

Introduction to the Student Center

The EIS Student Center is a “one-stop-shop” for many student view and update functions. The student center allows the student to view grades, GPAs, schedules, programs and plans, student finances, transfer information, basic demographic data, the schedule of classes, and allows the student to register for classes.

Log on to my.unt.edu.

The screenshot shows the UNT University of North Texas website. At the top left is the UNT logo and the text "UNIVERSITY OF NORTH TEXAS". To the right are links for "Catalogs", "People & Departments", "Calendars", and "Maps". Below the logo is a "Sign In" section with input fields for "EUID#" and "Password", a "Forgot your EUID or password?" link, and a green "Login" button. To the right of the login section is a large image of the University of North Texas sign and seal. Below the sign are three main navigation boxes: "Class Search" (with a magnifying glass icon), "Visual Schedule Builder" (with a calendar icon), and "Get Help" (with a person icon). The "Class Search" box contains text about finding classes and a link to "Future Students". The "Visual Schedule Builder" box contains text about designing a schedule. The "Get Help" box contains contact information for the UNT Help Desk and UNT Dallas Help Desk, including phone numbers and hours of operation. At the bottom of the page, there is a green banner with the "UNT SYSTEM IT SHARED SERVICES" logo and two sections: "User Agreement" and "Maintenance".

➤ When you first log into myUNT, you may see the following screen:

The screenshot shows the myUNT interface with a confirmation dialog box overlaid. The dialog box has a title "Please confirm before proceeding" and contains the following text:

Information regarding Bacterial Meningitis for new students:

The Texas Education Code requires institutions of higher education in Texas to notify all new students about bacterial meningitis. We are also required to obtain confirmation from those students that they have received information regarding the disease. If you have not received and read information about bacterial meningitis, please go to the website below:

Health Center Meningitis Info: <http://healthcenter.unt.edu/meningitis>

Bacterial Meningitis Immunization Requirement

Effective January 1, 2012, all new students, including transfer students, must show evidence of receipt of an initial bacterial meningitis vaccination (meningococcal meningitis vaccine) dose or booster in the last five years and at least ten days prior to the first day of the semester in which the student initially enrolls. This new law also applies to any student returning to school after a break in enrollment for a fall or spring semester.

Students are not required to submit evidence of vaccination if they are thirty years of age or older or enrolled for online courses only.

Please go to the following website for complete information, including vaccination requirement deadlines.

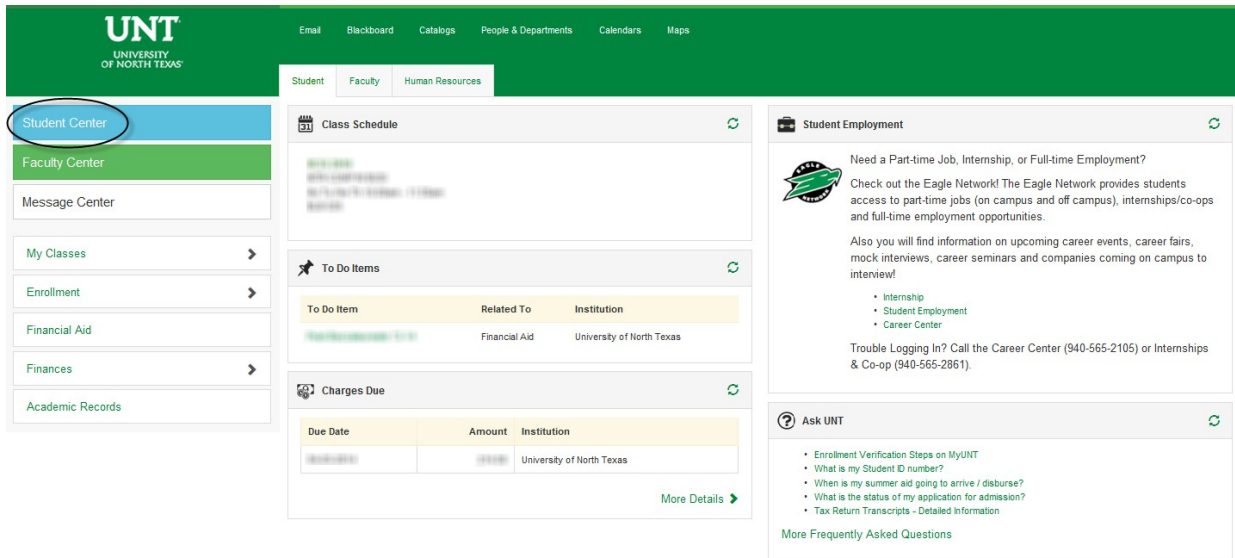
Health Center Immunization Info: <http://healthcenter.unt.edu/immunization-requirements>

I confirm that I have been informed and have read the information concerning bacterial meningitis.

