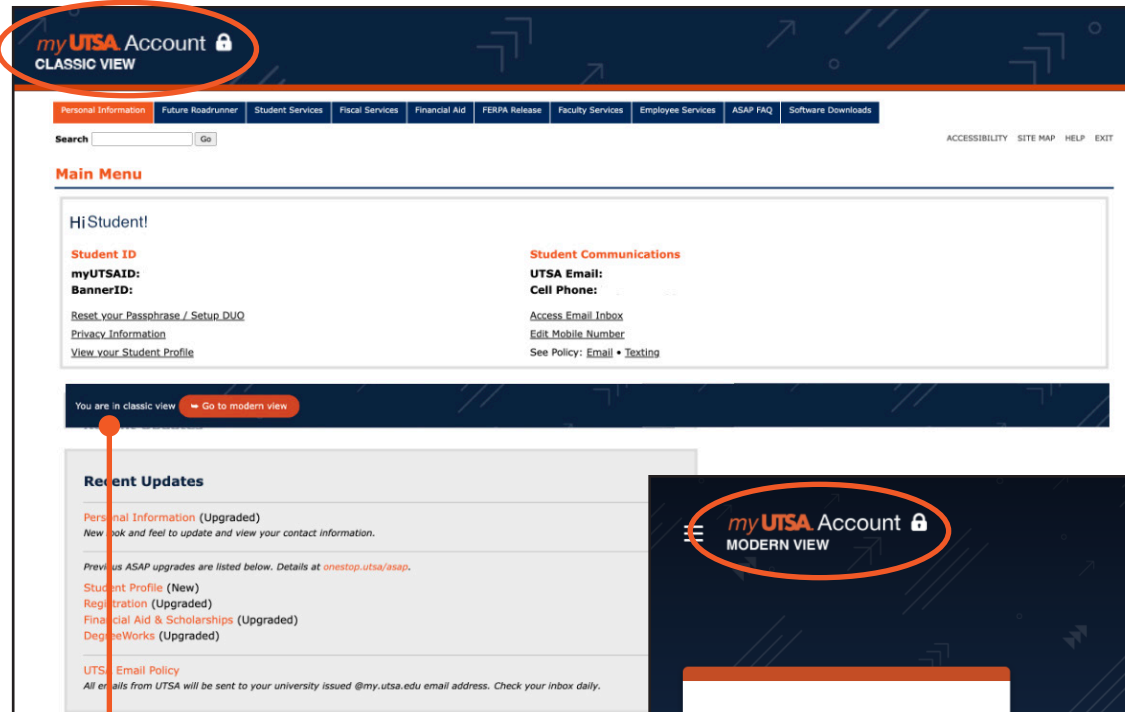


New myUTSA Account

Get familiar with navigating the modernized student portal

What's changing?

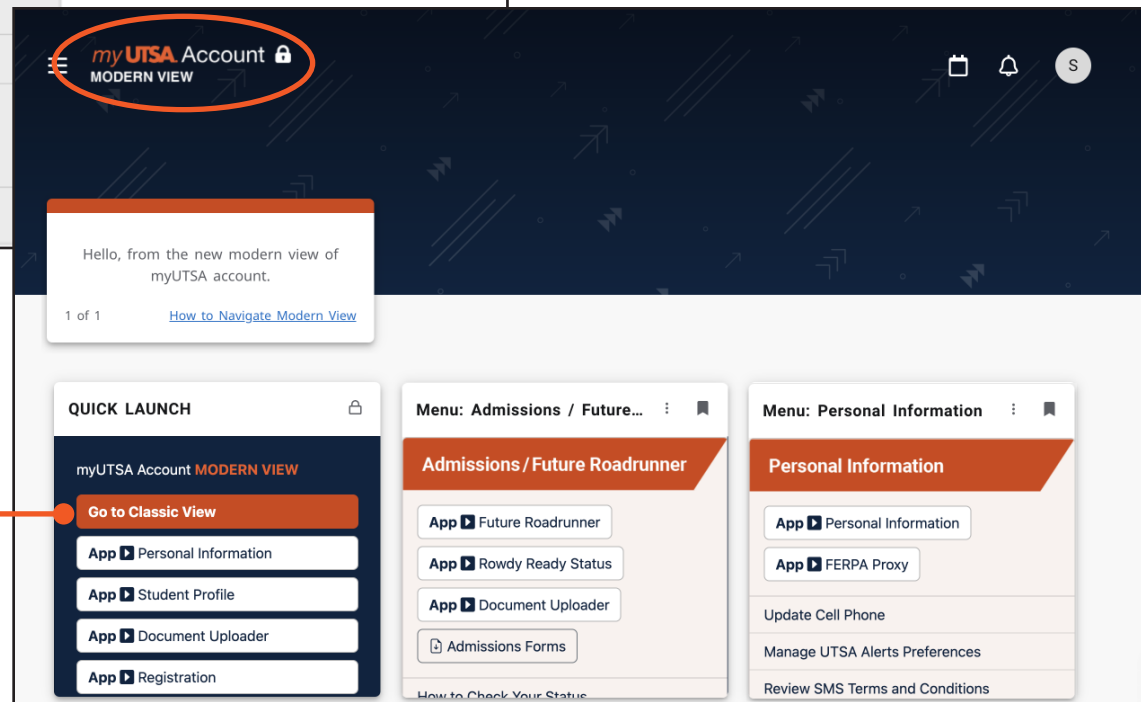


Introducing myUTSA Account

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.



New myUTSA Account

Get familiar with navigating the modernized student portal

How To Access - my.utsa.edu

Two Links
Click on either link to access your myUTSA Account student portal.

