

## How to Access OnePort:

**Start** at the UNCA homepage, [www.unca.edu](http://www.unca.edu), and select the OnePort icon from the upper right corner:



**Login to OnePort** using your university username and password. To set up your password, select First Time Users and follow the prompts – you will need your University ID number and your university username, which are provided on your acceptance letter.

There is an index on the left side of the screen: click on a title, such as STUDENT RECORDS to see more options

LAUNCHPAD

**LAUNCHPAD**

- Cultural Event Tickets
- GradPlan
- Housing Portal
- GradPlan Training Videos
- How to Use GradPlan

**ACADEMIC LINKS**

- Moodle
- Registrar's website
- Academic Calendar
- Meet with a OneStop advisor
- Class & Exam Schedules
- Course Catalog
- Look Up Classes

**FINANCIAL AID AND PAYMENTS**

- Financial Aid Status
- Financial Aid Main Menu
- ePayment
- Award Status
- Cashier's Office

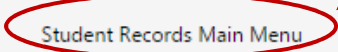
**STUDENT RECORDS**

- Student Start of Semester Page (Semester Check-in)
- Enrollment Verification
- Student Records Main Menu**
- Request Official Transcript
- Update Personal Information

**REGISTRATION AND GRADES**

- My Class Schedule
- Check My Grades
- Add or Drop Classes

Next, for example,  
click here



A new set of options will open up, in tiles:

<b>Registration</b> Check your registration status, class schedule and add or drop classes	<b>Student Records</b> View your holds, grades, transcripts and account summary	<b>ePayment</b> pay online	<b>Reverse Transfer(RT) Program</b> Reverse Transfer Program
<ul style="list-style-type: none"><li>View Holds</li><li>Final Grades</li><li>Account Summary</li><li>Class Schedule</li><li>Select Tax Year</li><li>Immunization Requirements</li></ul>	<ul style="list-style-type: none"><li>View Student Information</li><li>Early Alerts</li><li>Request Official Transcript</li><li>Course Catalog</li><li>Transfer Articulation</li><li>Apply to Graduate</li></ul>	<ul style="list-style-type: none"><li>Unofficial Academic Transcript</li><li>Account Summary by Term</li><li>View Status of Transcript Requests</li><li>Tax Notification</li><li>Placement Test Scores</li><li>View Application To Graduate</li></ul>	
<b>Fixed Tuition Information</b> UNC Fixed Tuition			

Explore these options, as well as other tabs:

<b>Registration</b> Check your registration status, class schedule and add or drop classes	<b>Student Records</b> View your holds, grades, transcripts and account summary	<b>ePayment</b> pay online	<b>Reverse Transfer(RT) Program</b> Reverse Transfer Program
<ul style="list-style-type: none"><li>Select Term</li><li>Change Class Options</li><li>Student Detail Schedule</li><li>Class Roster</li></ul>	<ul style="list-style-type: none"><li>Add or Drop Classes</li><li>Week at a Glance</li><li>Registration Fee Assessment</li></ul>	<ul style="list-style-type: none"><li>Look Up Classes</li><li>Printable Student Schedule</li><li>Purchase Books at the Bookstore</li></ul>	
<b>Fixed Tuition Information</b> UNC Fixed Tuition			