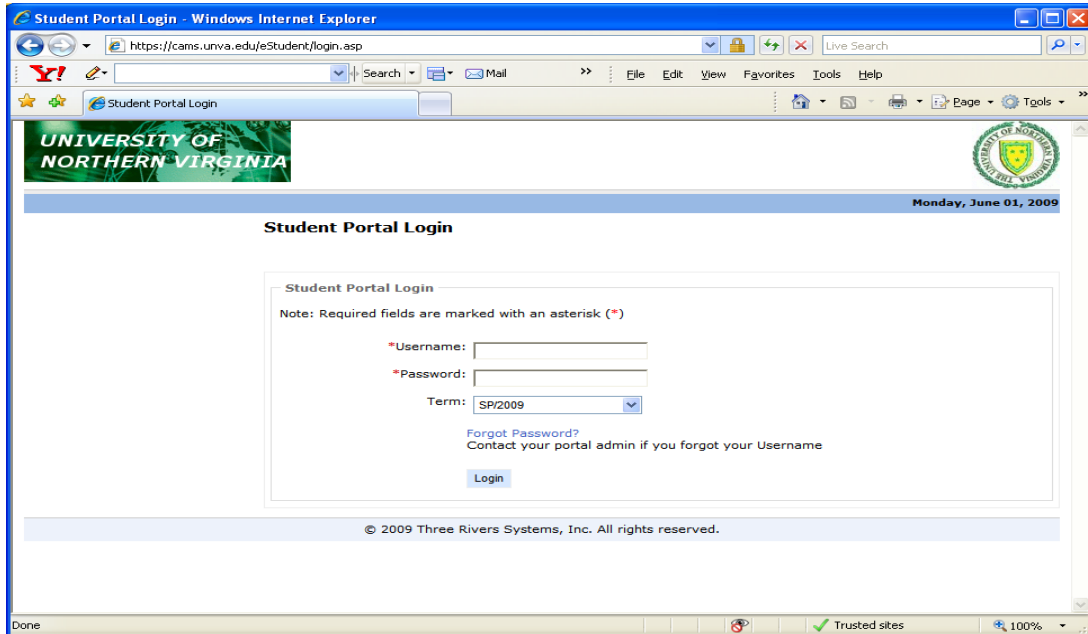


FAQ—Frequently Asked Questions about the UNVA Student Portal

Q: How do I login to UNVA Student Portal?

A: When you click on “Student Portal ” in the UNVA website, the screen will show a security Warning. If you click the “yes” button then the student portal login boxes will appear as shown below:

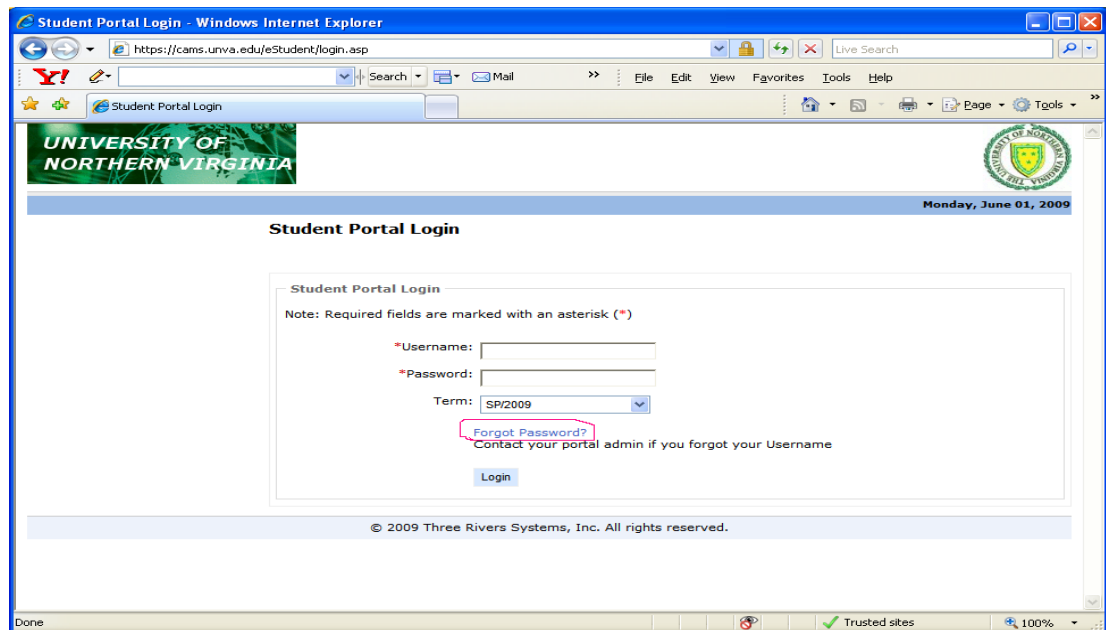


The screenshot shows a web browser window titled "Student Portal Login - Windows Internet Explorer". The address bar displays "https://cams.unva.edu/eStudent/login.asp". The page features the University of Northern Virginia logo and the date "Monday, June 01, 2009". The main content area is titled "Student Portal Login" and contains a login form with the following fields:

- *Username:
- *Password:
- Term:

Below the form, there is a link for "Forgot Password?" and a note: "Contact your portal admin if you forgot your Username". A "Login" button is located at the bottom of the form. The footer of the page reads "© 2009 Three Rivers Systems, Inc. All rights reserved."

1. If you have forgotten your password, then click “Forgot Password?” to initiate a reset of your password.



This screenshot is identical to the one above, but with a red rectangular box highlighting the "Forgot Password?" link. The rest of the page content, including the login form and footer, remains the same.

2. If you have forgotten your Username, please contact Admissions or Registration at 703-941-0949.

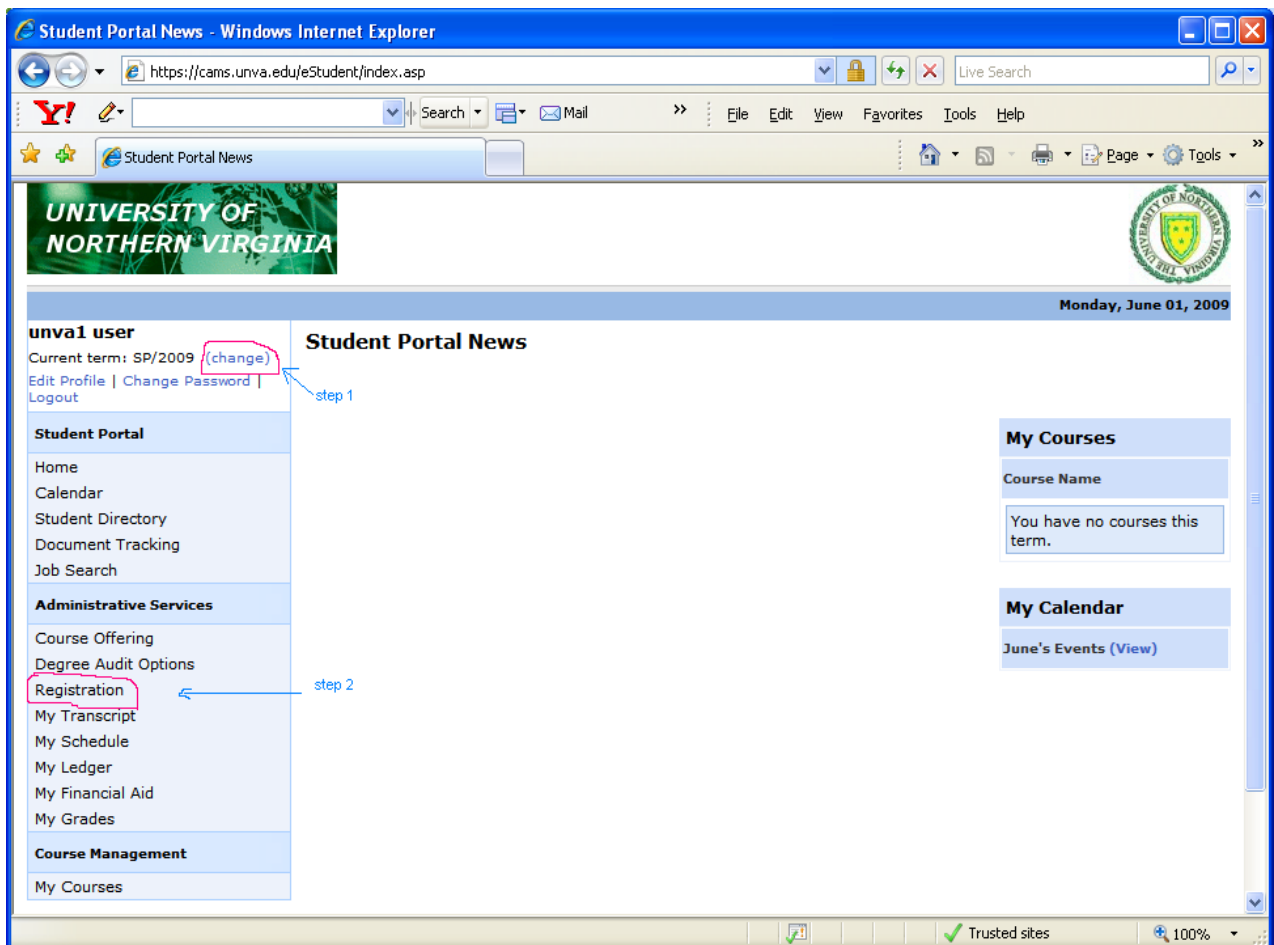
Q: What is the URL for the UNVA Student Portal Link?