The screenshot shows the myUTSA Account page. A callout box on the left points to the 'Modern View' and 'Classic View' buttons under the 'myUTSA Account' heading. The page features a dark blue header with the UTSA logo and navigation links. The main content is divided into 'STUDENT RESOURCES' and 'FACULTY/STAFF RESOURCES' sections. A large banner on the right promotes Canvas LMS with the text 'Access courses. Stay organized. Submit assignments.' and 'Use Canvas wherever learning takes you.'.

UTSA The University of Texas at San Antonio™

myUTSA UTSA Today Visit Directory Search

About Admissions Academics Research Campus Life Giving Athletics Alumni Location

STUDENT RESOURCES

myUTSA Account

Introducing a new modern view to access your information, accounts and applications.

Modern View **Classic View**

- ▶ Academic Calendars & Registration/Final Exam Schedules
- ▶ Bluebook (Course Evaluations and Syllabi)
- ▶ **Canvas**
UTSA's Learning Management System
- ▶ Class Schedules
- ▶ Covid-19 Resources and Self-Reporting

FACULTY/STAFF RESOURCES

- ▶ Academic Analytics Faculty Insight
- ▶ Academic Calendar
- ▶ BANNER
- ▶ Blackboard Archive (Archive only September 1)
- ▶ **Canvas**
UTSA's Learning Management System
- ▶ Covid-19 Resources and Self-Reporting
- ▶ DigitalMeasures
- ▶ Faculty Success
- ▶ Interim Workflow Solutions
- ▶ MarCom Studio
- ▶ OneDrive for Business
- ▶ Passphrase Account Reset
- ▶ People Excellence (HR)

Access courses.

Stay organized.

Submit assignments.

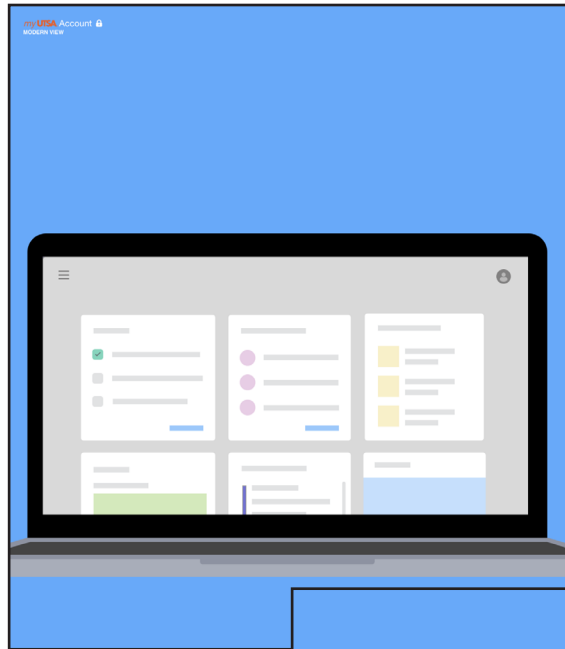
Use Canvas wherever learning takes you.

Download on the App Store GET IT ON Google Play

New myUTSA Account

Get familiar with navigating the modernized student portal

How To Access - Modern View



1

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."

Welcome to Your Dashboard

Get access to important information, announcements, and academic resources in one place. Take a look!

GET STARTED

• • •

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."

2

Make it Your Own

Add, remove, and organize cards that are important to you. Cards make it easy to prioritize and accomplish tasks.

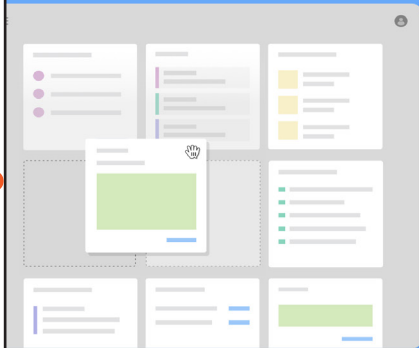
NEXT

• • •

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[Privacy Notice](#)

Modern View Enhancements

This screen gives a quick overview of how dynamic it is. Click on "Next."



3

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](#)

