Introduction to the Student Center

The EIS Student Center is a "one-stop-shop" for many student view and update functions. The student center allows the student to view grades, GPAs, schedules, programs and plans, student finances, transfer information, basic demographic data, the schedule of classes, and allows the student to register for classes.

Log on to my.unt.edu.

When you first log into myUNT, you may see the following screen:

- Read the provided information before clicking Confirm.
After logging into myUNT, click on the Student Center link.

STUDENT CENTER: The student center page displays a student’s schedule, allows the student to search and register for classes, inquire about account summaries, view holds and review and update demographic information.

The page also has invaluable links to a student’s grades, excess hours, TSI and repeated courses.
ACADEMICS INFORMATION: Academics information lists student class schedules and grades. Students may also manage class enrollment, order an unofficial transcript, and view his or her transfer credit report in the Academics section.

➢ To manage class enrollment click on the Enroll/Add/Drop a Class link.

- From this screen, you can select any of the three enrollment functions (add, drop, or swap) to continue.
To add classes, make sure “add” is the active tab, then choose the semester you wish to modify and click **CONTINUE**.

If you know the class number (a numerical identifying code different than the course subject and course number), you may add a class to your shopping cart by entering the class number. Otherwise, you may use the class search to find the classes to add.
Adding to your shopping cart by using the class search:

Click on **search** to begin. On the next screen, enter your search criteria, and click **search** again.

Select at least 2 search criteria. Click **search** to view your search results.

If the class is being offered in the selected semester, your search will return one or more available sections. Click “View All Sections” to see all sections. When you find the class you want, click **select class** to add that section to your shopping cart.
The class has been added to your shopping cart only. You are not yet enrolled in the class.

Repeat this process until you have added all of your desired classes to your shopping cart, then click on **PROCEED TO STEP 2 OF 3**.

Review your schedule carefully, and if everything looks correct, click **FINISH ENROLLING** to process your request.

If a class has been successfully added, you will see ✔️ in the Status column. If there were any errors with your request, you will see ❌ in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.
PERSONAL INFORMATION: The personal information page allows the student to view and update various student data.

By clicking on the Demographic Data link, a variety of information can be viewed: Student ID number, Date of Birth, Social Security number.

➤ A student can update their address information by clicking on the Addresses link.

- Click on the edit button next to the address to change.
Addresses

View, add, change or delete an address.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current/Local</td>
<td>321 Evergreen Terrace Springfield, IL 12345</td>
<td>edit</td>
</tr>
<tr>
<td>Mail</td>
<td>321 Evergreen Terrace Springfield, MS 12345</td>
<td>edit</td>
</tr>
<tr>
<td>Permanent</td>
<td>321 Evergreen Terrace Springfield, MA 12345</td>
<td>edit</td>
</tr>
</tbody>
</table>

**ADD A NEW ADDRESS**

- Update the information and click **OK**

**Edit Address**

<table>
<thead>
<tr>
<th>Country:</th>
<th>United States</th>
<th>Change Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1:</td>
<td>321 Evergreen Terrace</td>
<td></td>
</tr>
<tr>
<td>Address 2:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address 3:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Springfield</td>
<td>State: IL Illinois</td>
</tr>
<tr>
<td>County:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click **SAVE**
**Student Addresses**

**Change Address**

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

<table>
<thead>
<tr>
<th>Change Address</th>
<th>Address Types</th>
</tr>
</thead>
</table>
| 321 Evergreen Terrace  
Springfield, IL 12345 | ✅ Current/Local  
* Mail  
* Permanent  
* Other  
* UNTS Work |

Date changes will take effect: 05/05/2014  
(example: 12/31/2000)

* You will receive a confirmation that your update was successful. Click **OK** to return to your address screen.

**Change Address**

**Save Confirmation**

![Confirmation Message](image)

The Save was successful.
- Students can update their phone numbers choosing the Phone Numbers link.

**Demographic Information**

- Enter the new number and click **Save**.