A: <https://cams.unva.edu/eStudent>

Q: How can I Register online?

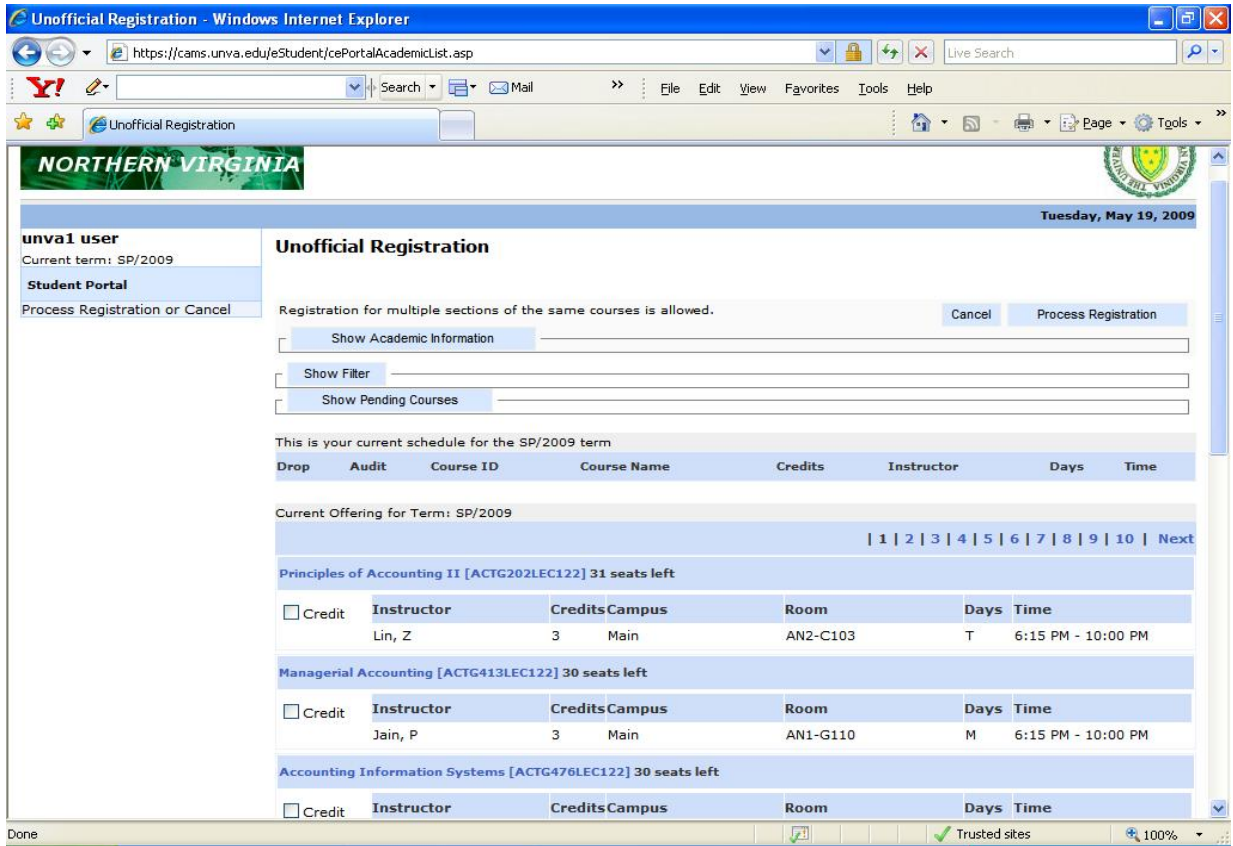
A: Step1: once you have logged in to your student portal, click on the “change” link located at the top of the left side of the student portal .

