



Help Using MyMav

Login problems — If you have activated the online password reset feature for your NetID, you can easily manage your 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 you may need to visit the helpdesk located on the first floor of the Central Library.

If you are using Internet Explorer and you get a security popup window that asks if you want to display both secure and non-secure items, you can prevent that window from appearing again by changing settings as follows: Click **Tools**, select **Internet Options** and go to the **Security** tab. To change settings, click **Custom Level**, scroll down the list and select **Enable** under **Display mixed content**. Next click **OK**, click **Yes** on the warning message, and click **OK** again.

When having issues with a specific task in MyMav you can access online training materials by clicking **Training Documentation for UT Arlington Students** from the MyMav login page www.uta.edu/mymav. Follow the instructions on the training web site to view simulated tasks in MyMav.



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

Office of Information Technology



Office of Information Technology
Box 19318, Arlington, Texas 76019-0318
Phone 817-272-2271



What Is MyMav?

MyMav is a new 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, UTAWireless, ResNet, and your campus email (MavMail). 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 the list 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. Select classes in the Shopping Cart by clicking the checkboxes. 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 checkmark indicates successful enrollment.

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.