At the bottom right of the dialog box is a blue "Confirm" button. In the background, the myUNT interface is visible, showing a navigation menu on the left with items like "Student Center", "Faculty Center", "Messages", "My Classes", "Enrollment", "Financial", "Finances", and "Academic". On the right, there is a "My Profile" dropdown menu and a notification badge with the number "4".

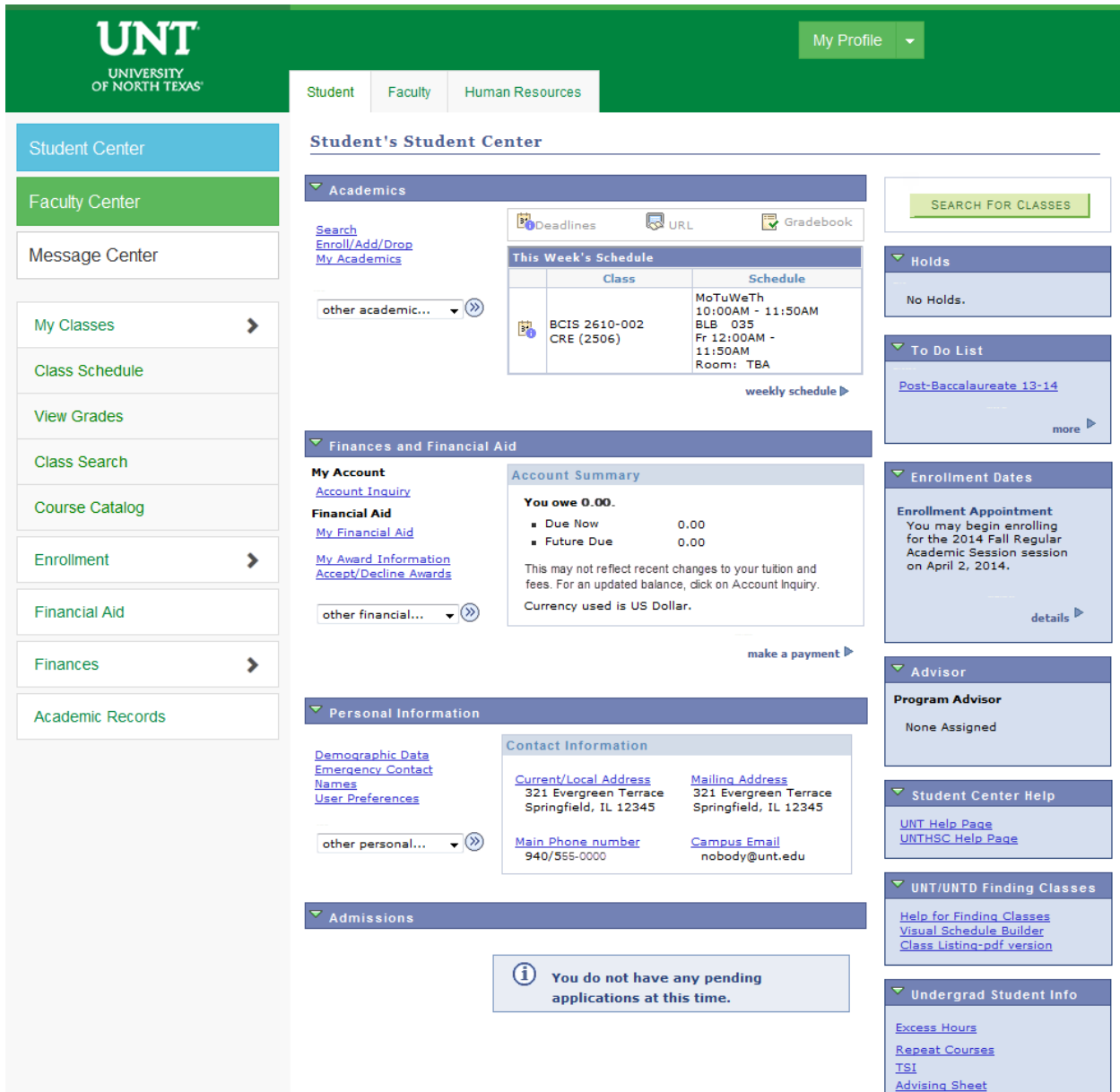
- Read the provided information before clicking Confirm.

