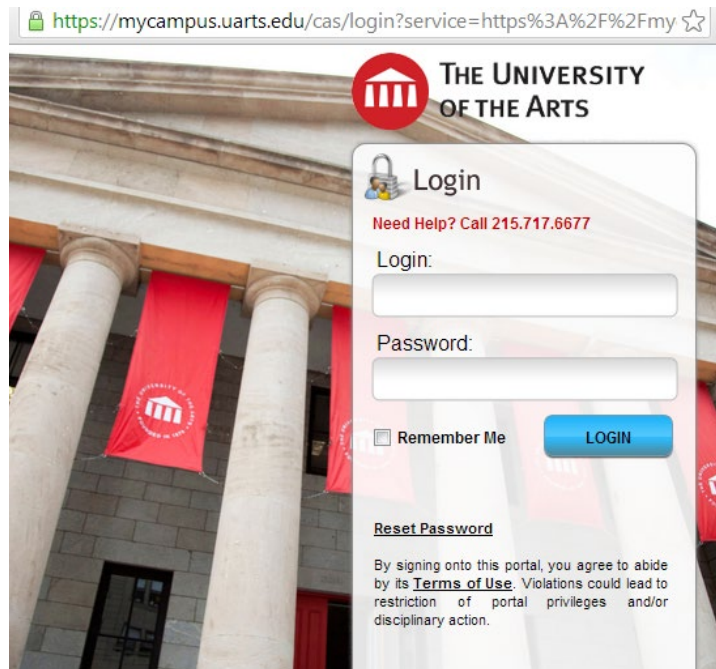


First Time Login Procedures For The University of the Arts Portal

1. Launch a web browser and go to 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. Contact the University Help Desk at helpdesk@uarts.edu if you need assistance to access the portal or reset your 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.

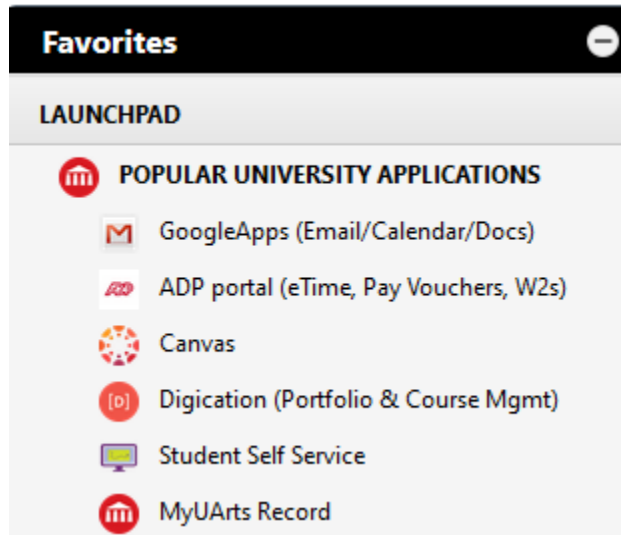
The screenshot shows a web browser window with the URL <https://mycampus.arts.edu/group/workflow/workflow>. The page header includes the University of the Arts logo and navigation links. The main content area is divided into two sections:

- STEP 1 Update your Password Reset Questions:** This section contains a heading "Update Password Reset Questions" and a sub-heading "Password Reset Security Questions". Below this, there are five rows, each with a "Question" input field, a "Correct Response" input field, and a "Show Text" checkbox. A "Save" button is located at the bottom of this section.
- Optional Step STEP 2 Change your Password:** This section is titled "Reset Password" and includes a "FORGET YOUR PASSWORD? RESET IT BELOW." link. It contains a "New Password" input field, a "Verify New Password" input field, and "OK" and "Cancel" buttons.

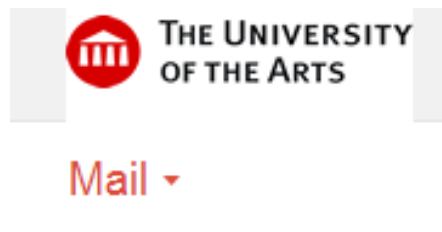
At the bottom of the page, there is a footer with links for "Legal Disclaimer", "Privacy Policy", and "License Terms", along with the text "CampusAT Copyright © 2011".

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 or by phone at 215-717-6677. Please note campus staff are working remotely and may need extra time to return phone calls.

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



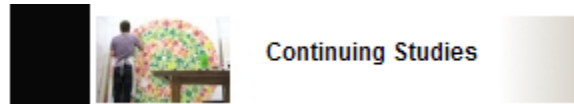
GoogleApps: Access your UArts email account



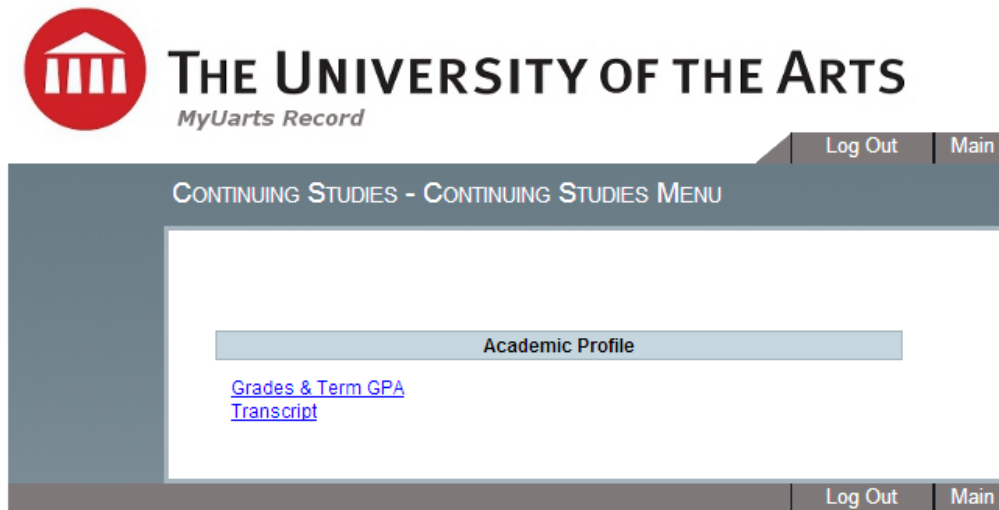
MyUArtsRecord: Access your student record for unofficial transcripts and grades

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'.

CONTINUING STUDIES

Grades & Term GPA

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

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