NO THANKS

ACCEPT

• • •

New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: Homepage

Menu Icon

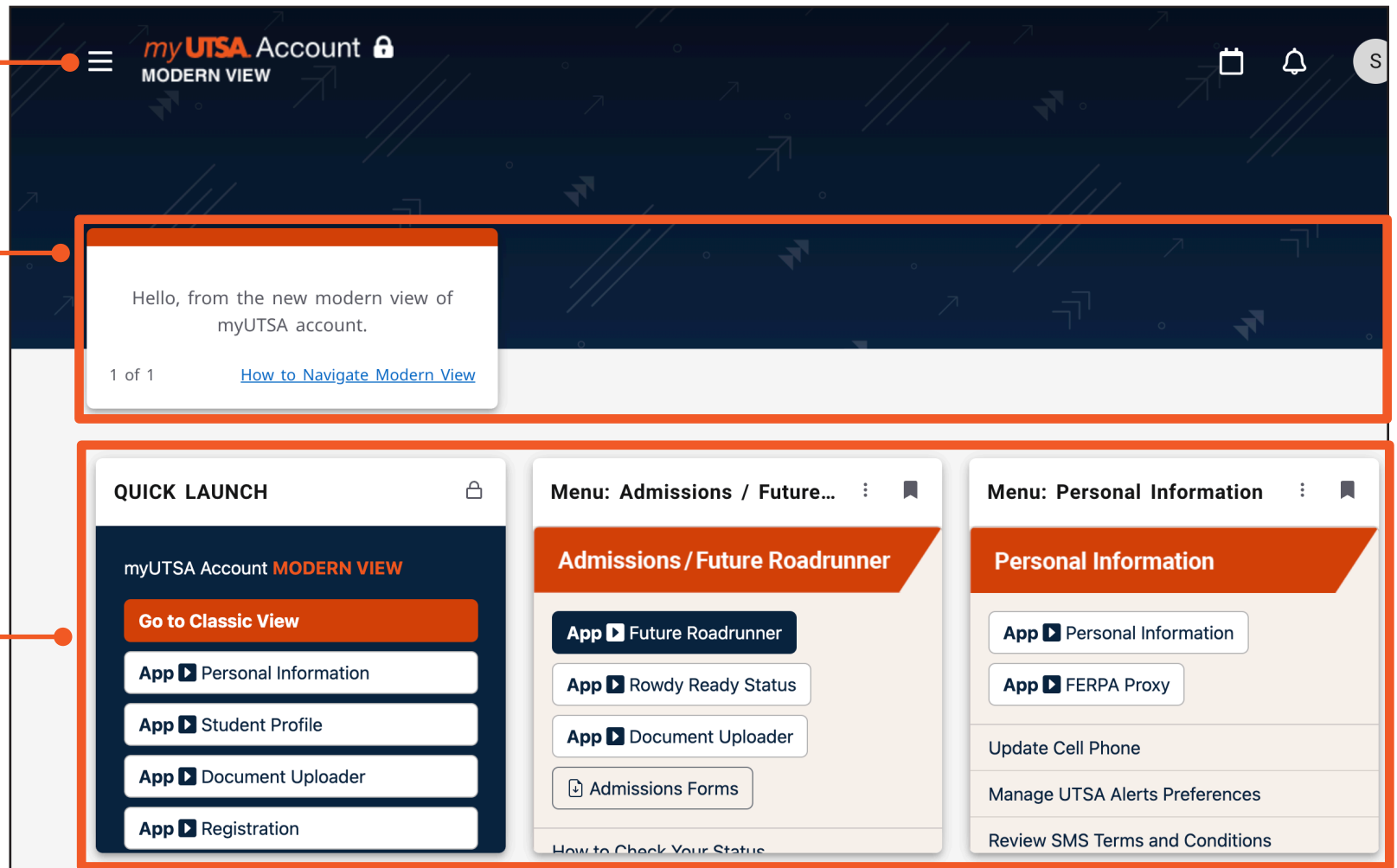
View all cards, search for cards and navigate back to the homepage. We'll circle back to this later.

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

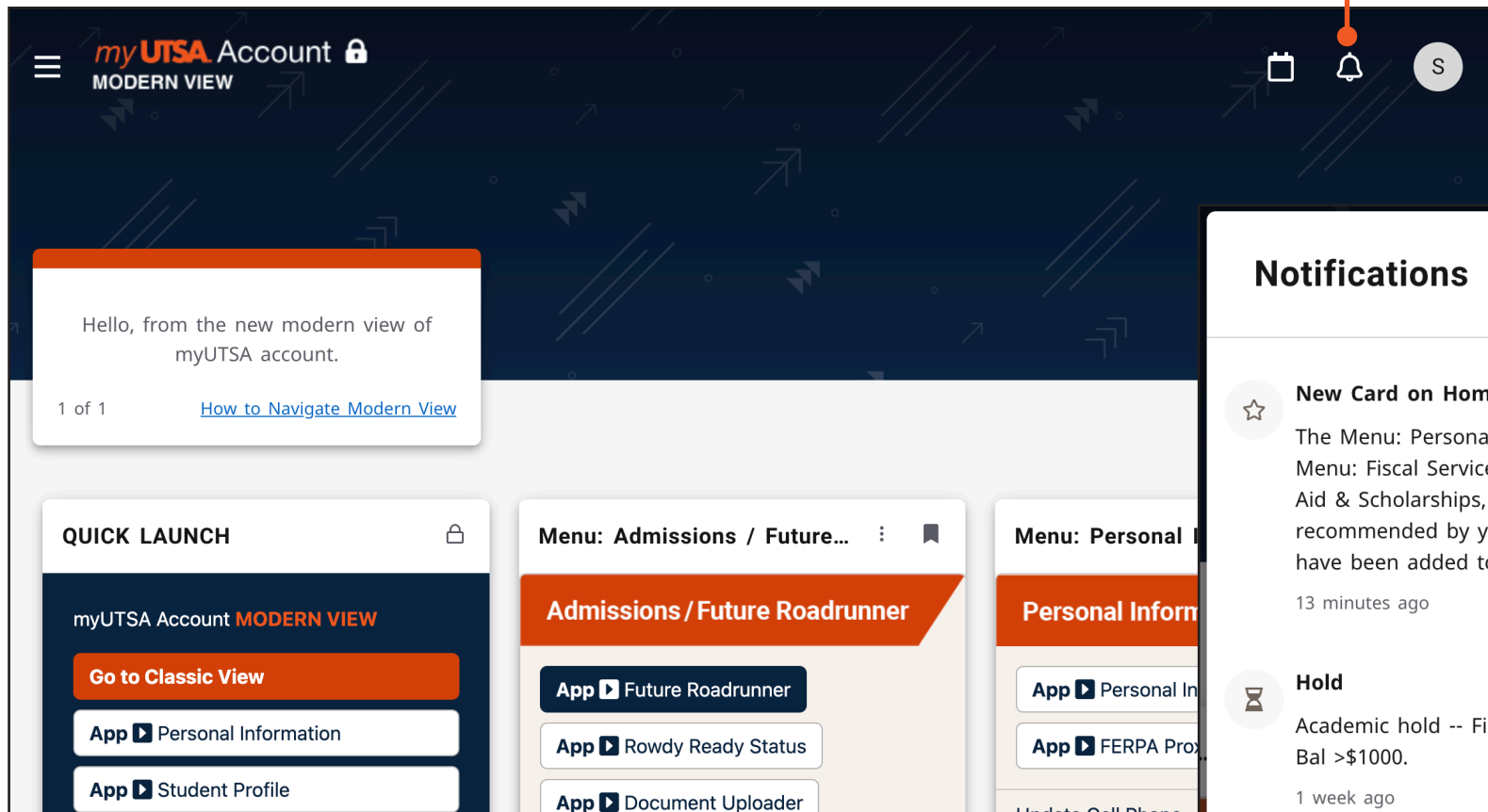
Various cards will be listed here. We'll go into more details regarding cards soon.



