## Navigation for Student Log in

Off Campus, remote access: From outside UT Health San Antonio, you must go through duo-factor authentication to connect to the campus information. Click the following link for detailed information and assistance setting up the necessary software: <u>http://infosec.uthscsa.edu/two-factor-enrollment</u>

When duo-factor log in is achieved, use the following navigation steps to locate My Student Center.

From any browser to go: <a href="https://students.uthscsa.edu/">https://students.uthscsa.edu/</a>

#### 1. Click on My Student Center

A PeopleSoft sign in window will appear.

2. Log in using your domain username and password

PEOPLESOFT	E'	
User ID		
Password Select a Language		
English Sign In Enable Accessibilit	ty Mode	
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The My Student Center page will open.

From My Student Center, students can complete many tasks such as:

- Register for Classes
- Accept Financial Aid
- Pay School Bills



This example shows the **Student** homepage with every tile available for viewing.

## **Tile Menus**

Each tile contains a list of menus that will expand when the tile is selected. When opening My Student Center in portrait view using an ipad or android tablet, the menu on the left column is reduced. Clicking the tab will reveal the menu options.

Portrait View						Lo	and	scape Vie	ew						
	< My Studen	it Center	Academic Record		<b>^</b> :	٢		✓ My Student Center	A	cademic Record			â	: (	0
	Course H	istory				^		Course History							^
	Ŧ				17 row	s		🐻 View Grades	-					17 rows	
	Class 0	Description $\Diamond$	Term $\Diamond$	Grade $\diamond$ Units $\diamond$	Status $\diamond$			My Program		Term $\Diamond$	Grade $\Diamond$	Units 🗧	Status	2	
	CIRC 5001	Medicine, Behavior & Society	Academic Year 2018-2019	6.00	🔶 In Progress			My Advisors	∋ty	Academic Year 2018-2019		6.00	🔶 In Pro	gress	
	CIRC 5005	Clinical Skills	Academic Year 2018-2019	14.75	🔶 In Progress			Expected Grad Term		Academic Year 2018-2019		14.75	🔶 In Pro	gress	
	CIRC 6007	Mind, Brain & Behavior	Academic Year 2018-2019	9.00	🔶 In Progress			Apply For Graduation		Academic Year 2018-2019		9.00	🔶 In Pro	gress	
	CIRC 6009	Endocrine, Female Reproductive	Academic Year 2018-2019	7.00	🔶 In Progress				uctive	Academic Year 2018-2019		7.00	🔶 In Pro	ogress	
I	CIRC 6011	Digestive Health & Nutrition	Academic Year 2018-2019	7.00	🔶 In Progress			View Unofficial Transcript		Academic Year 2018-2019		7.00	In Pro	aress	
	CIRC 6013	Form&Func:Skin, Muscles, Bones	Academic Year 2018-2019	7.50	🔶 In Progress			T Helpful Links	Bones	Academic Year 2018-2019		7.50	<ul> <li>In Prr</li> </ul>	VIDES	
						111		E Contact Us	00103	Academic 10ai 2010-2010		1.00	• mrn	gress	

# Douterait \/: out

#### Task Tile

<ul> <li>Student Home</li> </ul>		Tasks				:	۲
To Do List	1	To Do List					
<b>⊘</b> Holds	1	Task	Due Date	Status	1 row		
		Welcome to UT Health San Antonio		Assigned	>		

# Academic Record Tile

< Student Home		Academic Record				1		ø	þ
E Course History	Course H	istory							^
🐻 View Grades	T						36 ro	ows	
🔀 My Program	Class $\Diamond$	Description $\Diamond$	Term 🛇	Grade 🗘	Units 🗘	Stat	us 🗘		
🍄 My Advisors	IBMS 6090	Seminar (Neuroscience)	Fall 2018		1.50	• 1	n Progres	s	
Expected Grad Term	IBMS 7010	Student Jour Club & Res Pres (Neuroscience)	Fall 2018		1.00	• I	n Progres	s	
Apply For Graduation	IBMS 7099	Dissertation (Neuroscience)	Fall 2018		9.50	• I	n Progres	s	
📑 View Unofficial Transcript	IBMS 6090	Seminar (Neuroscience)	Spring 2018	S	1.50	01	Taken		
Helpful Links	IBMS 6097	Research (Neuroscience)	Spring 2018	S	9.50	<b>0</b> 1	Taken		
E Contact Us	IBMS 7010	Student Jour Club & Res Pres (Neuroscience)	Spring 2018	Α	1.00	<b>0</b> 1	Taken		
—		o ·		~					

### Manage Classes Tile

< Student Home			Manage Classes				â	:	٢
Fall 2018NEW Graduate School Graduate									
TView My Classes			Show Enrolled Classes		Show Droppe	ed Classes			
💘 Shopping Cart	- IBMS 609	0 Semiı	nar						^
Q Class Search and Enroll	Status	Units	Grading Basis	Grade	Academic Program	Requirement	Designati	on	
Drop Classes	Enrolled	1.50	Satisfactory/Unsatisfactory		Doctor of Philosophy				
😫 Contact Us	Class		Start/End Dates		Days and Times	F	Room		
	Seminar -	1079	09/05/2018 - 12/12/	2018	Days: Wednesday Times: To be Annou	nced	To be Announced	>	

#### Financial Aid Tile

Student Home	Student Financial Aid	:	۲
Authorize to Communicate	There is no need to complete this at this time		
Award Summary Page			
Accept/Decline page			
Cholarship Application page			
📄 Shopping Sheet			
E Contact Us			

### Tuition and Fees Tile

< Student Home		Tuition and Fees	5	â	1	0
Account Inquiry	Sections					Help
Note: History	Summary   Activity	Electronic Payments/Purchases	ing Aid			
E Charges Due	Account Summary					
The Assessed Balance	What I Owe					
Account Balance	T					3
T Make a Payment	Date Posted	Description	Business Unit		Amount	
	12/29/2017	TPEG Alled Health	UTHSCSA SELF-SERVICE		750.00	>
L Direct Deposit	12/25/2017	Unusub 1016	UTHSCSA SELF-SERVICE	10	0,141.00	>
Contacts						

### Profile Tile

<ul> <li>Student Home</li> </ul>		Profile			:	۲
ID						
🔚 Personal Details	Personal Details					
Contact Details						
X Addresses	Names					
CP Emergency Contacts	+		_			
	Name		Туре			
Privacy Restrictions	1. Sec. 1.		Primary	>		
Contact Us	a sectors		Preferred	>		
Immunization Report						

#### Declare Health Insurance Tile

Student Home	Declare Health Insurance	Â	:	Ø
HSC Student Health Insurance				
	There is no need to declare anything at this time.			

Log out of My Student Center using the following steps:

- Click on Action List
- Click on Sign Out

