my.UIC - Portal Features and Customization

What is my.UIC?

my.UIC is the University of Illinois web portal. It unifies a vast amount of information into a series of easily navigable pages. From admissions to enrollment to registration, academic resources, communication tools, and customizable pages, my.UIC provides you with an extensive series of personalized resources to help guide you through your academic career at UIC.

my.UIC features single sign-on capability. You will be able to access secure applications like Student Self Service without having to log in again.

my.UIC currently is comprised of six tabbed pages:

My Home – Fully customizable page displays announcements, events, personalized information. Add & remove feeds, links and configure your email.

UIC Connect – Personalized Admissions to Enrollment information for newly admitted students. UIC Connect is not viewable after the 10th day of classes.

Academics – Divided into five sub tabs:
- My Classes – displays your course schedule and links to useful resources
- Registration – student registration information and links to class scheduling tools
- Records – links to student records and personal information
- Scheduling – use these tools to build your class schedule
- Resources – links and phone numbers to help resolve common questions and problems

Finances – View your Financial Aid Award Letter here, plus links to other financial information

Campus Life – links to student life, campus resources, and support groups

My College – information and announcements from your college

Log in to my.UIC

Parents & Guests – check out what UIC has to offer

New Student/First Time User - go here

Current Students – go here
my.UIC Home Page

Totally customizable – add/remove feeds and tabs and control how the information is displayed.

- Customize your Home page – add/remove feeds and tabs
- Customize your email
- Add/remove your favorite links
- Up to the minute announcements and news
UIC Connect – for newly admitted students

Personalized tool that guides newly admitted students from admissions to enrollment

Academics – divided into five sub tabs

My Classes – displays Course List and links to useful sites that you can use on an ongoing basis

Links to commonly used sites
**Registration** – displays registration links and information

- **Student Self Service Log In** - Registration Menu
  - Log into Student Self Service Registration Menu to check Registration Eligibility; look up or select classes, add or drop classes, student schedule and withdraw for a term.
- **Student Schedule Confirmation**
  - Confirm your schedule on the My Classes tab.
- **Search for Classes**
  - Click link to Student Self Service to register for classes and access personal information.

The page also includes links to the Undergraduate and Graduate Catalogs, and other helpful registration information.

**Records** – displays links to student academic records and personal information

- **Log into Student Self Service** - Records Menu
  - Log into Student Self Service to view student information, holds, grades, academic history and order a transcript.
- **Change Your Address**
  - Log into Student Self Service and change your address.
- **Declare Your Intent to Graduate**
  - Log into Student Self Service and submit your intent to graduate.
- **Order a Transcript**
  - Log into Student Self Service and request a transcript.
- **View Your Final Grades**
  - Log into Student Self Service and view your final grades.

The page also includes links to submit intent to graduate, check medical immunization records, and many more links to student records information.
**Scheduling** – use the dynamic scheduling tools to help build your class schedule. Use the Class Scheduler to build your initial schedule. Use the Course Section Finder to add one additional class to your existing schedule. Explore the Schedule of Classes, Course Listings, General Education and Business Core Sections.
Resources – displays links and phone numbers to help resolve common problems.
Finances – view your Financial Aid Award Letter here, and other financial related links
Campus Life – displays links to student services and campus resources

Services available on campus

Resources and support available on campus

My College tab – view information about your college

View announcements and information from your college
Adding Additional Feeds

Interested in another college? Add their feed to your Home page or add another feed from the list.

On the Home Page, click Edit to enter the customization mode.

Click Add Stuff to see list of available feeds.
The **Add Stuff** page displays. Search for a feed or select one from the various categories.

Find your new feed and click on **Add Now**.
Your new feed has been added to the home page. Click Save to save changes and leave the customization mode.
Customizing the Home Page

Click Edit to enter the edit mode.

Click the arrows to move feeds on the home page.
Click Column Width % to change the column width.

New feed has been moved

Column widths have changed. Click the X button to remove a feed.
Feed has been removed. Click View to save changes and exit the edit mode.

Changes have been saved.
**Personal bookmarks** can be added without going into the edit mode. Click **add bookmark** to begin.

Enter bookmark info and click **Add or Cancel**.

Click here to add bookmark.

Enter bookmark name and address and click **Add**.
Bookmark has been added. Click the X to remove a bookmark.

Additional features – you can edit the content of feeds that contain the “pencil” icon

Click here to edit content of individual feed
Edit your preferences and click **save**. Date has been removed.

Updated feed displays. Feeds can be maximized and content can be reloaded.
Feed has been maximized

<table>
<thead>
<tr>
<th>Portal Announcements</th>
<th>UIC Portal announcements and events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>my.UIC Portal Outages</strong></td>
<td>Banner Self Service will be unavailable on Thursday August 13, 2009 from 8:00-11:30 PM for maintenance. All Self Service features will be unavailable during this outage.</td>
</tr>
<tr>
<td><strong>Summer 2009 Grades</strong></td>
<td>Summer 2009 Grades will be available Monday, August 17, 2009. To view grades when they are available, Select Records on the Academics Tab. Click Logs for Student Session - Records Menu and select Final Grades.</td>
</tr>
<tr>
<td><strong>Routine Maintenance</strong></td>
<td>The UIC Connect tab will be unavailable from 9 am - 6:30 am Monday Friday.</td>
</tr>
</tbody>
</table>