New myUTSA Account

Get familiar with navigating the modernized student portal










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.

Notifications

-  **New Card on Home Page**  
The Menu: Personal Information, Menu: Fiscal Services, Menu: Financial Aid & Scholarships, +5 more cards are recommended by your school and have been added to your home page
13 minutes ago
-  **Hold**  
Academic hold -- Fiscal Svc Unpaid Bal >\$1000.
1 week ago
-  **Hold**  
Academic hold -- Health Services - Meningitis.
1 month ago

New myUTSA Account

Get familiar with navigating the modernized student portal

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.

The screenshot displays the myUTSA Account Modern View homepage. The header includes the myUTSA Account logo, a lock icon, and the text 'MODERN VIEW'. A navigation menu is visible on the left. A welcome message states: 'Hello, from the new modern view of myUTSA account.' with a link to 'How to Navigate Modern View'. The main content area features three columns: 'QUICK LAUNCH' with links to 'Go to Classic View', 'Personal Information', and 'Student Profile'; 'Menu: Admissions / Future...' with links to 'Future Roadrunner', 'Rowdy Ready Status', and 'Document Uploader'; and 'Menu: Personal In' with links to 'Personal Info' and 'FERPA Proxy'. A calendar overlay is shown on the right, displaying 'Dec 2023' with the 6th highlighted. The calendar shows events for Friday, December 8th, 2023 (8:00 AM to 8:00 PM: 'Second 8-week term - Final Exams') and Saturday, December 9th, 2023 (12:00 AM to 11:30 PM: 'Fall 2023 Commencement').

myUTSA Account MODERN VIEW

Hello, from the new modern view of myUTSA account.

1 of 1 [How to Navigate Modern View](#)

QUICK LAUNCH

myUTSA Account MODERN VIEW

[Go to Classic View](#)

[App ▶ Personal Information](#)

[App ▶ Student Profile](#)

Menu: Admissions / Future...

[Admissions / Future Roadrunner](#)

[App ▶ Future Roadrunner](#)

[App ▶ Rowdy Ready Status](#)

[App ▶ Document Uploader](#)

Menu: Personal In

[Personal Informa](#)

[App ▶ FERPA Proxy](#)

[Update Cell Phone](#)

Dec 2023

SU MO TU WE TH FR SA

3 4 5 6 7 8 9

Friday, December 8th, 2023

8:00 AM 8:00 PM Second 8-week term - Final Exams

Saturday, December 9th, 2023

12:00 AM 11:30 PM Fall 2023 Commencement

New myUTSA Account

Get familiar with navigating the modernized student portal

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.

The image displays two screenshots of the myUTSA Account Modern View interface. The top screenshot shows the homepage with a dark blue header containing the myUTSA Account logo, a lock icon, and navigation icons for calendar, notifications, and a user profile (labeled 'S'). A white notification box on the left says "Hello, from the new modern view of myUTSA account." Below this is a "QUICK LAUNCH" section with a "Go to Classic View" button and three app cards: "Personal Information", "Student Profile", and "Document Upload". A "Menu: Admissions / Future Road" section is partially visible on the right. The bottom screenshot shows the "Profile" page, which has a dark blue header with the myUTSA Account logo, a lock icon, and navigation icons for calendar, notifications, and a user profile (labeled 'S'). The page content is divided into two main sections: "Academic Details" and "Personal Details". The "Academic Details" section includes fields for Level (Undergraduate), Program (BS-Psychology), Division (Health, Community and Policy), Major (Psychology), and Catalog Year (Fall 2023). The "Personal Details" section includes fields for Status (Student), Phone, Email, Billing Address, and Other Address. A "Settings" sidebar on the right includes fields for School ID, Language (English (USA)), and Share Usage Data (toggle).

myUTSA Account MODERN VIEW

Calendar, Notifications, User Profile (S)

Hello, from the new modern view of myUTSA account.

1 of 1 [How to Navigate Modern View](#)

QUICK LAUNCH

myUTSA Account MODERN VIEW

[Go to Classic View](#)

[App Personal Information](#)

[App Student Profile](#)

Menu: Admissions / Future Road

[App Future Road](#)

[App Rowdy Read](#)

[App Document Upload](#)

Profile

Details, My Account

Student Name

Academic Details

Level	Undergraduate	Program	BS-Psychology
Division	Health, Community and Policy	Major	Psychology
		Catalog Year	Fall 2023

Personal Details

Status	Student	ACTIVE	Phone	
Email		Billing Address		
		Other Address		

School ID

Settings

Language English (USA)

Share Usage Data

New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: Student Profile Icon

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**.

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*.

myUTSA Account MODERN VIEW **Profile**

Details **My Account**

Student Name

Academic Details

Level	Undergraduate	Program	BS-Psychology
Division	Health, Community and Policy	Major	Psychology
		Catalog Year	Fall 2023

Personal Details

Status	Student	ACTIVE	Phone
Email			Billing Address
			Other Address

School ID

Settings

Language English (USA)

Share Usage Data

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.

