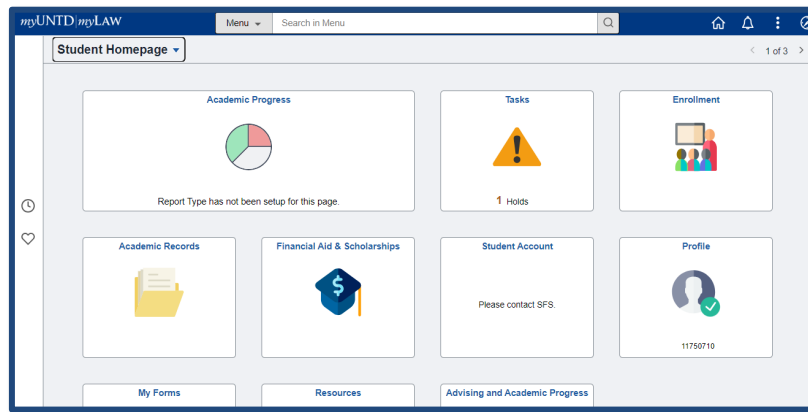


MYUNTD STUDENT PORTAL GUIDE

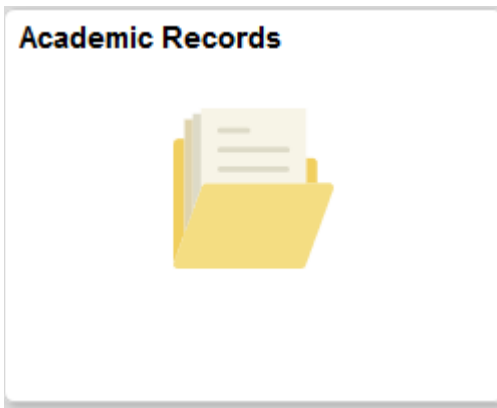
Table of Contents

Logging In.....	1
Academic Records.....	1
Course History.....	1
Viewing Grades.....	2
Unofficial Transcript.....	2
Official Transcript.....	3
Enrollment Verification... ..	4
View Milestones.....	4
Apply for Graduation.....	4-5
View Graduation Status.....	5-6
Academic Progress.....	6-8
Expected Graduation.....	8
Enrollment Functions... ..	9
View Classes.....	8-9
Class Search & Enroll... ..	10-11
Shopping Cart.....	11
Drop Classes.....	12
Swap Classes.....	12
Browse Course Catalog.....	13
Task Tile.....	13
To-Do.....	13
UNTD Registration... ..	14
Holds.....	14
Resources.....	15

To access and view the functions listed below (displayed in the blue headers), please log into your student portal using mydallas.unt.edu . Once logged in, you should notice an identical display as the image below:

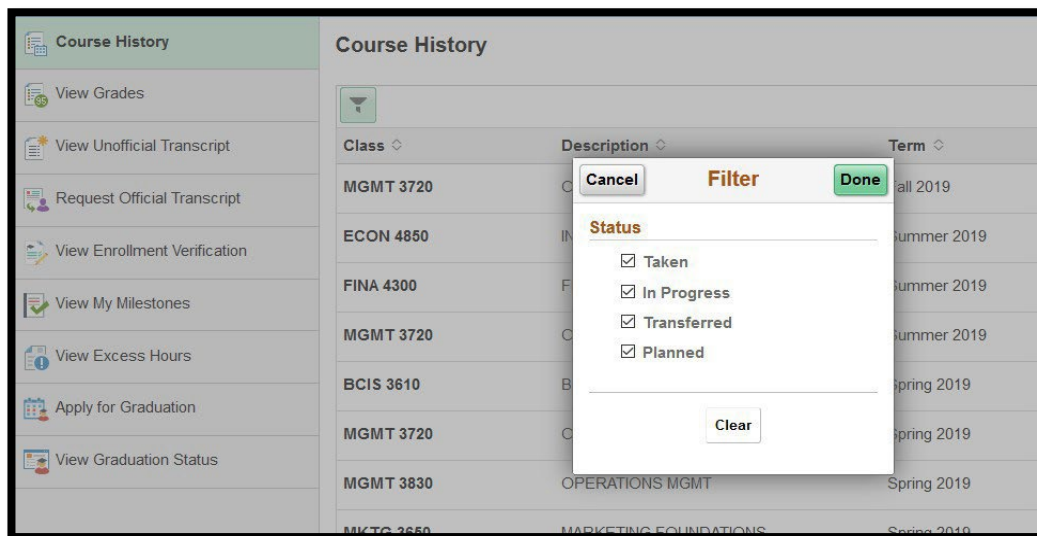


ACADEMIC RECORDS TILE



VIEW MY COURSE HISTORY

- 1) On the left pane select **Course History**
- 2) Use the  icon to filter your results



