Applicants receive 2 emails immediately after their application is created in Peoplesoft:

1. Check Your UNLV Application Status – contains MyUNLV User ID
2. Important MyUNLV Account Information – contains temporary password

They will use this information to log into the MyUNLV PeopleSoft Portal. Upon log in, students will be prompted to change their temporary password. **They must do so to continue into the system.** Once they change their password they may navigate to the Student Center to conduct business. As an applicant, they may:

- Check their admission status
- Check this to do list (outstanding items to complete their application)
- Update their address
- Update their phone number
- View their email address
- View their names
- View basic demographic information

The following document contains screen shots and instructions to guide students through the processes listed above. You are not able to log in as the student to walk them through the process live in PeopleSoft, so use the screenshots as an aid in your work.

Please note – if you have security access to the staff view of the Student Center (Student Center [Student]) is slightly different than the student view. Therefore, you may use the staff view of the student center as a guide when working with students, but remember it is NOT an exact replica of what they are seeing. The following screen shots are exact student views for the Student Center.

**GENERAL NAVIGATION TIPS**

Applicants may use the drop down menu on any Student Center page to return to the homepage of the student center.

![Student Center drop down menu](image)

Applicants may encounter a message indicating they do not have access to a certain section of the student center. This only means they do not have any data on those pages yet and they will have access if they are admitted and enroll.

![You do not have access to enrollment at this time](image)

If an applicant would like to return to the MyUNLV homepage, simply click the Home link in the upper right hand corner of the screen.
Upon first log in, applicants are prompted to change their password:

When the applicant changes their password, they will put in their temporary password followed by their new password (twice).

They will also be asked to enter a security question. This will be used if they ever request their password to be sent through the “forgot my password” link.
FINDING THE STUDENT CENTER

Student Announcement
This is a test of the UNLV System Announcement message. If this were an actual UNLV System Announcement message you would be instructed to take emergency action.
This is only a test...

Student Message
Welcome River Aqua Tan,
The Student Center is your gateway to checking your application status and accepting admission, adding and dropping classes, paying fees and charges, checking financial aid status, degree audit, printing unofficial transcripts and more.
Please Note: Not all functionality will be available right away, check back for additional functions.

Resources
- UNLV Home
- Calendar
- Registrar
- Campus Maps
- Directory
- Contact UNLV

News & Announcements
- $7 million in Recovery Act Funding to Improve Smart Grid Technology (Wed, 22 Jul 2009 00:00:00 PDT)
- Black Mountain Institute at UNLV Announces Fall Speakers for Readings and Panels Series (Wed, 22 Jul 2009 00:00:00 PDT)
- UNLV Athletics Director Mike Hamrick Accepts Position at Marshall University (Mon, 20 Jul 2009 00:00:00 PDT)

LAS VEGAS -- July 20, 2009 -- Mike Hamrick, who served as UNLV's athletics director for the past six years, has accepted the position as director of athletics for Marshall University, officials announced today. Senior Associate Athletics Director Jerry Kuhlske will serve as acting UNLV athletics director during the transition.
CHECKING APPLICATION STATUS

Admissions → My Applications → View Status

The link on the Student Center home page gives a general status message (i.e. incomplete application, complete application or admitted). Once the applicant clicks onto the application status page, they will see more detailed messages.

River's Student Center

Personal Information

Demographic Data

Names

- Other personal...

Contact Information

Home Address
365 Street
Humanwell 99999

Billing Address
None

Primary Phone
123/456-7891

Home Email
lb_cantwell@yahoo.com

Admissions

Apply for Admission

- Incomplete
- Complete
- Admitted

My Applications

<table>
<thead>
<tr>
<th>University of Nevada Las Vegas</th>
<th>Undergrad Sciences</th>
<th>2010 Fall</th>
<th>View Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Nevada Las Vegas</td>
<td>Undergrad Sciences</td>
<td>Biological Sciences</td>
<td>00024329</td>
</tr>
</tbody>
</table>

This application is Incomplete.