Select the academic term for which you wish to register. See the step 1 screen below.

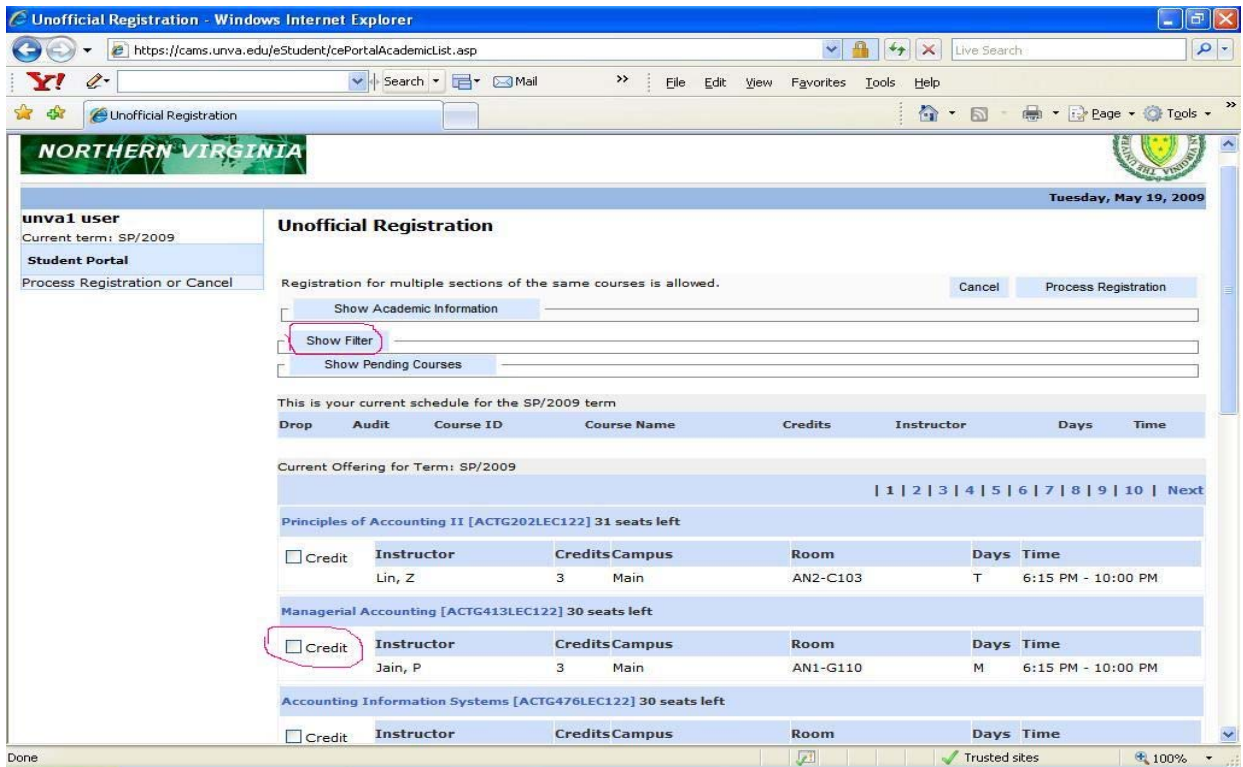


Step 2. Click “Registration”.