VIEW MY GRADES

- 1) On the left pane select **View Grades**
- 2) Select the term you would like to view grades for
- 3) Use the  button to switch the term you are viewing

 Course History	Fall 2019 University of North Texas at Dallas UNT Dallas Undergraduate
 View Grades	Summer 2019 University of North Texas at Dallas UNT Dallas Undergraduate
 View Unofficial Transcript	Spring 2019 University of North Texas at Dallas UNT Dallas Undergraduate
 Request Official Transcript	Fall 2018 University of North Texas at Dallas UNT Dallas Undergraduate
 View Enrollment Verification	
 View My Milestones	
 View Excess Hours	
 Apply for Graduation	
 View Graduation Status	

VIEW UNOFFICIAL TRANSCRIPT

- 1) On the left pane select **View Unofficial Transcript**
- 2) If you are a UNT Dallas main campus student select **UNTD Unofficial Transcript**. If you are a College of Law student select **Unofficial UNTD COL Transcript**.
- 3) Click **Submit**
- 4) Ensure pop-ups are enabled in your browser and then click **View Report** to view the PDF of your unofficial transcript.

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Enrollment Verification

View My Milestones

View Excess Hours

Apply for Graduation

View Graduation Status

View Report

View All Requested Reports

New Request

Report Type
Unofficial UNTD COL Transcript

Submit

Information For Students
This record is not to be used as an official copy of a student's UNT Dallas College of Law Academic Record. Please review carefully and direct any questions regarding this document to the COL Registrar's Office.

To view reports, your device should allow popups and have a PDF viewer.

REQUEST OFFICIAL TRANSCRIPT

- 1) On the left pane select **Request Official Transcript**
- 2) If you are a UNT Dallas main campus student select **UNT Dallas**. If you are a College of Law student select **College of Law**.
- 3) Select **Order Transcript**. You will be redirected to Credentials Inc. to begin your order.

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Enrollment Verification

View My Milestones

View Excess Hours

Apply for Graduation

View Graduation Status

Request Transcript

Order Transcript

Information for Students
UNT Dallas & College of Law have contracted with Credentials Solutions to process online transcript requests and electronic delivery of transcripts.
All financial and administrative obligations to the university must be met before an official transcript can be processed.

Select Institution to Continue
UNT Dallas

To view reports, your device should allow popups and have a PDF viewer.

VIEW ENROLLMENT VERIFICATION

- 1) On the left pane select **Enrollment Verification**
- 2) Select **Submit**. You will be redirected to the National Student Clearinghouse to complete your order.

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Enrollment Verification

View My Milestones

View Excess Hours

Apply for Graduation

View Graduation Status

Enrollment Verification

Submit

Information for Students

Select the Submit button to request an enrollment verification report from the National Student Clearinghouse.

To view reports, your device should allow popups.

To view reports, your device should allow popups and have a PDF viewer.

VIEW MY MILESTONES

- 1) On the left pane select **View My Milestones**
- 2) Select Milestone name to view details.

View Grades

View Unofficial Transcript

Request Official Transcript

View Enrollment Verification

View My Milestones

View Excess Hours

Apply for Graduation

View Graduation Status

Milestone List

Milestone List

Milestone	Milestone Level	Status	Institution	Career	Program Description
State Mandated Core Curriculum		Completed	UNT Dallas	UNT Dallas Undergraduate	School of Business

APPLY FOR GRADUATION

- 1) On the left pane select **Apply for Graduation**
- 2) Select the **Apply for Graduation** link
- 3) Select the term that you are applying for and click **Continue**
- 4) Click **Submit Application** to finish applying.