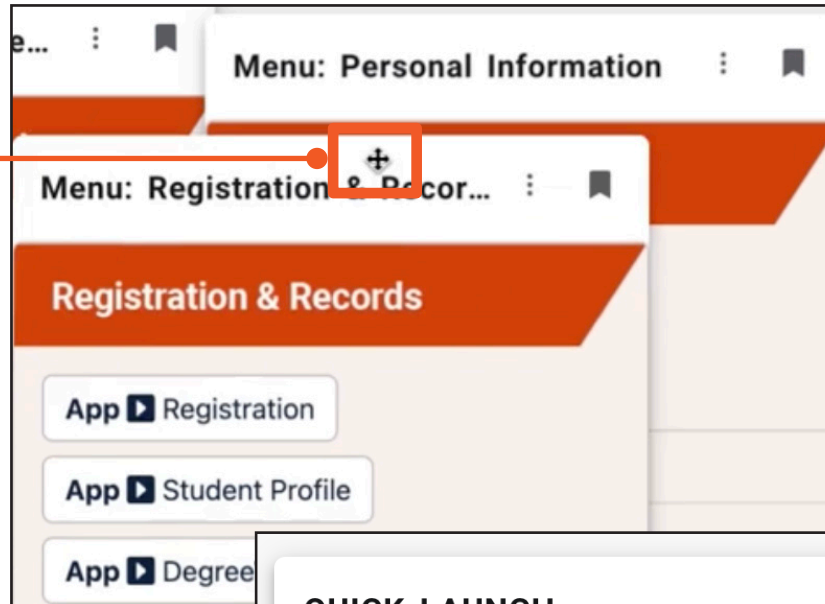
New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: Homepage Personalization

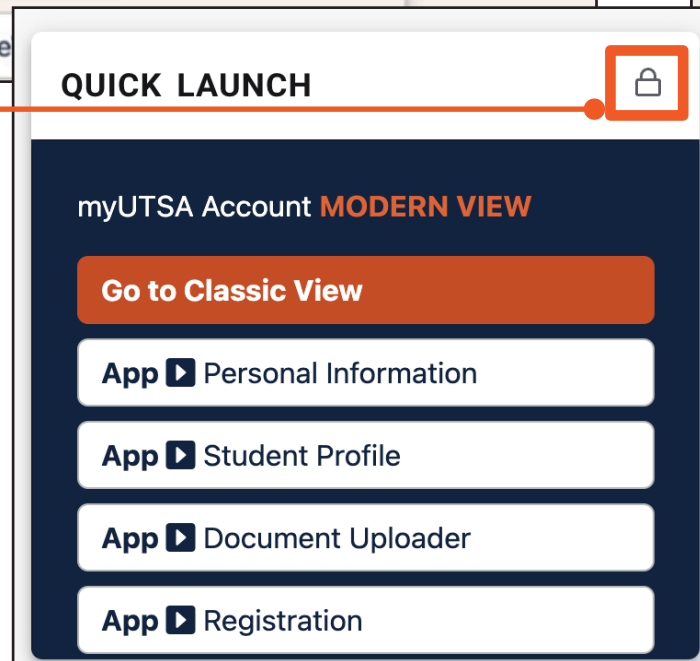
Moving Cards

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.



