Help Using MyMav

Login problems — Easily manage your NetID password at www.uta.edu/selfservice. If you don’t know your NetID click What is my NetID? If you are unable to change or reset your password online contact the UT Arlington Computer Help Desk.

When having issues with a specific task in MyMav go to the MyMav login page at www.uta.edu/mymav and click MyMav Tutorials for Students. Follow the instructions on the training web site to view simulated tasks in MyMav.

From time to time it may be necessary to clear your browsers cache after the MyMav database has been updated. Follow this procedure for Internet Explorer:

- Click Tools Menu.
- Click Delete Browsing History.
- Be sure to check the options for Temporary Internet Files and Cookies.
- Be sure to uncheck Preserve Favorites Website Data.
- Click the Delete button.
- Click OK once the process completes and close all Internet Explorer windows.
- Reopen Internet Explorer and login from the MyMav link on the UTA web site.

Important Contact Information

- Help Desk (817) 272-2208
  Fax (817) 272-2063
  helpdesk@uta.edu

- Admissions UGRD (817) 272-6287
  admissions@uta.edu
  GRAD (817) 272-2688

- Records (817) 272-3372
  registrar@uta.edu

- Financial Aid (817) 272-3561
  fao@uta.edu

- Bursar (817) 272-2172
  sfs_help@uta.edu

- Housing Office (817) 272-2791
  housing@uta.edu

- UTA Libraries (817) 272-3000

- Parking Office (817) 272-3907

Student Information System
User Guide
What Is MyMav?

MyMav is a web-based student information system designed to provide efficient, secure, and user friendly access to manage virtually every aspect of a student’s college career. Students will login to MyMav to register for classes, apply for graduation, and almost everything in between.

Log into MyMav

Everyone will login to MyMav from a link on the UTA website using their NetID and password. This is the same secure user name and password that you use to login to lab computers and UTAWireless. The web address for login to MyMav is www.uta.edu/mymav. After you have successfully logged into MyMav, you are now on your personal “MyPage.”

Registering for Classes

1. Click on the link that says Student Center and then click Plan to go to your Shopping Cart where you can select classes to plan your schedule for the next term.

2. Verify the Term, and click Search to select classes. Enter the Subject code or click Select Subject and search alphabetically, then enter the four digit Course Number. Verify that the proper Career is selected. At this point you can also narrow your search by clicking Additional Search Criteria to search by Session, day, time, Instructor, and so on. Click the Search button.

3. Scroll down to find the class section that best fits your schedule. View the details of a class by clicking the blue underlined Course Number link. Click Select Class and then Next to add this class to the Shopping Cart. Click Search again to add more classes.

4. Click Shopping Cart and use checkboxes to select classes. Click Delete to remove the class, Validate to check for registration problems, or Enroll if you are cleared to register. Click Finish Enrolling. A green check-mark indicates successful enrollment. If you receive a red “X” you may need to contact your academic advisor for assistance.

What Else Can I Do in MyMav?

Academics
View or print your Class Schedule. Add, Drop or Swap classes. Check an Exam schedule. Check your grades, view your Maverick Academic Progress (MAP) Report, print unofficial transcripts, or apply for graduation.

Finances
View your account balance. Make a payment to the University. View your Financial Aid status and accept or decline awards. Check for holds on your account. Holds will be displayed on the right side of the Student Center page. Click Details to see how to clear the hold.

To Do List
Monitor a list of reminders from various departments that may need documentation or information from you. For example, the Financial Aid office may ask you to provide tax return copies needed to process your application.