View Grades
 View Unofficial Transcript
 Request Official Transcript
 View Enrollment Verification
 View My Milestones
 View Excess Hours
 Apply for Graduation
 View Graduation Status

Apply for Graduation

Submit an Application for Graduation

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: School of Business

UNT Dallas | UNT Dallas Undergraduate

Degree: Bachelor of Business Admin
Major: Finance

[Apply for Graduation](#)

View Grades
 View Unofficial Transcript
 Request Official Transcript
 View Enrollment Verification
 View My Milestones
 View Excess Hours
 Apply for Graduation
 View Graduation Status

Apply for Graduation

Select Graduation Term

The academic program listed here was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: School of Business

UNT Dallas | UNT Dallas Undergraduate

Degree: Bachelor of Business Admin
Major: Finance

Expected Graduation Term

Fall 2019

Fall 2019
select term ...

[Select Different Program](#)
[Continue](#)

VIEW GRADUATION STATUS

- 1) On the left pane select **View Graduation Status**
- 2) Your status will appear beside your program
- 3) You can update your Diploma Name and Mailing Address by clicking on the links **Name for Diploma** and **Mailing Address for Diploma**

View Grades

View Unofficial Transcript

Request Official Transcript

View Enrollment Verification

View My Milestones

View Excess Hours

Apply for Graduation

View Graduation Status

Graduation Status

Program: School of Business	
UNT Dallas UNT Dallas Undergraduate	
Degree: Bachelor of Business Admin	Status: Your application for graduation was successful.
Major: Finance	Expected Graduation Term: Fall 2019

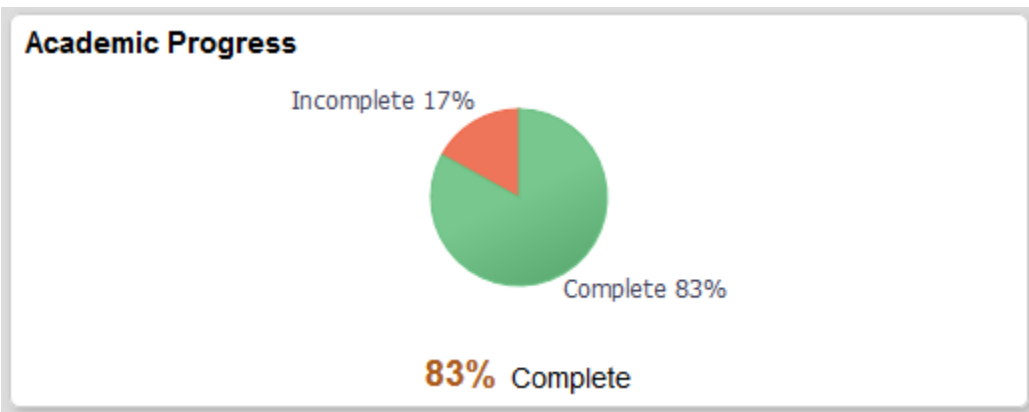
Student Information

Please ensure that the name (as it should appear on the diploma) and the mailing address are correct before submitting the application.

[Name for Diploma](#)
 Agnes,Ndamuhayiman

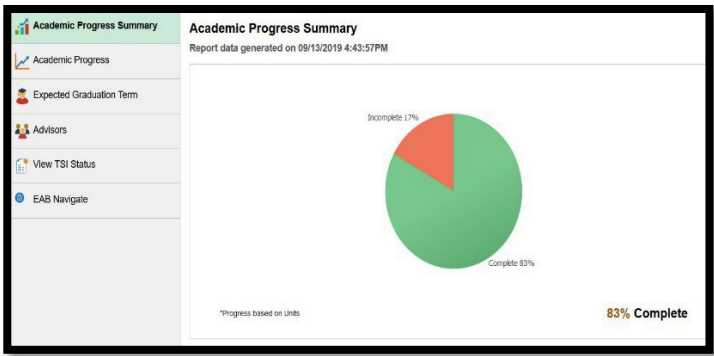
[Mailing Address for Diploma](#)
 3544 Jenny Dale Dr
 Dallas, TX 75212-2302
 Dallas

ACADEMIC PROGRESS TILE



ACADEMIC PROGRESS SUMMARY

- 1) On the left pane select **Academic Progress Summary** to view a snapshot of your degree progress