After logging into myUNT, click on the Student Center link.



STUDENT CENTER: The student center page displays a student's schedule, allows the student to search and register for classes, inquire about account summaries, view holds and review and update demographic information.

The page also has invaluable links to a student's grades, excess hours, TSI and repeated courses.



ACADEMICS INFORMATION: Academics information lists student class schedules and grades. Students may also manage class enrollment, order an unofficial transcript, and view his or her transfer credit report in the Academics section.

Student's Student Center

Academics

[Search](#)
[Enroll/Add/Drop](#)
[My Academics](#)

other academic... >>

Deadlines URL Gradebook

This Week's Schedule		
	Class	Schedule
	BCIS 2610-002 CRE (2506)	MoTuWeTh 10:00AM - 11:50AM BLB 035 Fr 12:00AM - 11:50AM Room: TBA

weekly schedule ▶

➤ To manage class enrollment click on the Enroll/Add/Drop a Class link.

Academics

[Search](#)
[Enroll/Add/Drop](#)
[My Academics](#)

other academic... >>

Deadlines URL Gradebook

This Week's Schedule		
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weekly schedule ▶

- From this screen, you can select any of the three enrollment functions (add, drop, or swap) to continue.

Search Enroll/Add/Drop My Academics

my class schedule **add** | drop | swap | edit | term information | mandatory courses

- To add classes, make sure “add” is the active tab, then choose the semester you wish to modify and click **CONTINUE**.



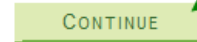
Add Classes



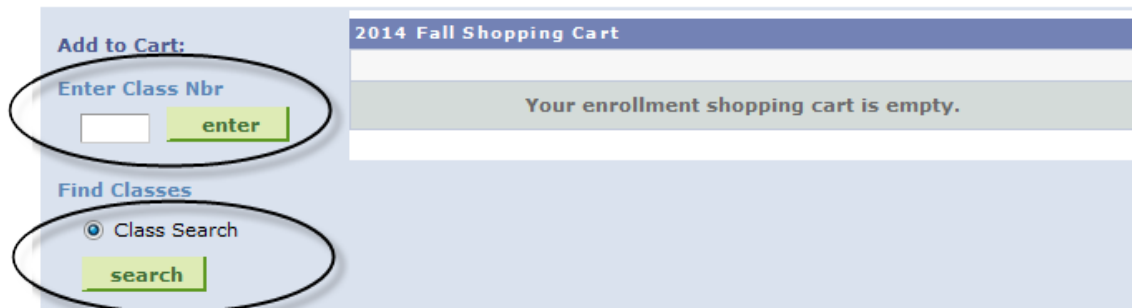
Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2014 Summer	Undergraduate	University of North Texas
<input checked="" type="radio"/>	2014 Fall	Undergraduate	University of North Texas



If you know the class number (a numerical identifying code different than the course subject and course number), you may add a class to your shopping cart by entering the class number. Otherwise, you may use the class search to find the classes to add.



- Adding to your shopping cart by using the class search:

Click on **search** to begin. On the next screen, enter your search criteria, and click **search** again.

Search for Classes

University of North Texas | 2014 Fall

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject select subject DSCI Decision Sciences

Course Number is exactly 3710

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

[Return to Add Classes](#) CLEAR SEARCH

If the class is being offered in the selected semester, your search will return one or more available sections. Click “View All Sections” to see all sections. When you find the class you want, click **select class** to add that section to your shopping cart.

DSCI 3710 - Business Statistics with Spreadsheets

View All Sections			
Section 001-CRE(12061)	Status ●	select class	
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
TuTh 12:30PM - 1:50PM	BLB 070	Staff	08/25/2014 - 12/12/2014
<hr/>			
Section 002-CRE(15688)	Status ●	select class	
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
Mo 6:30PM - 9:20PM	BLB 070	Staff	08/25/2014 - 12/12/2014
<hr/>			
Section 003-CRE(9013)	Status ●	select class	
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
Tu 6:30PM - 9:20PM	BLB 170	Jayakumar,Maliyakal D	08/25/2014 - 12/12/2014

The class has been added to your shopping cart only. You are not yet enrolled in the class.

