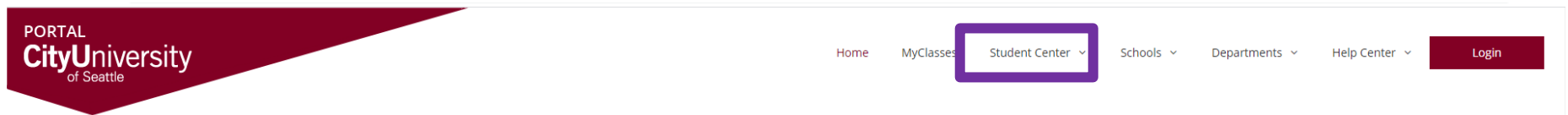
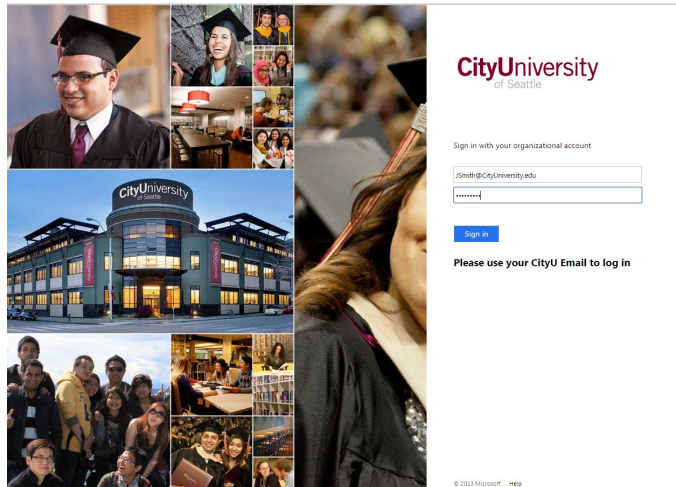


Student Center: How to Navigate – Logging in

Log into My.Cityu.edu Portal. Click on the Student Center in the top navigation.

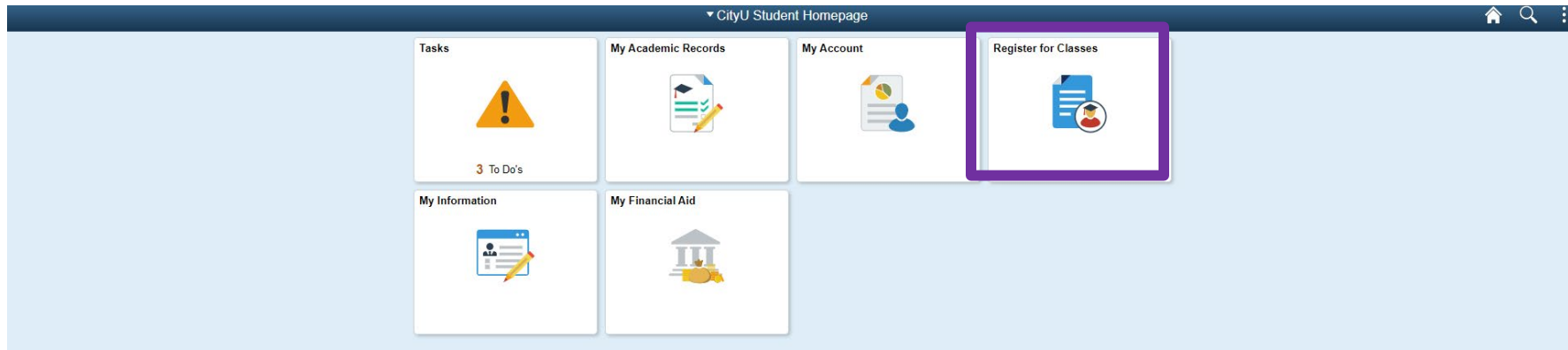


You will be directed to the CityU system login page. Enter your username and password.



Student Center: How to Navigate – Tiles

You will land on the CityU Student Homepage. The Homepage consists of “tiles” that group common activities/information. Clicking on a tile ...



Will open a series of menu options for the tile. Menu options for this tile will open.



What is in each tile area?

Tasks



Tasks are assigned by departments (like Financial Aid or Veterans). These are things you are required to submit to the department to complete your record.

3 To Do's

If your Task Tile shows “to do’s” simply click it to get the list of things to do. Each to-do will have a name. If there is an arrow on the right that tells you there is information about the task. Click the task.

The screenshot shows the 'Tasks' section of the CityU Student Homepage. A 'To Do List' tile is active, displaying a table with 3 rows of tasks. The table has columns for Task, Institution, Due Date, and Status. The second row, '20-21 Release of Information', has a right-pointing arrow in the Status column highlighted with a purple box.