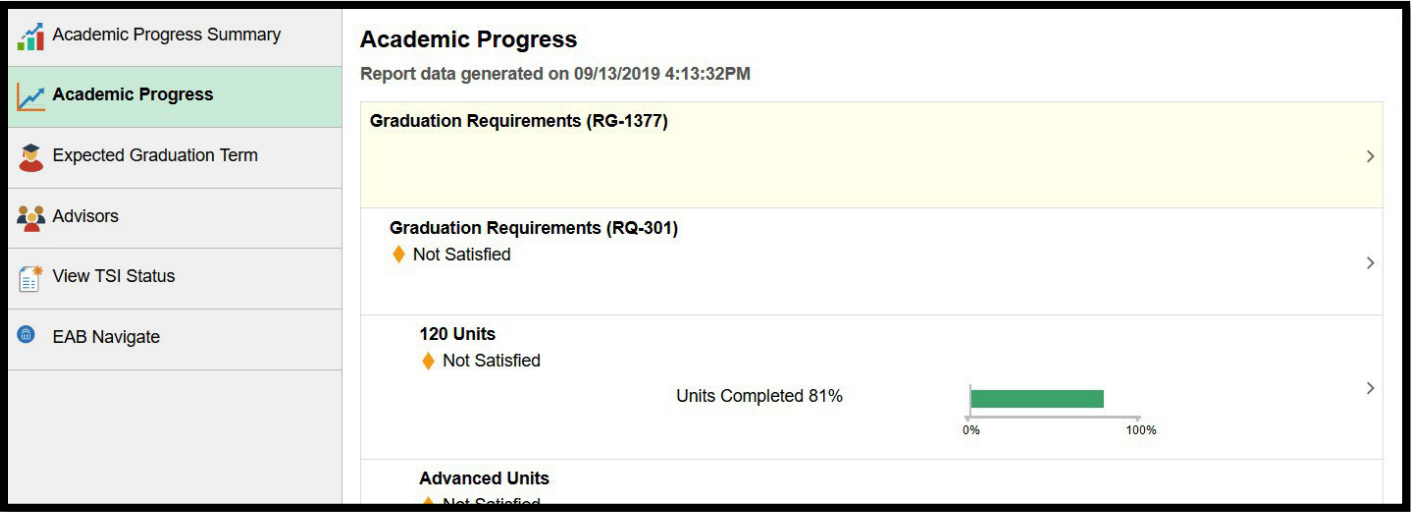


ACADEMIC PROGRESS

The Degree Audit is a tool for Undergraduate degree students that shows all the courses that you have taken or are enrolled in as well as those courses needed in order for you to graduate. If you have any problems understanding your Degree Audit or have questions or concerns about fulfilling these requirements or about any limits, restrictions and variations applicable to your program, contact degreeaudit@untdallas.edu.

The Degree Audit is unofficial, may contain inaccuracies and is subject to change. It does not represent an irrevocable contract between the student and the university.

- 1) On the left pane select **Academic Progress** to display your Degree Audit
 - ◆ - This icon indicates requirements that are not completed yet
 - ✔ - This icon indicates requirements that are complete
- 2) Each course, GPA, and hour requirement is listed in this report for your major. Click on each section to determine which courses are being used toward that requirement and/or which courses you can take to satisfy that requirement.



Communication II (English Composition and Rhetoric)

✓ Satisfied

Complete one of the following courses (TECM 2700 preferred for Business and IT majors).

Courses

The following courses were used to satisfy this requirement:

1 row

Course ◇	Description ◇	Units ◇	When/Typically Offered ◇	Grade ◇	Status ◇
ENGL1323	CA COL WRIT II	3.00	Fall 2018	TA	✓ Taken >

EXPECTED GRADUATION TERM

- 1) On the left pane select **Expected Graduation Term**

 Academic Progress Summary

 Academic Progress

 **Expected Graduation Term**

 Advisors

 View TSI Status

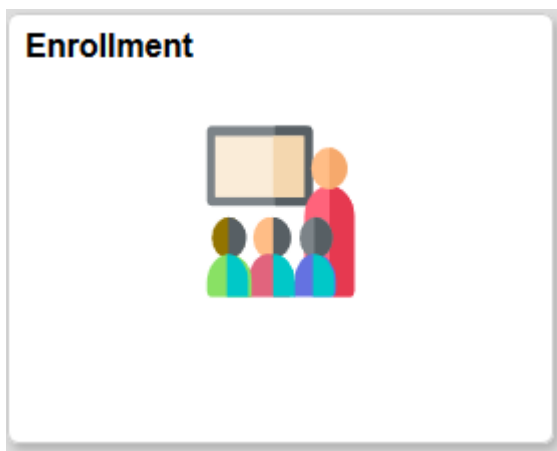
 EAB Navigate

Expected Graduation Term

Expected Graduation Term

Academic Program	Expected Graduation Term	Program Status
School of Business	Fall 2019	Active in Program

