An Online Student Guide

NAVIGATING THROUGH MY.UTPB.EDU
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ABOUT THE NEW MY.UTPB.EDU

The Fall 2015 semester will bring UTPB into a new era for electronic access to student information. For the Fall 2015 semester, UTPB will be moving to a new student portal. Campus Connect will be retired, and you will use the new MY.UTPB.EDU portal for interacting with your student information. This includes activities such as register for classes, paying your bill, viewing schedules, and updating your student contact information.

Here is what you will need to know…

**YOUR UTPB STUDENT ID WILL CHANGE**

Currently, your student ID is a nine digit number beginning in 899 or 900.

Your new student ID will be a 10 digit number, most likely beginning in 800. You can retrieve your new Student ID number at the [StudentID Lookup](#).

**YOUR USERNAME WILL CHANGE**

The username you use to login to electronic resources on campus (email, computers, blackboard) will now be known as your **FalconID**.

It will be the same username convention you are used to, only now it will include the last 5 digits for your StudentID, instead of 3.

*For example, see below.*

You will be able to set the password for your new username using the [account claim page](#) starting the evening of March 31st and onward.

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**Your FalconID**

<table>
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<th>FalconID</th>
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| Your FalconID is your username for logging into electronic resources like email or computers. It consists of your last name*, first initial and the last 5 digits of your Student ID.  
FalconID Example  
Jane Doe is a student at UTPB. Her student ID is 1234567890.  
Using the convention (lastname*) + (the underscore character) + (first letter of first name) + (last 5 digits of your student ID number)  
Jane’s Falcon ID would be doe_j67890 |

* Notes on last name:
  - Limited to 13 characters. If your last name is longer than 13 characters, use only the first 13
  - If hyphenated, stop at the hyphen. Only the first name will be used
  - If last name contains spaces, eliminate spaces and concatenate the names together (limit 13 characters)
  - Remove all punctuation marks from last name
MY.UTPB.EDU BEGINS FALL 2015
You will register for Summer 2015 classes in Campus Connect. But, when you get ready to register for Fall 2015, use MY.UTPB.EDU. Below is a schedule of which portal to use when registering and when it will be available to you.

<table>
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<tr>
<th>Semester</th>
<th>Where</th>
<th>When</th>
</tr>
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<tbody>
<tr>
<td>Any Summer 2015 Semester</td>
<td>Campus Connect</td>
<td>Now</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>MY.UTPB.EDU</td>
<td>April 1st</td>
</tr>
<tr>
<td>Any semester after Fall 2015</td>
<td>MY.UTPB.EDU</td>
<td>TBA</td>
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YOUR LOGIN FOR MY.UTPB.EDU WILL BE YOUR FALCONID
You will no longer have to remember separate login information for the Student portal. You will login to MY.UTPB.EDU with your FalconID, the same account you use for email, computer, blackboard, etc.

YOU WILL CONTINUE TO USE YOUR CURRENT USERNAME FOR SUMMER
You will continue to use your current username (ending in 3 digits) for Summer 2014 classes.
HOW TO:

ACCESS MY.UTPB.EDU

- Go to my.utpb.edu
- Type in or search for our campus “The University of Texas of the Permian Basin”
- Then type in your FalconID and password in the respective fields (FalconID and password should have been obtained after claiming account: see above if you haven’t done so.)
- Your home portal should look like the below example.

NAVIGATE THROUGH YOUR HOME PORTAL

You will want to focus your attention on the top of your screen and on the right hand side. This is your main Hub area in which you will be going through to add or drop courses. First, let’s go over the top portion first.

MY ACADEMICS

Here you can access everything from your class schedule to adding and dropping courses.

See example below.
MY FINANCES
Your bill and other Financial Aid information will be here in this section. As we roll over older accounts into this new system, please be patient with getting this information in this designated area. If you have Financial Aid questions, you can always call them during regular business hours at 432-552-2620.

MY ACCOUNT
This is the area you can update your address, name, phone number, email and read more on different Holds that may be on your account.

See example below.

HOLDS YOU MAY ENCOUNTER
Holds will be in red boxed in areas right underneath the picture in your student portal. You may click on them individually to see more information and details about them. Holds can include but are not limited to:

- Academic Advising
- Financial Services Hold
- Etc.
SEARCH FOR COURSES AVAILABLE THROUGH MY.UTPB.EDU

Going back to your homepage in your student portal, we are going to focus on the right hand side with the green buttons now. To search for a current course in the Fall 2015 semester, you will need to follow the instructions below:

- Click on “Class Search”
- Now you may look under Class Search and in the Subject box type in a Course ID such as: ENGL, MATH, PLSC, MNGT, etc. (If you know the course code, it can be typed into the box diagonal bottom right of the one you just typed in. See example below.)
- Hit “Search”

To search for “Online Only” courses, select the drop down menu next to Location and select “9 Online”.
ENROLL IN COURSES TO ADD IN YOUR SHOPPING CART

Back on the homepage for your student portal, let’s look to the right hand side one last time to the **green** buttons. This time we will be going over how to enroll in a course so it will show up in your shopping cart. Following the instructions below for more information on how to do so

- Click “Enroll in Classes”
- In the **blue** shaded area, hit “Search” under ‘Find Classes’

![Add Classes]

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2015 Fall | Undergraduate | UT Permian Basin

![Add to Cart]

**My 2015 Fall Class Schedule**

You are not registered for classes in this term.

- Here, you will go through the same process that was stated above in “Search for Courses Available through MY.UTPB.EDU” section.
Once you find the course you were looking for, hit the green “Select” button.

*Confirm this is the course you want to add to your shopping cart then click “Next” (should be in green)*

A message of confirmation should pop up in a green box to indicate this course was added to your Shopping Cart.
• After you have successfully added all of your courses into your Shopping Cart, you will want to click “Proceed to Step 2 of 3” which should be in green.

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• If you cannot pass on and get a red error message, contact your Advisor.

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FIND OUT WHO YOUR PROGRAM ADVISOR IS
This option should be under ‘My Academics’ in the drop down menu. If you don’t immediately see your advisor in this area, give it some time while we transition your information into our new system’s current records.

ACCESS COURSE HISTORY/TRANSFER CREDIT
Students who have been with UTPB for a few semester now will have to note that your transfer information is being slowly rolled over into this new system. If you would like to access your Transfer Evaluation or Course History, please check in Campus Connect for this information.

Until we can get everything moved over into one system, just remember the following:
• Enrollment will be in MY.UTPB.EDU
• Transfer Credit/Course History will be in Campus Connect

If you need additional help or have any questions, please feel free to email us at OnlineAdvising@utpb.edu

Best of luck this semester!