Task	Institution	Due Date	Status
20-21 Aggregate Loan Limits	City University of Seattle		Initiated
20-21 Release of Information	City University of Seattle		Initiated
20-21 SAP Appeal	City University of Seattle		Initiated

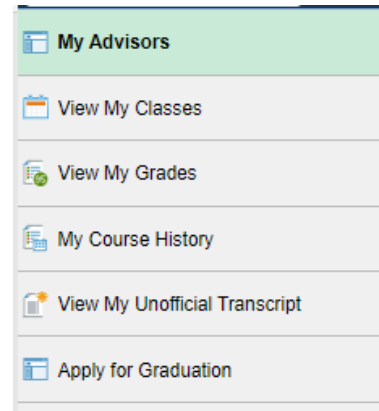
If your Task Tile shows “to do’s” simply click it to get the list of things to do. Follow the directions of the task – this one for example has a form to complete via the live link.

The screenshot shows the 'Task Details' modal for the '20-21 Release of Information' task. The institution is listed as 'City University of Seattle'. The text explains that the user is being asked to complete a form to allow a spouse, parent, or another person the ability to discuss information on their financial aid application and/or Veterans' benefits. A purple arrow points to a blue hyperlink: 'What You Must Do: Please complete and submit the 20-21 Authorization to Release Information.'

My Academic Records



My Academic Records contains links to pages that provide access to your assigned advisor, your current enrolled classes, your grades, unofficial transcript, and when its time – submission for Final Degree Audit/ Apply for Graduation.

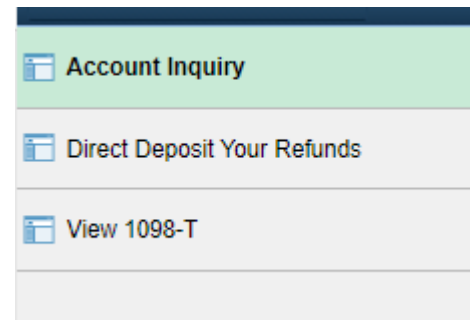


See the Student Help Center documents: *Student Center How to Apply for Graduation* for detailed directions on using the item in this list

My Account



My Account is where you will access your account balance, make payments, establish a payment plan, set up direct deposit of refunds, and if a US student, access your 1098T tax documents.

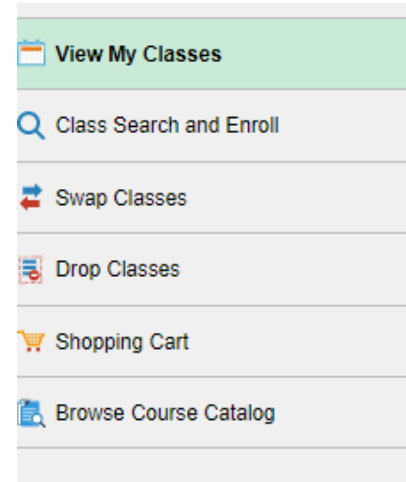


See the Student Help Center documents: *Student Center How to Pay Online, Student Center How to Sign up for Direct Deposit, & Student Center get a 1098-T Online* for detailed directions on using the items in this list.

Register for Classes



Register for Classes is where you will go register for classes during self-service open enrollment each quarter. You can also search the course catalog for course descriptions.

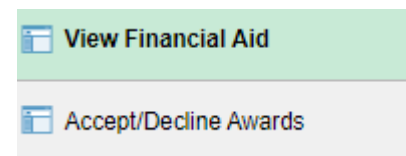


See the Student Help Center document: *Student Center How to Enroll Online* for detailed directions on using the items in this list.

My Financial Aid



If you are a U.S. Financial Aid student, the My Financial Aid tile is where you will go to see your information including accepting/declining your annual awards.



My Information



View My Information accesses your personal bio-demo information.

- Personal Details
- Contact Details
- Addresses
- Emergency Contacts
- Demographic Information
- Ethnicity
- FERPA Restrictions

If the items are in this area allow for edit (edit) the fields will be open and you may update your own personal information. If they are not you (View) you will see the information but will need to contact your advisor or Registrar to change the information.

View Email [Close]

Type CU Campus

Email [Redacted]@cityuniversity.edu

Preferred

Edit Email [Cancel] [Save]

Type Home (CityU)

*Email [Redacted]@gmail.com

Preferred

[Delete]

Student Center: How to Navigate – Logging Out

When done in the student center, make sure to log out by clicking the “three dots” on the far right and then clicking sign out.

