Access Mentis

- Open your browser and navigate to https://www.uta.edu/mentis
Use your **NetID** and **Password** to sign in.

![Login page](image-url)
Your Profile

- Click your name in the top-right corner
- Click “My Profile”
- You’ll be taken to your profile.
Locate the **Category Bar** and click the tab that says “Teaching”
Find the section labeled “Courses”

- This should be near the top of your teaching section.
Courses

- If you’re adding a **new** course:
  - Click the button that says “Add New”

- If you’d like to copy information for a previously taught course so that you can update it for the current (or upcoming) term:
  - Locate the course you want to edit.
    - Click the button that says “Copy”

- If you’re editing course information that you began to enter earlier (but didn’t finish):
  - Locate the course you want to edit.
    - Click the button that says “Edit”
You’ll see the form to enter course data.

Locate the green button that says “Upload” (You may need to scroll inside the edit window to find it.)

- If you’re using Internet Explorer this button is grey and says “Browse” instead of “Upload”
Click the Upload/Browse button and select the file for your syllabus.
You’ll see a message in the corner when the upload is complete.

The course information will reflect your syllabus also.

⚠️ Texas state legislature HB 2504 requires that your course records have an up-to-date syllabus.
Save Course

- **Click the button** at the bottom of the course form that says “Save Changes”.
  
- The edit form will disappear and your courses section will reload.

- **Click the “Syllabus” link** at the bottom of your course entry.
  
- You’ll see a link to download your syllabus, download it to verify your syllabus uploaded correctly.