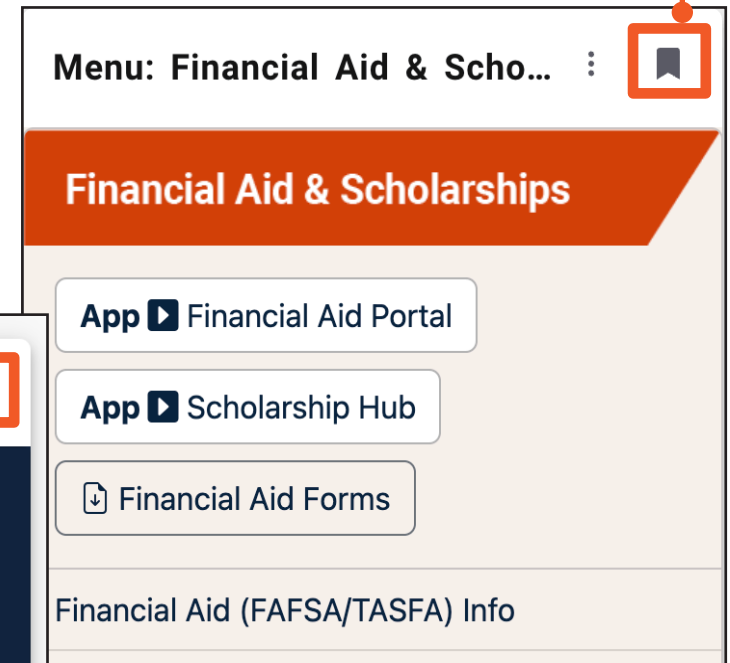
Locked Cards

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

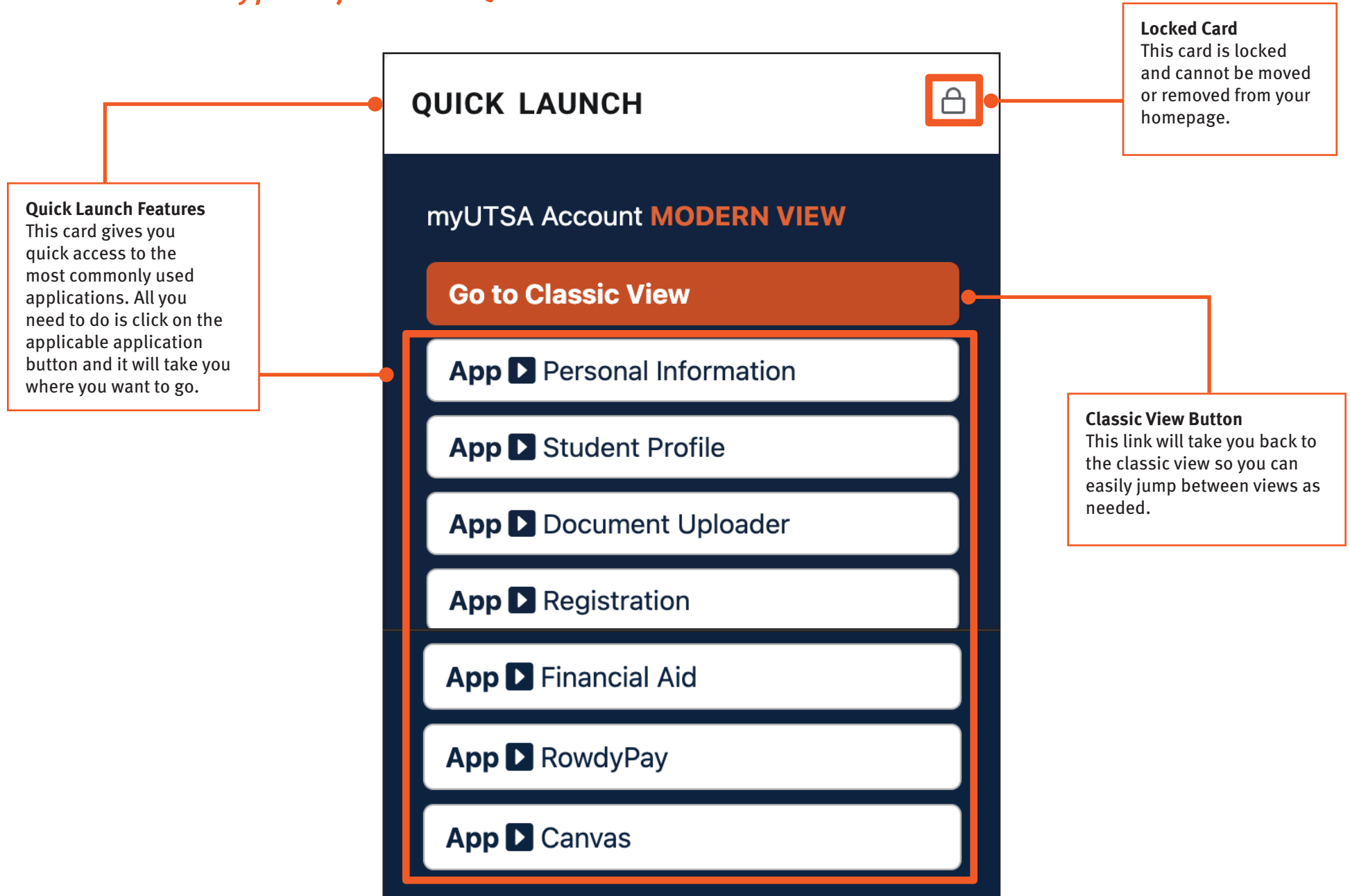
Another great feature is deciding which cards will show on your homepage. You can add or remove cards by clicking the bookmark symbol on the top right corner. If it's gray, it means it's on the homepage and if it's white, it means it's not.



New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: Types of Cards - Quick Launch



New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: Types of Cards - Menu Cards

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.

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.

2

1

Menu: Financial Aid & Scho... ⋮

Financial Aid & Scholarships

App  Financial Aid Portal

App  Scholarship Hub

 Financial Aid Forms

Financial Aid (FAFSA/TASFA) Info

 myUTSA Account 
MODERN VIEW

Student Services

Find cards

menu

community

Menu: Academic Advising ⋮

Academic Advising

App  DegreeWorks

App  Student Profile

 Academic Advising Forms

Find your Advisor

Advising Appointments

Menu: Academic Support ⋮

Academic Support

App  Canvas

App  myLibrary Account

UTSA Libraries

Tutoring Services

Student Success Coaching

Menu: Admissions / Future... ⋮

Admissions / Future Roadrunner

App  Future Roadrunner

App  Rowdy Ready Status

App  Document Uploader

 Admissions Forms

How to Check Your Status

Menu: Campus Services ⋮

Campus Services

App  MyParking Portal

App  UTSA Card

App  GET (Digital UTSA Card)

App  The 'Runner

Manage Student Meal Plans

Menu: Career-Ready ⋮

Career Ready

App  Handshake

App  VMock

App  Roadrunner Network

Menu: Financial Aid & Sch... ⋮

Financial Aid & Scholarships

App  Financial Aid Portal

App  Scholarship Hub

 Financial Aid Forms

Menu: Fiscal Services ⋮

Fiscal Services

App  RowdyPay

Payment Deadlines


Pay My Bill


Menu: Graduation & Comm... ⋮

Graduation & Commencement


App  Graduation Application

App  Verify Diploma Name

 Graduation Forms

 Home

 Discover

 Student Services

 App Launcher

 My Account

New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: Types of Cards - Community Cards

Where to Find Community Cards
Click on the menu icon and select **"Student Services"** and *scroll to the bottom* to view all 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!

2

1

Co: Graduate & Doctoral Comm...

Graduate & Doctoral
Community

Resources for graduate and doctoral students.

All Graduate Students:

Orientation

Tuition & Funding

The screenshot displays the myUTSA Account Modern View interface. At the top, the header includes the myUTSA Account logo, a lock icon, and the text "MODERN VIEW". Below the header is a search bar labeled "Find cards" and two tabs: "menu" and "community". The main content area is divided into several sections. On the left, there is a sidebar menu with options: Home, Discover, Student Services (highlighted), App Launcher, and My Account. The main content area features a grid of community cards. The first row includes "Menu: Testing Services" (with links to Testing Services and TSI Score Authorization), "Menu: UTSA Athletics" (with links to Ticketmaster and Athletics Schedule), and "Co: Graduate & Doctoral Comm..." (with links to Graduate & Doctoral Community, All Graduate Students, Orientation, Tuition & Funding, and Assistantships). The second row includes "Co: International Community" (with links to International Community, International Services Portal, and Required Health Insurance) and "Co: Veteran & Military Affiliated..." (with links to Veterans & Military Affiliated Community, Center for Military Affiliated Students, and VA Benefits).

New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: Types of Cards - My Cards

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."**

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.