ENROLLMENT TILE



VIEW MY CLASSES

- 1) On the left pane select **View My Classes**
- 2) Use the available checkboxes to filter your results

Fall 2019

UNT Dallas Undergraduate

University of North Texas at Dallas

View My Classes Visual Schedule Builder Class Search and Enroll Shopping Cart	By Class ☒ Show Enrolled Classes ☐ Show Waitlisted Classes ☒ Show Dropped Classes MGMT 3720 ORG BEHAVIOR <table> <tr> <th>Status</th> <th>Units</th> <th>Grading Basis</th> <th>Grade</th> <th>Academic Program</th> <th>Requirement Designation</th> </tr> </table>	Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation	By Date
Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation			

CLASS SEARCH AND ENROLL

- 1) On the left pane select **Class Search and Enroll**
- 2) Select the term you are searching for
- 3) Enter the course, subject, class, or topic in the **Enter Keyword** search box
- 4) Click the >> Search icon

Fall 2019
University of North Texas at Dallas

Change

View My Classes

Visual Schedule Builder

Class Search and Enroll

Search For Classes ⓘ

Enter keyword e.g. course, subject, class, topic

Additional ways to search

▶ Favorites

▼ Recently Viewed

- 5) Select the desired class and then select the desired section.

Class Status

Open Classes Only

Course Career

UNT Dallas Graduate

UNT Dallas Undergraduate

Subject

MGMT / Management

View Search Results

2 Courses with keyword: Organizational Behavior

Open Classes Only (X)

MGMT 3720
Organizational Behavior
8 Class Options Available

MGMT 3720
Organizational Behavior

★ Add to favorite courses

▶ Course Information

▼ Class Selection

Select a class option ⓘ

Selected Filters 8 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Section 002 - Class Nbr 1374	08/26/2019 - 12/14/2019	Monday 4:00PM to 6:50PM	Founders Hall 304	Moore, Leslie	Open Seats 8 of 30 >
2	Open	Regular Academic Session	Section 010 - Class Nbr 1023	08/26/2019 - 12/14/2019	To be announced	UNTD Internet Course	Hubbard, John Roosevelt	Open Seats 23 of 35 >
3	Open	Regular Academic Session	Section 011 - Class Nbr 1060	08/26/2019 - 12/14/2019	To be announced	UNTD Internet Course	Burgess, Carl Tony	Open Seats 16 of 35 >

- 6) Follow the steps on the left pane to review your selection, class preferences, and then submit the class to your shopping cart or to enroll right away.

[< Previous](#)
[Next >](#)

Fall 2019
UNT Dallas Undergraduate
University of North Texas at Dallas

1 **Review Class Selection**
Complete

2 **Review Class Preferences**
Complete

3 **Enroll or Add to Cart**
Visited

4 **Review and Submit**
Not Started

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

☒ Enroll
☐ Add to Shopping Cart

SHOPPING CART

- On the left pane select **Shopping Cart**
- Select the class(s) that you want to enroll in, remove from your shopping cart, or check enrollment eligibility for by checking the box and clicking **Enroll**, **Delete**, or **Validate** respectively.

View My Classes

Visual Schedule Builder

Class Search and Enroll

Shopping Cart

Drop Classes

Update Classes

Enroll

Delete

Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
☐	Open	Section 002 - Class Nbr 1374	MGMT 3720 ORG BEHAVIOR	Regular Academic Session	Monday 4:00PM to 6:50PM	Founders Hall 304	L. Moore	3.00	Open Seats 2 of 30	Change Preferences

DROP CLASSES

- 1) On the left pane select **Drop Classes**
- 2) Select the class you want to drop by checking the box, click **Next**, and then click **Drop Classes**. Click **Yes** or **No** on the pop-up window to finish dropping or to go back and review your request.

