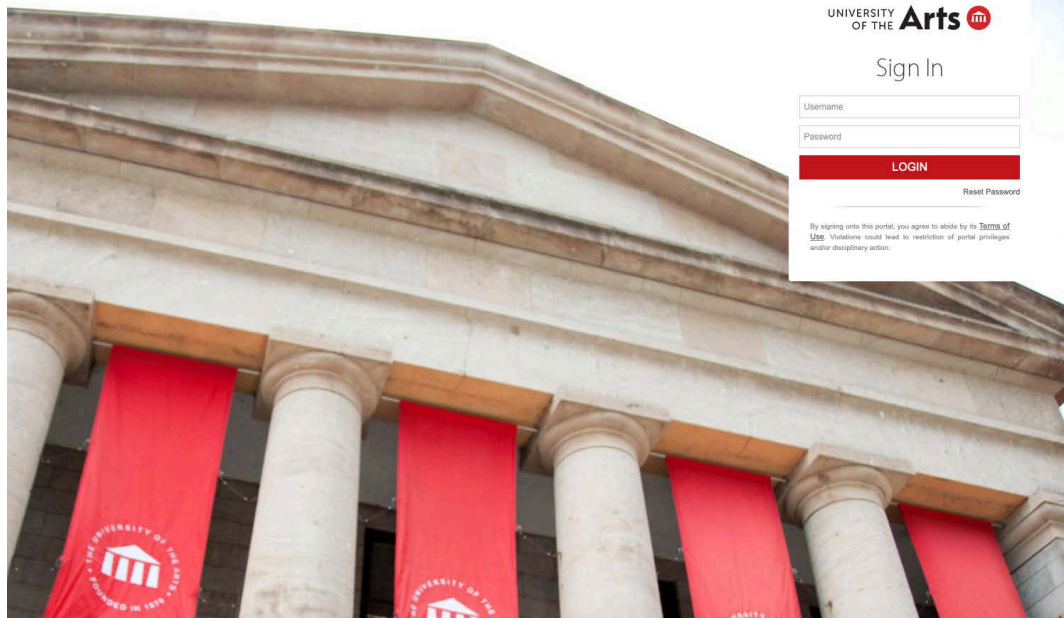


First Time Login Procedures

for The University of the Arts Portal



Log in at mycampus.uarts.edu

If you are a new student to the University of the Arts, you will receive an email containing your username and password.

Your initial password is a combination of your birthdate and the last four digits of your SSN in the format of MMDDYYssss. If no SSN is on file for you at the University, then the final four characters are lowercase S's.

For example, if your birthdate is February 9, 2005 and the last four digits of your SSN is 1234 - then your initial password is either 0209051234 or 0220905ssss

The first time you log in, you will be asked to change your password and set security questions, which can be used to reset your password if you forget it.

After setting up your password and account recovery questions, please set up multi-factor authentication (MFA) at the UArts OneLogin Portal (<https://uarts.onelogin.com/>)

That's it! Your UArts account is ready to use. Be sure to check out your UArts Gmail account, where all official University communications will be sent

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

Student Self Service

Access your student record for unofficial transcripts, grades, student finance, etc.

1. Log into the UArts portal
2. Select Student Self Service from Popular University Applications
3. Re-enter your username and password when prompted

The screenshot shows the University of the Arts Student Self Service portal. The header is red with the university logo and name. A navigation menu is on the left. The main content area is titled "Hello, Welcome to Colleague Self-Service!" and "Choose a category to get started." Below this are two columns of service tiles. The left column includes: Student Finance, Tax Information, Course Offerings, Graduation Overview, Financial Management, and Financial Aid Counseling. The right column includes: Financial Aid, Student Planning, Grades, Advising, and Student Finance Admin. Each tile has a brief description of the service.

Category	Service	Description
Left Column	Student Finance	Here you can view your latest statement and make a payment online.
	Tax Information	Here you can change your consent for e-delivery of tax information.
	Course Offerings	Here you can view and search the course catalog.
	Graduation Overview	Here you can view and submit a graduation application.
	Financial Management	Here you can view the financial health of your cost centers and your projects.
	Financial Aid Counseling	Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.
Right Column	Financial Aid	Here you can access financial aid data, forms, etc.
	Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.
	Grades	Here you can view your grades by term.
	Advising	Here you can access your advisees and provide guidance & feedback on their academic planning.
	Student Finance Admin	Here you can view the Student Finance information as a student would so you can help the student with any questions.

Itemized Receipts:

1. In Student Self Service, click on Student Finance
2. Click Account Activity
3. Click View Statement