Repeat this process until you have added all of your desired classes to your shopping cart, then click on **PROCEED TO STEP 2 OF 3**.

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

search

2014 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	DSCI 3710-001 (12061)	TuTh 12:30PM - 1:50PM	BLB 070	Staff	3.00	●
	PHYS 1210-002 (9845)	TuTh 11:00AM - 12:20PM	Phys 104	K. Littler	3.00	●
	PHYS 1210-504 (16136)	We 10:00AM - 11:50AM	Phys 228	G. Nyandoto		●

PROCEED TO STEP 2 OF 3

Review your schedule carefully, and if everything looks correct, click **FINISH ENROLLING** to process your request.

2014 Fall | Undergraduate | University of North Texas

● Open
 ■ Closed
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BUSINESS						

2014 Fall | Undergraduate | University of North Texas

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
ART 1440	Success: This class has been added to your schedule.	✔
ENGL 1310	Error: You cannot add this class due to a time conflict with class 8472. Select another class.	✘

MAKE A PAYMENT
MY CLASS SCHEDULE
ADD ANOTHER CLASS

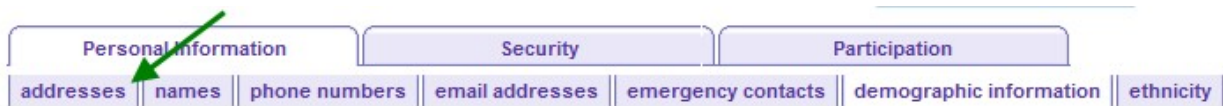
If a class has been successfully added, you will see ✔ in the Status column. If there were any errors with your request, you will see ✘ in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.

PERSONAL INFORMATION: The personal information page allows the student to view and update various student data.

By clicking on the Demographic Data link, a variety of information can be viewed: Student ID number, Date of Birth, Social Security number.



➤ A student can update their address information by clicking on the Addresses link.



Demographic Information

ID
Gender
Date of Birth
Birth Country
Birth State
Marital Status
Military Status



- Click on the **edit** button next to the address to change.

Addresses

View, add, change or delete an address.

Address Type	Address	
Current/Local	321 Evergreen Terrace Springfield, IL 12345	edit
Mail	321 Evergreen Terrace Springfield, MS 12345	edit
Permanent	321 Evergreen Terrace Springfield, MA 12345	edit

[ADD A NEW ADDRESS](#)

- Update the information and click [OK](#)


Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: **State:**  Illinois **Postal:**

County:

[OK](#) [Cancel](#)


- Click [SAVE](#)

Student Addresses

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

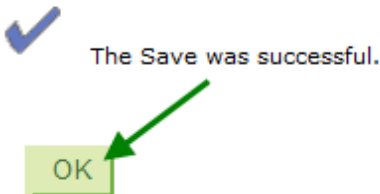
An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address		Address Types
321 Evergreen Terrace Springfield, IL 12345		<input checked="" type="checkbox"/> Current/Local
Edit Address		<input type="checkbox"/> Mail *
Date changes will take effect		<input type="checkbox"/> Permanent *
<input type="text" value="06/05/2014"/>  (example: 12/31/2000)		<input type="checkbox"/> Other
<input type="button" value="SAVE"/>		<input type="checkbox"/> UNTS Work
Return to Current Addresses		

- You will receive a confirmation that your update was successful. Click to return to your address screen.


Change Address

Save Confirmation



- Students can update their phone numbers choosing the Phone Numbers link.

Student

go to ... 

Personal Information	Security	Participation
addresses	names	phone numbers
email addresses	emergency contacts	demographic information
		ethnicity

Demographic Information

ID
Gender
Date of Birth
Birth Country
Birth State
Marital Status
Military Status



- Enter the new number and click .

Student

For each contact phone number you wish to provide, please enter 10 digits in the following format: 999/999-9999

Cellular Phone Number:

 This is the number I prefer you use first

 You can send me text messages

Phone Number where I live locally (or other contact number):

 This is the number I prefer you use first

 TTY/TDD Enabled

In the event of an emergency on campus, you may be notified via all of the contact phone numbers you provide.

