

MyUMUC

Student Portal Guide

The MyUMUC student portal gives you secure and convenient access to online applications, academic records, and key student services 24-hours a day from anywhere in the world. Access everything you need from one convenient URL: my.umuc.edu



How do I apply to UMUC Europe?

1. Go to my.umuc.edu
2. Click the Apply Online button on the left menu
3. Click Begin New Application and follow the steps

What is an EmplID?

When you are admitted, you will receive an EmplID (student ID). Be sure to record your EmplID in a safe, secure place, as you will need it to access the various services available to you.

GoArmyEd Students: Please note that your UMUC EmplID will be different than your GoArmyEd EmplID. GoArmyEd students should register for classes through www.GoArmyEd.com.

How do I log in?

1. Go to my.umuc.edu
2. Enter your UserID and password
3. Click the "Go" button

How do I reset my password?

1. Go to my.umuc.edu
2. Click Login Assistant/Password Help
3. Enter your last name, e-mail address, and birth date
4. Check what you need: UserID and EmplID and/or Password and EmplID
5. Click Submit

The information you requested will be sent to the e-mail address in your records. Make sure "@umuc.edu" and "@ed.umuc.edu" are in your safe list to assure receipt.

How do I change my password?

1. Log in to MyUMUC
2. Click Change Password on the left menu
3. Enter your current password
4. Enter your new password twice
5. Click Change Password

How do I find the schedule of classes?

From within MyUMUC

1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAcademics
4. Click Schedule of Classes

From outside MyUMUC

1. Go to www.ed.umuc.edu/schedule
2. Click undergraduate or graduate
3. Click the location abbreviation link on the left
4. Locate your class on the right
5. Find class availability, location, and required books

How do I register for a class?

1. Find the five-digit class number from the Schedule of Classes
2. Log in to MyUMUC and click on Student Portal on the left menu
3. Click MyAcademics and then Registration/Enrollment
4. Click the term for which you are registering and Add Classes
5. Select and enter your registration center code
6. Enter class number(s) and choose grading option
7. Click Submit

How do I pay my bill?

1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyFinances
4. Click Finances
5. Click Make a Payment
6. Choose a payment type
7. Fill in your payment information
8. Click Next
9. Click Submit to finalize payment process

How do I find my advisor and degree progress report?

1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAdvising
4. Click View My Assigned Advisor
5. Click View My Degree Progress Report

How do I check my financial aid?

1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyFinances
4. Click Financial Aid
5. Click View My Financial Aid

How do I order books and course materials?

1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAcademics
4. Click Registration/Enrollment
5. Click Order Europe Class Materials

How do I view/request my transcript?

1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAcademics
4. Click Academic Reports
5. Click View My Unofficial Transcript or click Request My Official Transcript

How do I update my contact information?

1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyInfo
4. Click Contact Information
5. Click one of the following links:
 - Name
 - Phone Number
 - Address
 - E-mail Address
 - Military Data

How do I access my Veterans Benefits information?

1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAcademics
4. Click Veterans Benefits
5. Click one of the following links:
 - Apply for Veterans Benefits
 - Adjust Veterans Benefits
 - View My Veterans Benefits

How do I get help using the portal?

While logged into MyUMUC
Click the Help tab under the portal header

Visit UMUC 360 Support
Go to <http://support.umuc.edu>

Help by e-mail
helpdesk@ed.umuc.edu

Help by phone
CIV +49-(0)6221-378277
DSN 314-370-6762

Or ask your local field representative

MyUMUC
my.umuc.edu