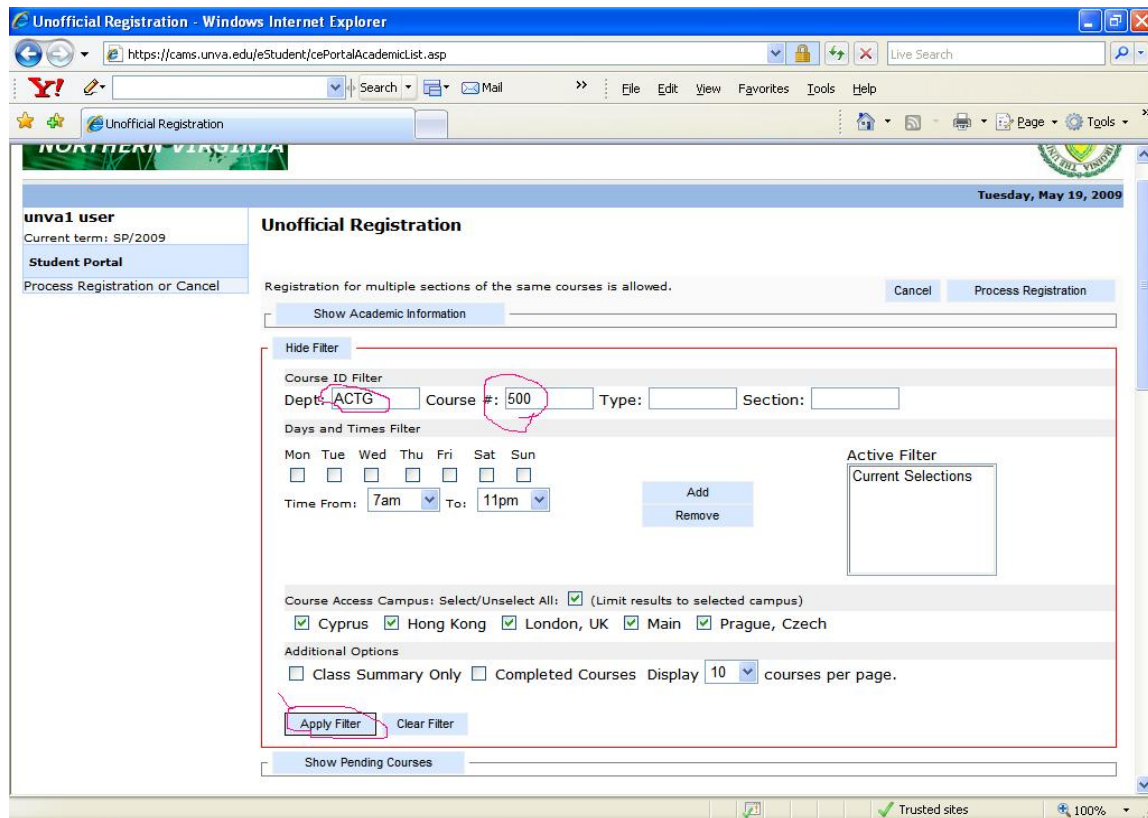
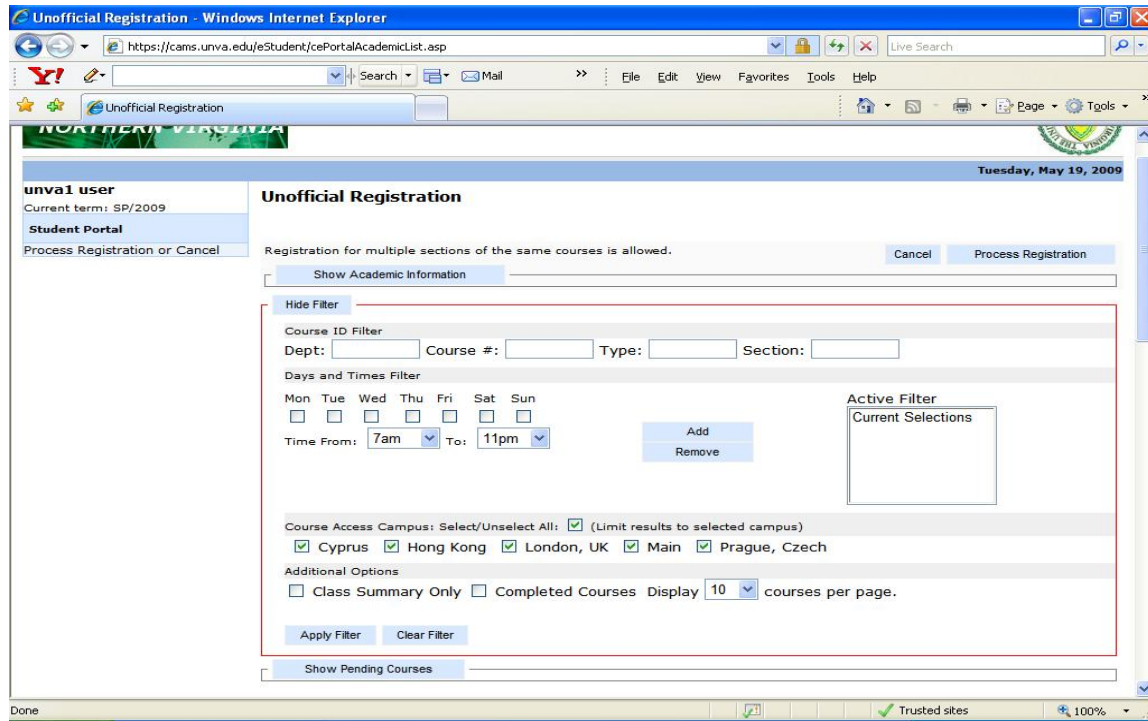
You will see the screen below:



Step 3. Click on the “credit” box for the class you wish to enroll in. Or, you can use the “Filter” function to find a class that you are looking for. See image below:



Click "Show Filter" and then enter the appropriate Dept. or Course # you wish to find. For example, if you want to register for the class designated ACTG500, just type ACTG in the Dept. field and 500 in Course # field. Click "Apply Filter" button, see image below:



Once you have located the class you seek, click the class's "credit" check box. Once you have completed all course selections, click the "Process Registration" button. You will see a screen with the message, "Are you sure you want to process your registration now?" If you click "OK", then your registration is processed into the "Unofficial Registration Checkout" form containing all classes for which you have registered.

Current term: SP/2009

Student Portal
Process Registration or Cancel

Registration for multiple sections of the same courses is allowed. Cancel Process Registration

Show Academic Information

Show Filter

Show Pending Courses

This is your current schedule for the SP/2009 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time
Current Offering for Term: SP/2009							
Financial Accounting Analysis [ACTG500LEC104] 18 seats left							
<input checked="" type="checkbox"/>			Instructor	Credits	Campus	Room	Days Time
			GRUNBERGER, ARMAND	3	Main	MAN-R1	U 1:30 PM - 5:15 PM
Financial Accounting Analysis [ACTG500LEC120] 9 seats left							
<input type="checkbox"/>			Instructor	Credits	Campus	Room	Days Time
			Tisone, A	3	Main	AN1-G110	T 10:00 AM - 1:45 PM
Financial Accounting Analysis [ACTG500LEC121] 18 seats left							
<input type="checkbox"/>			Instructor	Credits	Campus	Room	Days Time
			Tisone, A	3	Main	AN2-C102	F 2:00 PM - 5:45 PM
Financial Accounting Analysis [ACTG500LEC123] -25 seats left [Class is full]							
<input type="checkbox"/>			Instructor	Credits	Campus	Room	Days Time

