myUTSA Account
Get familiar with navigating the modernized student portal
What’s changing?

Introducing myUTSA Account
The new *modern view* gives you access to all your UTSA information, accounts, and applications all in one place. The *classic view* is formerly known as ASAP.

Moving Between Views
On the top left, you can see which view you are currently in at the moment. You’ll be able to jump back and forth between the two views easily.
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How To Access - my.utsa.edu

Two Links
Click on either link to access your myUTSA Account student portal.
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How To Access - Modern View

Logging in for the First Time
You’ll see this welcome screen pop up the first time you access the modern view. Click on “Get Started.”

Modern View Enhancements
This screen gives a quick overview of how dynamic it is. Click on “Next.”

Allowing 3rd Party Analytics
If you want to allow cookies for 3rd party analytics to help enhance this application, click “Accept.” If not, click “No Thanks.”

Enhance Your Experience
Please indicate whether we may use 3rd party analytics and non-essential cookies to improve your experience and our applications.

If you agree, the data we collect through these tools may be stored and processed in any country in which Ellucian or its subprocessors maintain facilities or personnel, including the United States.

Read the Ellucian privacy notice for more on cookies and analytics. Privacy Notice
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Modern View: Homepage

Menu Icon
View all cards, search for cards and navigate back to the homepage. We'll circle back to this later.

Announcements
View important notifications here (e.g. planned system outages or registration schedule published). Check it out every time you log in. Three will be the max displayed.

Homepage Cards
Various cards will be listed here. We'll go into more details regarding cards soon.
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Modern View: Homepage

Notifications
You'll see a notification populate in the bell icon whenever you have a hold, a to-do item reminder, when a new card get automatically pushed to your homepage or if a card has been locked on your homepage. As long as the card is not locked, you are free to move or remove the card from your homepage.
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Modern View: Homepage

Calendar
You can check out the academic calendar by clicking on the calendar icon. We recommend you click on list view which will show you items for the week based on the date you selected.
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Modern View: Homepage

Profile
This takes you to your profile page that has your basic contact information. If you ever need to update your contact information, go to the Personal Information App that you can find in your Quick Launch card.
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Modern View: Student Profile Icon

Details
Basic details about your profile are displayed here. For a full details of your academic records, please go to the Student Profile App. To update your contact information, go to the Personal Information App, both of which you can find in Quick Launch card or in menu of Registration & Records or Personal Information.

School ID
You might notice the school ID displayed here is not your myUTSA ID. This is your alternative Banner ID, which you typically don’t need to know. However, if you are ever asked for it, you can find it here or in the Student Profile App.

My Account
This area will show you the available my cards that you have access to. These cards are personalized with your data for quick access to certain information. When you click on “my account” in the menu, this is the same page you are taken to.
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Modern View: Homepage Personalization

Moving Cards
The homepage is dynamic and allows you to move cards around. All you need to do is click on the top of the card (+ will display) and drag it. This customization allows you to place cards in order that makes the most sense to you and your needs.

Locked Cards
If you see a lock symbol on the top right, this means the card is locked and cannot be moved or removed from the homepage.

Adding & Removing Cards
Another great feature is deciding which cards will show on your homepage. You can add or remove cards by clicking the bookmark symbol on the top right corner. If it's gray, it means it's on the homepage and if it's white, it means it's not.
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Modern View: Types of Cards - Quick Launch

Quick Launch Features
This card gives you quick access to the most commonly used applications. All you need to do is click on the applicable application button and it will take you where you want to go.

Locked Card
This card is locked and cannot be moved or removed from your homepage.

Classic View Button
This link will take you back to the classic view so you can easily jump between views as needed.
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Modern View: Types of Cards - Menu Cards

**Menu Card Features**
These cards organize applications, links and resources based on the different services offered at UTSA. While you only see a few on your homepage, we actually have over 15 menu items.

**Viewing All Menu Cards**
Click on the menu icon and select “Student Services” to view all menu cards. Don’t forget you can add additional cards to your homepage by selecting the bookmark symbol on the top right of the card.
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Modern View: Types of Cards - Community Cards

Community Card Features
These are like menu cards, but are resources organized based on a specific community. We'll continue to add more community cards in the future. Stay tuned!

Where to Find Community Cards
Click on the menu icon and select “Student Services” and scroll to the bottom to view all community cards.

Co: Graduate & Doctoral Community
Resources for graduate and doctoral students.

All Graduate Students:
Orientation
Tuition & Funding
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Modern View: Types of Cards - My Cards

My Card Features
These are personalized cards with your account information. This will look different for each student since it’s pulling your specific information.

Where to Find My Cards
All the current cards are available on your homepage but if you ever remove them, you can find them by clicking on the menu icon and selecting “My Account.”
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**Modern View - My Cards - My To-Do List**

1. **My To-Do List Features**
   - This My Card allows you to add and keep track of your important “to-dos.”
   - You can also set a reminder for each task to ensure it gets done by the deadline.
   - To get started, click on the “Add New Task” button at the bottom.

2. **Adding a To-Do Task**
   - Next you’ll type in the task, and under “Remind me” you can select when you want a task reminder.
   - Then you’ll click “Add.” If you opt to get a reminder, it will populate on the notification bell icon at the top right of the page.

3. **View Your To-Do List**
   - After you’ve added a task, you can view it in your “My To-Do List” card.
   - Here you can make edits to existing tasks, delete or add new ones.
   - Once you’ve completed the task, click on the box on the left to mark it complete.
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Modern View - My Cards - My Web Links

1. My Web Links
   Add quick links
   Create links to your most important pages.
   - ADD NEW LINK

2. My Web Links Features
   This My Card allows you to add and keep track of important web links so you can quickly access the webpage. To get started, click on the “Add New Link” button at the bottom.
   - New Link
     - Link title:
       How To Register
     - Link URL:
       https://onestop.utsa.edu/registration/
     - ADD

3. View Your Web Links
   After you've added links, you can view it in your “My Web Links” card. Here you can move links down in order of importance to you, make edits to existing links, delete or add new ones.

Adding a New Link
Next you'll type in a title for the link and add the URL to the webpage. Then you'll click “Add.”
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Modern View: Types of Cards - App Cards

App Card Features
As a UTSA student, you have access to many applications to do a ton of things, like register for classes, pay your bill, and so much more. These cards will take you directly to the application you’re looking for.

Where to Find App Cards
Click on the menu icon and select “App Launcher” to view all application cards. Scroll through and bookmark cards to your homepage that you use often.
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Modern View: Types of Cards - Alert Cards

Alert Card Features
On occasion you might see an orange Alert Card that will display important reminders regarding deadlines, registration and more. Be sure to take notice if you happen to see one!
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**Modern View → Discover Section**

**Discover All Available Cards**
You can view and search all available cards by clicking on the menu icon and selecting “Discover.”
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Modern View: Discover Section

1. **Search for Cards**
The best part is searching for cards based on keywords. You can either click on the “Find cards” search bar to type in a keyword or you can select one of the “tag” options below the search bar.

2. **Using Keywords**
In the search bar, type in your keyword and click enter. The cards that have information regarding your keyword will populate.

3. **Clearing Your Search**
If you want to type in another keyword, simply clear your search by clicking on the X.

**Pro Tip!**
We’ve also hidden a couple of fun cards in here which will take you to free digital swag. Good luck on finding them!