Outstanding items for this application

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Graduation/Degree</td>
<td>05/12/2009</td>
<td>Please submit a final official transcript that indicates your date of graduation or the date your degree was awarded. This information should be submitted to: Undergraduate Programs: Office of Admissions 4505 S Maryland Parkway, Box 451031 Las Vegas, NV 89154-1022 Graduate Programs: University of Nevada, Las Vegas Graduate College P.O. Box 482017 4505 S. Maryland Parkway Las Vegas, NV 89154-1017</td>
</tr>
</tbody>
</table>
If an applicant clicks on the linked checklist item from the checklist page, they can see these details ➔
UPDATING ADDRESS/PHONE NUMBER

Personal Information → links

Applicants may update the following information:

- Names
  - Preferred
- Phone
  - Mobile
  - Home
  - Work
  - Other
  - FAX
- Addresses
  - Billing
  - Home
  - Local
  - Mailing

River’s Student Center

Next page......
An applicant may add a new address type by clicking the “Add a new address.” Please note, they cannot have two active addresses of the same type (i.e. two active Home addresses).

Any information that is updatable will follow the same procedures. Green buttons allow the applicant to add or update their demographic information.

Students may access the demographic update pages through the *Personal Information Drop Down Menu*. 

---

**Addresses**

View, add, change or delete an address.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>369 Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nurnervil 999999</td>
<td></td>
</tr>
<tr>
<td>Mail</td>
<td>369 Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nurnervil 999999</td>
<td></td>
</tr>
</tbody>
</table>

**Personal Information**

Addresses | Names | Phone Numbers | Email Addresses | Demographic Information

---

**River's Student Center**

**Academics**

- Search
- Plan
- My Academics

**Personal Information**

- Demographic Data
- Names
- Addresses
- Email Addresses
- Phone Numbers
- Other personal...

**Contact Information**

- Home Address
  - 369 Street
  - Nurnervil 999999
- Billing Address
  - None

- New Phone
  - 4056-7891
- Home E-mail
  - lb_cantwell@yahoo.com

**Admissions**

- Apply for Admission
- Incomplete
- Complete
- Admitted

**My Applications**

- University of Nevada Las Vegas
- Undergrad Sciences
- 2010 Fall
- View Status
Transfer students may see a list of their transfer credits if the model has been created in PeopleSoft.

Click **My Academics** to access transfer credit information.
There is a “view” page for other demographic information such as social security number, ethnicity, citizenship, birth date and ID, which the applicant reported on the application. This information is what is shared with other modules (i.e. Financial Aid, OISS).
Demographic Information

<table>
<thead>
<tr>
<th>ID</th>
<th>2000000039</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>03/01/1994</td>
</tr>
<tr>
<td>Birth Country</td>
<td>Austria</td>
</tr>
<tr>
<td>Birth State</td>
<td></td>
</tr>
<tr>
<td>Marital Status</td>
<td>Single</td>
</tr>
<tr>
<td>Military Status</td>
<td></td>
</tr>
</tbody>
</table>

National Identification Number

<table>
<thead>
<tr>
<th>Country</th>
<th>National ID Type</th>
<th>National ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>SSN</td>
<td>234-56-7851</td>
</tr>
</tbody>
</table>

Ethnicity

<table>
<thead>
<tr>
<th>Ethnic Group</th>
<th>Description</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK</td>
<td>Black/African American</td>
<td>N</td>
</tr>
<tr>
<td>HISPA</td>
<td>Hispanic/Latino</td>
<td>N</td>
</tr>
</tbody>
</table>

Citizenship Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizen</td>
<td>United States</td>
</tr>
</tbody>
</table>

Driver's License

<table>
<thead>
<tr>
<th>License #</th>
<th>Country</th>
<th>State</th>
<th></th>
</tr>
</thead>
</table>

Visa or Permit Data

<table>
<thead>
<tr>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
</tr>
</tbody>
</table>

If any of the information above is wrong, contact your administrative office.