my.UIC - Portal Features and Customization for uPortal v3.1.1

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What is my.UIC?

my.UIC is the University of Illinois at Chicago 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, customizable pages, to search tools, 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 is comprised of six tabbed pages:

My Home – Fully customizable page displays announcements, events, personalized information. Add & remove portlets, links, additional pages, 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 six 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
- Degree Audit – run an unofficial degree audit and access transfer guides
- 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 – customizable page provides information and announcements from your college
my.UIC Home Page

Totally customizable – add/remove remove portlets and pages and control how the information is displayed.

Search – one stop access to multiple search tools.
UIC Connect – for newly admitted students

Personalized tool that guides newly admitted students from admissions to enrollment.

Academics – divided into six sub pages.

My Classes – displays Course List and links to useful sites that can be used on an ongoing basis.

Class Schedule – select the term to display. Reload after you make registration changes.
Registration – displays registration links and information.

Records – displays links to student academic records and personal information.
Degree Audit – access transfer guides and run an unofficial degree audit.

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.

Important Help links and phone numbers

Finances – view your Financial Aid Award Letter here, and other financial related links.

View your Award Letter here

Links to Financial information, Financial Aid and Student Financial Services
Campus Life – displays links to student services and campus resources.

My College – view information and announcements from your college.
Customizing the Home Page

Adding additional portlets

Interested in another college? Add their portlet to My Home page. Or, add another page and customize it by adding the portlets that you want from the portlets list or add My Feed and paste in the RSS feed URL from another source. **NOTE:** your College page is also fully customizable.

On the **Home Page**, click Add Content in the Customize selection box.

Select the desired category/portlet and click “Add to my page”.

Click here to add portlet

Click Add Content to access list of portlets
Enter a search word and matching portlets/feeds are displayed.

New portlet displays on My Home.
Rearrange portlets – click on title bar and drag portlet to new location.

Change page layout.

- Left click and drag portlet to new location
- Click here to change page layout
- Select layout and click Update
Updated page layout displays.

Drag portlets to new column positions.

Change column width.

Click Page Layout to change column width.

Select column width and click Update.
Column widths have changed. Remove a portlet.

Click here to remove portlet

Click OK to save changes

Portlet is removed.
**Change skin** – currently two choices - UIC or UAdmin.

Click here to change skin

Select skin and click Choose

New skin displays.
Add a new page to My Home.

Select Page Layout after creating the page to rename the new page and update the layout.

New page displays. Add Content/Portlets to new page.
New content displays.

Add personal bookmarks and folders.

Click here to add bookmark
Enter bookmark info and Save.

Enter bookmark name and address and click Save.

Bookmark has been added. Click Show Edit to manage bookmarks.

Add a bookmark folder

- Financial Aid Status
- Admissions & Records
- Campus Maps
- Learning
- Financial Aid Status

My Bookmarks
- Positive Time Reporting
- Traffic
- Weather

Add Bookmark Add Folder Show Edit

Name: Work Links
Note: PTH, Billing, Call Center

Click Show Edit to remove a bookmark or move to a folder.

Create a folder and click Save.
Folder is created, move bookmark into folder and Save

[Image of My Bookmarks page showing a folder being created and a bookmark moved into it]

Click Show Edit and click edit pencil on bookmark

Select folder and then Save

Bookmark is moved to folder. Add more folders and bookmarks.

[Image of My Bookmarks page showing bookmarks and folders]

Click Options to manage state of folders

Additional Features – portlets that contain the “pencil” icon can be edited.

[Image of additional features page with a pencil icon and a list of features]

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

Updated portlet displays. Portlet display can be maximized.

Portlet has been maximized.
Having Problems? Get help!

Access the Learning Hub for step-by-step instructions

Create a help ticket – please provide specific information relating to your issue.

UIC Connect Help
Undergraduate Special Alert: If you are unable to resolve a special issue and the latest to Enroll deadline is approaching, you need to either file or mail your Intent to Enroll Form to the UIC Office of Admissions to ensure you meet the deadline.

UIC Connect is designed to assist newly admitted students through the admissions to registration process at the University of Illinois at Chicago.

Below are web sites or contacts for the most common questions:

- [Help and Password Recovery](#)
- [Forgot your UIN (University Identification Number)](#)

If the pages listed above do not resolve your issue or answer your question(s), please complete this web form. You will receive an email confirmation of what you have submitted.

[Form]

*Required Field

Please enter an email address other than a UIC email address

[Submit] [Reset]