Not Available

Unofficial Registration Checkout - Windows Internet Explorer

https://cams.unva.edu/eStudent/cePortalAcademicCheckout.asp

UNIVERSITY OF NORTHERN VIRGINIA

Tuesday, May 19, 2009

unva1 user
Current term: SP/2009 (change)
Edit Profile | Change Password | Logout

Student Portal
Home
Calendar
Student Directory
Document Tracking
Job Search

Administrative Services
Course Offering
Degree Audit Options
Registration
My Transcript
My Schedule
My Ledger
My Financial Aid
My Grades

Course Management
My Courses

Unofficial Registration Checkout

Current Schedule for the SP/2009 term

Course ID	Course Name	Instructor	Days	Time
ACTG500LEC104	Financial Accounting Analysis	GRUNBERGER, ARMAND	U	01:30 PM - 05:15 PM

Printer Friendly Version

Q: How to check my classes schedule online?

A: Login to your student portal and then click on “My Schedule”. This appears on the left side of the student portal main page. The class schedules for the courses you have enrolled in will appear.

Q: How can I drop a class online?

A: Click on “Registration” in your student portal. Then click the “Drop” check box for the class you wish to withdraw from. Then click “Process Registration” button. See image below:

The screenshot shows the 'Unofficial Registration' page for a user named 'unva1 user' on the current term 'SP/2009'. The page title is 'Unofficial Registration' and the date is 'Tuesday, May 19, 2009'. The user is logged in as 'unva1 user' and is viewing their current schedule for the SP/2009 term. The page includes a navigation menu with 'Student Portal' and 'Process Registration or Cancel'. The main content area shows a table of courses with columns for 'Drop', 'Audit', 'Course ID', 'Course Name', 'Credits', 'Instructor', 'Days', and 'Time'. The 'Drop' checkbox for the course 'Financial Accounting Analysis' (ACTG500LEC104) is checked. The 'Process Registration' button is circled in red. Below the table, there are sections for 'Current Offering for Term: SP/2009' and 'Principles of Accounting II [ACTG202LEC122] 31 seats left' and 'Managerial Accounting [ACTG413LEC122] 30 seats left'. The page also includes a search bar, a live search box, and a navigation menu.

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time
<input checked="" type="checkbox"/>		ACTG500LEC104	Financial Accounting Analysis	3	GRUNBERGER, ARMAND	U	1:30 PM - 5:15 PM

Current Offering for Term: SP/2009

Principles of Accounting II [ACTG202LEC122] 31 seats left

Credit	Instructor	Credits	Campus	Room	Days	Time
<input type="checkbox"/>	Lin, Z	3	Main	AN2-C103	T	6:15 PM - 10:00 PM

Managerial Accounting [ACTG413LEC122] 30 seats left

Credit	Instructor	Credits	Campus	Room	Days	Time
<input type="checkbox"/>	Jain, P	3	Main	AN1-G110	M	6:15 PM - 10:00 PM

Q: I would like to drop a class that I registered for online several days ago. But now when I login to my student portal and click “Registration”, the “drop” box does not appear in the class. Why? How can I drop a class?

A: The class you registered for online has been processed and the status has been moved from Unofficial to Official. Once a class’s registration status is official and then the online portal will not allow you to drop online. If you wish to drop a class which has already processed into official status, then you need to visit campus in person to complete the Registration (Add/Drop) form, or contact the Registration Office at 703-941-0949.

Q: How can I check my balance?

A: Click on the “My Ledger” link in your student portal.

Q: How can I see my grades or transcript?

A: Click on the “My Grades” or “My Transcript” links in your student portal.

Q: How to make my tuition payment online?

A: Click “My Ledger” in your student portal. You will see the “My Billing Ledger” page. At the bottom of the page, you will see the “e-Cashier” logo and the button “Click here to pay at eCashier”. Click either one and then you will link into the “eCashier” payment window.

Follow the instructions and fill out all necessary information. If you are still having trouble submitting payment online, please contact the UNVA Business Office at 703-941-0949.