Fall 2019
Law
University of North Texas at Dallas

1 Select Classes to Drop Complete

2 Review Classes to Drop Visited

Step 2 of 2: Review Classes to Drop

Drop Classes

Class	Description	Days and Times	Room	Instructor	Units	Status
Section 001 - Class Nbr 1720	LAW 7313 PRACTICE FOUNDATION II	Monday 3:00PM to 4:00PM	LWCT3.340	K. Britton, W. Ernst, L. Frase, J. Gannon, C. Harvey, F. Kerney, W. Nute, G. Reyes, M. S.	3.00	Enrolled

SWAP CLASSES

- 1) On the left pane select **Swap Classes**
- 2) Select the class you want to swap out with the class you want to swap in. You can search for the class you are wanting to swap into or enter the class number in directly.
- 3) Click **Search**.
- 4) Go through steps 1 through 3 and then click **Submit**
- 5) Click **Yes** on the pop-up box to complete the swap or click **No** to go back and review your swap.

Fall 2019
Law
University of North Texas at Dallas

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

LAW 7214 Property II

Class	Session	Meeting Dates	Days and Times	Seats
Section 001 - Class Nbr 1699	Law Regular Academic Session	08/26/2019 - 12/14/2019	Tuesday Thursday 10:45AM to 11:45AM	Open Seats 14 of 90

With this Class

LAW 7109 Academic Success Asst Pgm

Option Status Open

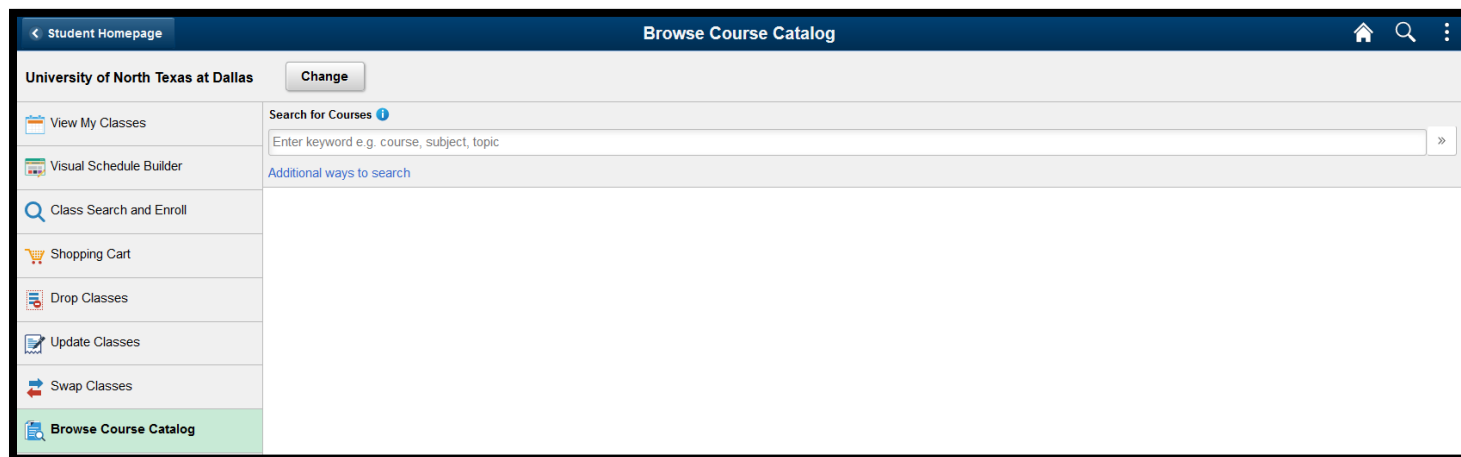
Are you sure you want to submit?

Yes No

Class	Session	Meeting Dates	Days and Times	Seats
Section 001 - Class Nbr 1689	Law Regular Academic Session	08/26/2019 - 12/14/2019	Tuesday 3:00PM to 4:00PM	Open Seats 10 of 12

BROWSE COURSE CATALOG

- 1) On the left pane select **Browse Course Catalog**
- 2) Select the catalog you are wanting to view; **University of North Texas at Dallas**, and then use the search bar to search for courses by course prefix, course number, subjects, or topics.