1

My DegreeWorks Progress

Master of Education

92%

Requirements

100%

Credits

Overall GPA

[View audit](#)

2



myUTSA Account

MODERN VIEW

Profile

Details My Account

Find cards

my cards

My Class Schedule

September 2023

Sun 17 Mon 18 Tue 19 Wed 20 Thu 21 Fri 22 Sat 23

8 AM

9 AM

10 AM

My Classes

Fall 2016

[HSA 5103 College Student Development](#)

Tue 1:00 PM - 2:45 PM
McKinney Humanities 2.01.04

[HSA 6943 Internship in Higher Education](#)

Fri 1:00 PM - 2:45 PM
Main Building 1.101

My DegreeWorks Plans



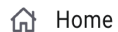
Contact Degree Department
You have no Academic Plans.

My DegreeWorks Progress

Master of Education

My Advisors

My To-Do List



Home



Discover



Student Services



App Launcher



My Account

New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: My Cards - My To-Do List

My To-Do List



Add your tasks

Create personal tasks and reminders.

ADD NEW TASK

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

New Task

Type task here *
Intro to Soc Paper Due

Remind me

- ☐ Never
- ☐ End of today
- ☐ Tomorrow
- ☒ End of week
- ☐ Next week

ADD

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

My To-Do List

☐ Intro to Soc Paper Due



ADD NEW TASK

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.

New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: My Cards - My Web Links

My Web Links



Add quick links

Create links to your most important pages.

ADD NEW LINK

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.

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.”

New Link

Link title *

How To Register

Link URL *

https://onestop.utsa.edu/registration/re

ADD

My Web Links

UTSA [How To Register](#)

UTSA [Contact One Stop](#)

ADD NEW LINK

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.

New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: Types of Cards - App Cards

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.

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.

1

App: myUTSA Email Account



myUTSA Email Account
your email inbox in Microsoft Outlook

2



myUTSA Account
MODERN VIEW

App Launcher

Find cards

application

App: Adobe Creative Cloud



Adobe Creative Cloud
design, video editing, photography & more

App: Campus Rec Portal



Campus Recreation Portal
fitness, aquatics, sports, outdoor & more

App: Canvas



Canvas
access courses, assignments & more

App: DegreeWorks

App: Document Uploader

App: FERPA Release



Home



Discover



Student Services



App Launcher



My Account

^{New} myUTSA Account

Get familiar with navigating the modernized student portal

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!

