



Help Using MyMav

Login Problems

- * 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 on-line, you may need to visit the Help Desk located on the first floor of the Central Library.

Internet Explorer Security Popup (Turn off warning)

- 1) Click **Tools**.
- 2) Select **Internet Options**.
- 3) Click on the **Security** tab.
- 4) Click **Custom Level**.
- 5) Scroll down the list until you see '**Display mixed content**.'
- 6) Change the option to **Enable**.
- 7) Click **OK**.
- 8) Click **Yes** on the warning message.
- 9) Click **OK** again.

MyMav Training

- * You can access on-line training materials by clicking **MyMav Tutorials for Faculty and Staff** from www.uta.edu/mymav.
- * You may also request an individual MyMav training session from a Training Specialist by e-mailing oit-training@uta.edu.



Terms and Sessions

Terms	Sessions (semesters)
Fall	Regular Academic Session
Spring	Winter Intersession (Wintermester) Regular Academic Session
Summer	Summer Intersession (Maymester) Eleven Week Five Week—First Five Week—Second

Important Contact Information

Help Desk	(817) 272-2208 Fax (817) 272-2063 helpdesk@uta.edu
Admissions	(817) 272-6287 admissions@uta.edu
Graduate School	(817) 272-2688 http://grad.uta.edu
Records	(817) 272-3372 registrar@uta.edu



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UNIVERSITY OF
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MyMav



Faculty User Guide

Office of Information Technology



What Is MyMav?

MyMav is a web-based information system designed to provide efficient, secure, and user-friendly access to manage virtually every aspect of a student's college career.

Common MyMav Tasks




- * Print class rosters
- * Post final grades
- * Print grade rosters
- * E-mail messages to students

Log into MyMav


MY MAV

- 1) Click the **MY MAV** link at the top of the UTA home page.
- 2) Login using your NetID and password. (The same user name/password you use to login to computers on campus, UTAWireless, and campus e-mail)
- 3) After you have successfully logged in, you are now on your personal "My Page."

Printing Class Rosters


- 1) From your "My Page", click the **My Schedule** link under "Faculty Center." You will see a list of classes that you have been assigned to teach. Information for each class is organized in a row with links at the left of each row for **Class Roster**  and **Grade Roster**. 
- 2) Select the **Class Roster**  link and the roster will be displayed for you.
- 3) Click the **Printer Friendly Version** button at the bottom of the page to change the format for printing.
 - * For windows, right click and select print.
 - * For Mac users, you will need to use Grab (Applications/Utilities/Grab) to capture the screen so that you can print the roster.

Posting Grades in MyMav

- 1) Follow the same navigation as above using the link for **Grade Roster**. 
- 2) Once grades are entered, be sure to click **SAVE**. (It is not necessary to change the *Approval Status*.)
- 3) A **Grade Upload** link is also available at the bottom of the roster so that you have the option to upload grades from an Excel worksheet.

What Else Can I Do in MyMav?

Download Rosters

For Class Rosters and Grade Rosters, you have the option to download the contents of those tables to an Excel worksheet by clicking **Download Grid Content**. 

E-mail Students

While viewing a Class Roster, click **Notify Selected Students** or **Notify Enrolled Students** to e-mail information to the student's MavMail.

Advising

Use MyMav to keep track of advisement activities such as:

- * Searching for student information
- * Viewing placement test scores
- * Maverick Academic Progress (MAP) reports
- * Granting permission to register.

Update Personal Information

You can update things such as your demographic, contact, memberships, publications, licenses, certificates, honors, awards, and more.