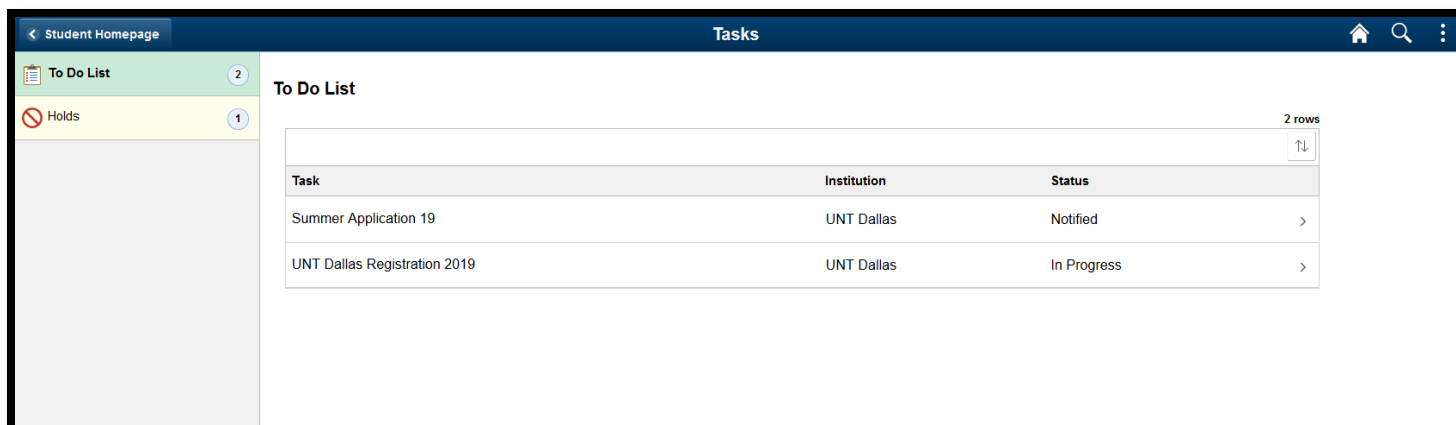


TASKS TILE



TO DO LIST

- 1) On the left pane click **To Do List**
- 2) Click on your tasks to view and complete them.



UNT DALLAS REGISTRATION TO-DO

Complete the UNT Dallas Registration to-do list item prior to attempting to register.

- 1) Click on the UNT Dallas Registration item for the term you are enrolling in and follow the steps to confirm your contact details, emergency contacts, financial agreements, and information on bacterial meningitis (if applicable).
- 2) Click **Submit** to complete the task.
- 3) For information on using the Visual Schedule Builder (VSB) visit information page 8 and/or the full presentation starting on page 18.

HOLDS

- 1) On the left pane click on **Holds**
- 2) Click on each item to review your holds.

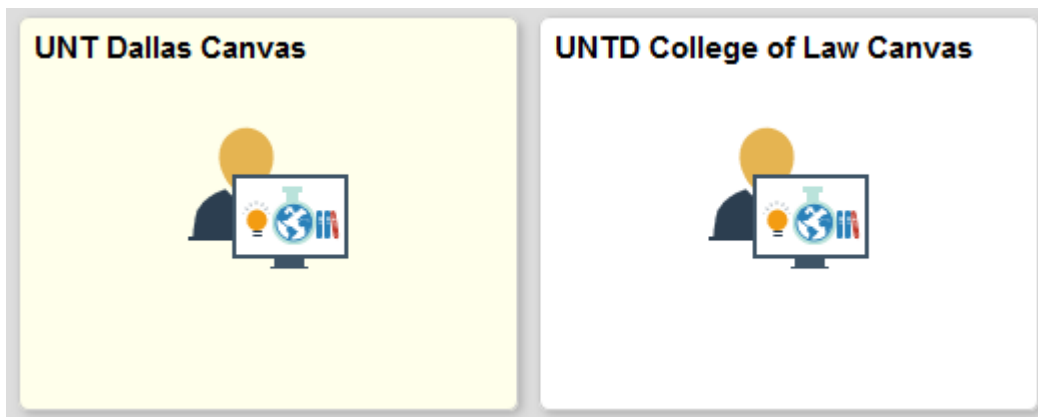
Hold	Institution	Department
Student Financial Obligation	UNT Dallas	Sponsored Projects Accounting

RESOURCES TILE



UNT DALLAS CANVAS/ UNTD COLLEGE OF LAW CANVAS

- Click on the tile for your campus to be taken to Canvas



- Click on the tile for UNTD E-mail to access your UNTD/UNTD College of Law email.