Alert: Summer 2023 Bills



**Summer 2023
Tuition and Fees Bill
now available
on Rowdy Pay**

App Launcher: Rowdy Pay

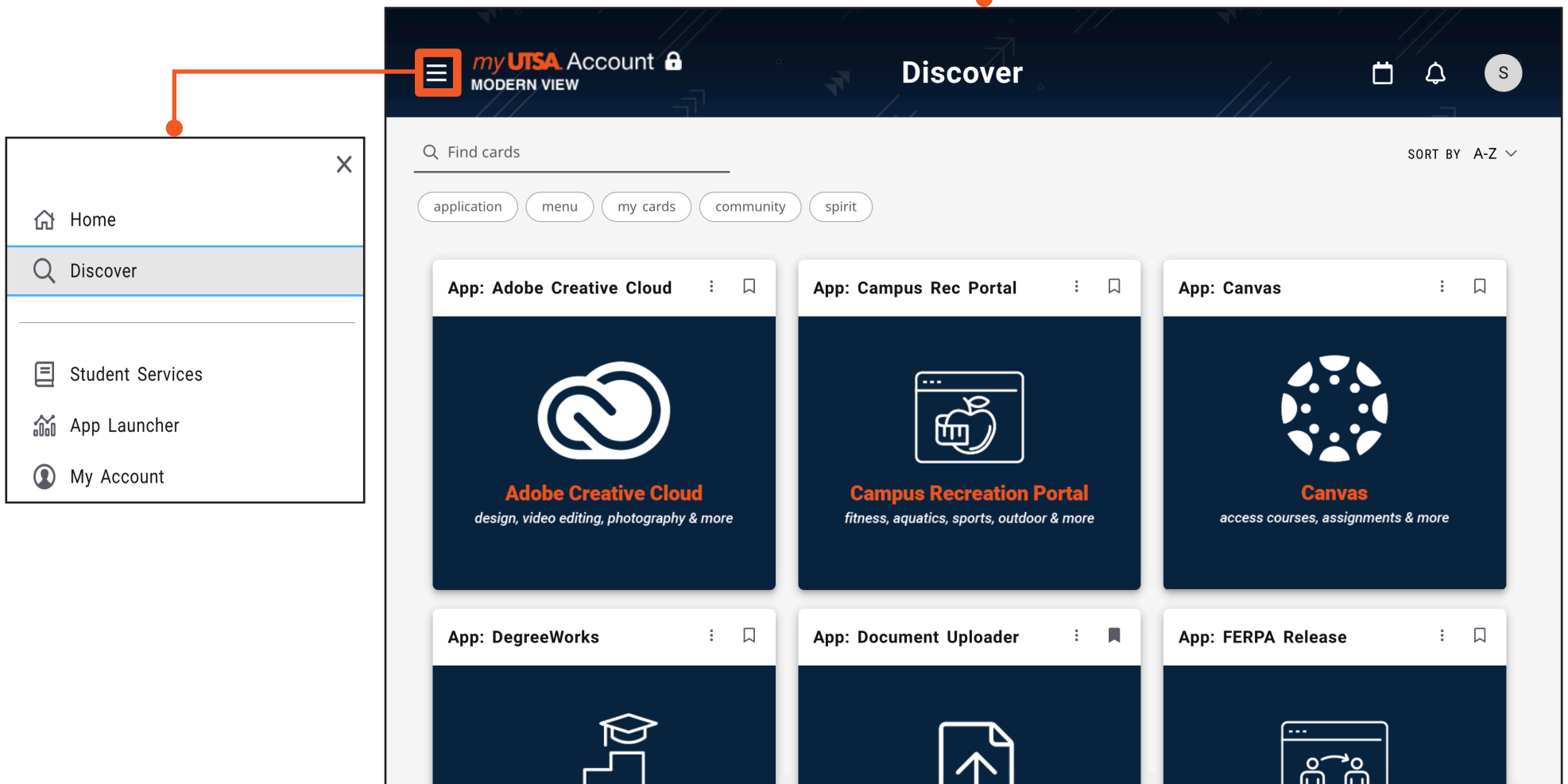
New myUTSA Account

Get familiar with navigating the modernized student portal

Modern View: Discover Section

Discover All Available Cards

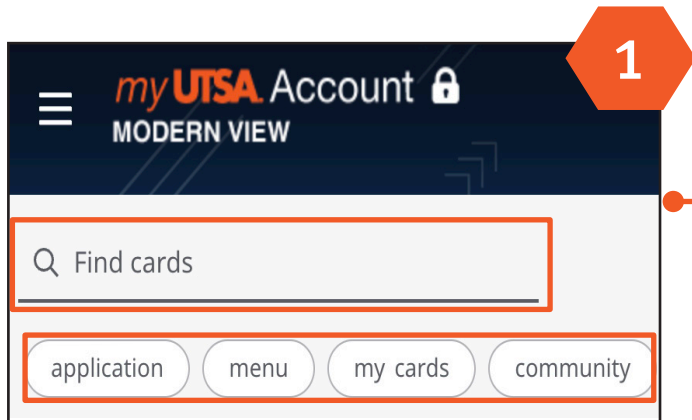
You can view and search all available cards by clicking on the menu icon and selecting "Discover."



New myUTSA Account

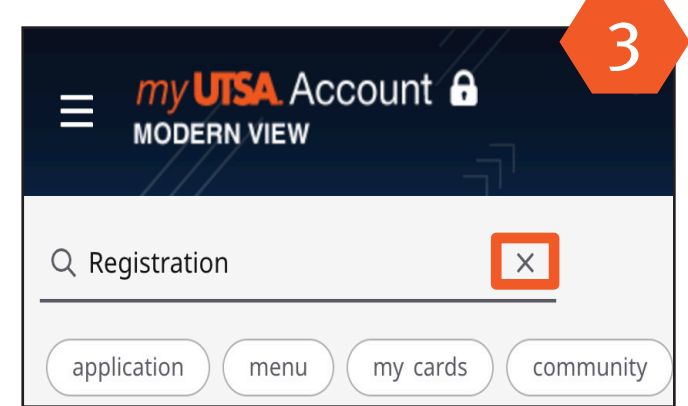
Get familiar with navigating the modernized student portal

Modern View: Discover Section



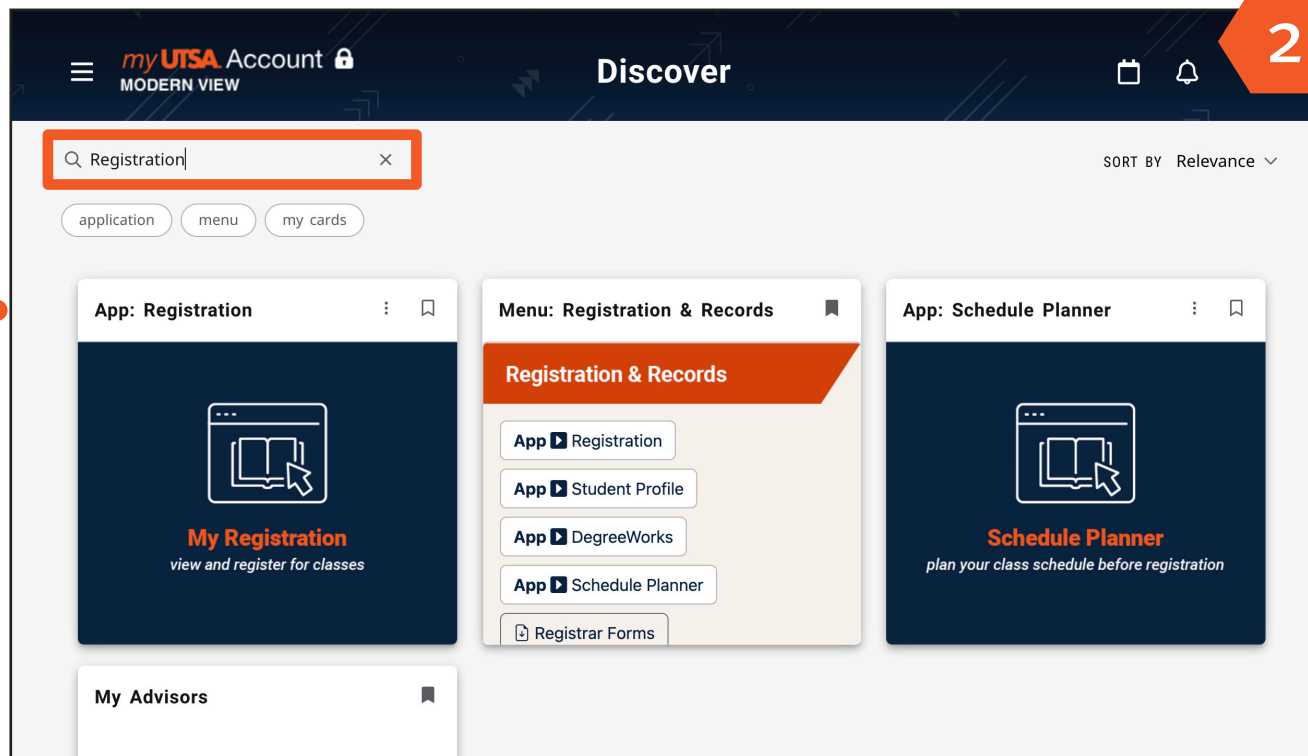
Search for Cards

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.



Using Keywords

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



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!