Navigating MyUNIverse for Graduate Students

Login to MyUNIverse with your CatID (your Username and password).

**Initial Username and password:**
- Look up your Username in the UNI Directory:
  - Click on “Directory” at the top of the UNI homepage: www.uni.edu
  - Enter your last and first name in the search fields and hit “Search.”
  - Your Username is everything before the @uni.edu in the UNI email listed.
- Usernames can be changed only ONCE. Select your new Username professionally and carefully as you cannot change it again.
  - In MyUNIverse, click on “Select my UNI Username” link in the “My Account” pagelet on the “My Page” tab.
- Initial passwords are different for each user, starting in the format panthersxxxxmmdd
  - xxx = the last 3 digits of your university ID number
  - mmm = the first 3 letters of your birth month
  - dd = the 2 digit number of your birth day
  - Example: panthers456nov23 (all lower case)
- Passwords must be changed every year.
  - Standards for passwords are available at: http://www.uni.edu/its/support/passwords

**For more help with your CatID visit:**
http://www.uni.edu/its/support/passwords/catid
or call the Computer Consulting Center (CCC) at (319) 273-5555 during regular business hours.

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**UNI Email**

All students are provided with a UNI email account through Google Mail. All official university communications will be automatically sent to your UNI email address.

Your UNI email account is not deleted when you leave UNI. You can continue to use your UNI email.

It is vitally important that you check your UNI email regularly. You may choose to set it up to forward to your personal account, but note that features available in Google Mail such as sharing calendars, documents, blogs, etc. with others at UNI are easier if you don’t forward your mail.

**UNI Email Help:**

A list of help articles related to email, including how to forward your mail, is at:

http://www.uni.edu/its/support/email

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**Did you know...**

You can change the appearance and information shown in MyUNIverse. Click on Personalize: “Content” or “Layout” under any MyUNIverse tab to customize what appears on that tab.
Just the tip of the iceberg of what you can do through MyUNiverse

Important MyUNiverse Tools

**For everything on this page go to the My Page tab in MyUNiverse.**

**For the tasks below, click on “Go to My Student Center.”**

**Registration for Classes:**
- In the Academic section of your student center, click on Enroll on the left. If you can’t register yet, you can prepare to register by clicking on Enrollment Shopping Cart.
- For more information see: [www.uni.edu/sis/content/registration-help](http://www.uni.edu/sis/content/registration-help)

- The accuracy of your registration is your responsibility-

**Viewing your Schedule, Grades and Program of Study:**

**Schedule:** Immediately visible, or click on My Class Schedule or Weekly Schedule for other views.

**Grades:** In the Academics section of your student center, choose Course History from the drop down menu and click the [](#).

**Academic Requirements (program of study):** In the Academic section of your student center, choose Academic Requirements from the drop down menu and click the [](#).

**Viewing and Paying your Bill:**
- In the Finances section, click on Account Inquiry and/or Make a Payment. You must have a checking account to pay online.
- For more information, see [www.uni.edu/sis/content/student-financials-ubill-help](http://www.uni.edu/sis/content/student-financials-ubill-help)

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**Student Requests**

Approvals of program electives, course substitutions and changes, late registration, and many other adjustments are made using Student Requests. **All Student Requests should begin with a conversation with your advisor.**

**To submit a Student Request form:**
1. On the My Page tab, in the Student Center pagelet, click on “Student Request (Grad Stdts)”
2. Click on “Create New Request”
3. Select the appropriate request type from the drop-down menu.
   - A-E, I-L, and Q are registration related.
   - F, G, M, N, P, and Z are for program of study changes.
4. Click “Continue.”
5. Fill in the information requested on the form. You may need info from your Academic Requirements.
6. Click “Submit Request.”

**Important notes about submission of Student Requests:**
- The email, address, and phone you provide do not update your information in Student Center
- Clicking “Submit Request” creates an email notifying your advisor, to take action on your request.
- It may take several days for your request to be approved at all levels and processed. Follow the progress of your Student Request(s) by following step 1 above and clicking View My Requests.
- You will receive an email for each action taken on your request. Check for comments at each state whether your request is approved or denied. Request types F, M, N, and P skip the third level if approved by the graduate coordinator.

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**Advice for completing a successful Student Request:**
- If in doubt, ask your advisor for help with the wording of your request to avoid delays.
  - Look up the correct subject area, course number(s) and title(s) in your Student Center, the Class Search or the UNI Catalog.
- Use request type M to declare electives (up to 6 courses per form.) Requests for substitutions or exceptions to policy should be submitted separately.
- In the “Request” box - State clearly and briefly ALL ACTIONS that need to be taken. Use active verbs like “substitute” or “add.” Use terms from your Academic Requirements.
  - Actions listed in this box will be used in processing the request after final approval is entered.
- In the “Justification” box - State BRIEFLY the reasons you believe your request should be granted.
  - Reasons listed in this box are used in the review of your request. If additional documentation is required in support of your request, it should be handed in separately.

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**Forget your CatID passphrase?**

You can select questions which allow you to do a CatID passphrase self-reset. If you do not setup these questions you must call the Computer Consulting Center at (319) 273-5555 during regular business hours to reset your passphrase.

Click on the “Setup My CatID Reset Questions” link in the “My Accounts” pagelet on the “My Page” tab to select questions.