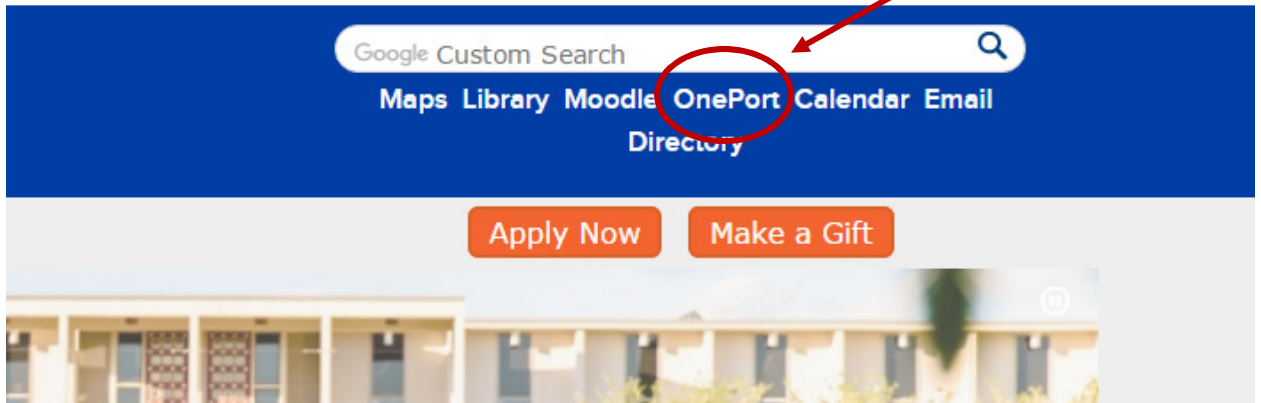


How to Access OnePort

Start at the UNCA homepage, www.unca.edu, and select OnePort 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.

A screenshot of the UNCA OnePort login page. At the top is the UNCA Asheville logo. Below the logo is a dark blue bar with the text "NEED HELP?" and "Call 828.251.6445 or itservicedesk@unca.edu". The main heading is "Sign In". Below this are two input fields: "Username" and "Password". A dark blue "LOGIN" button is positioned below the input fields. At the bottom of the page, there are two links: "Reset Password" and "First Time Users". The "First Time Users" link is circled in red, and a red arrow points to it from the upper right corner.

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

QuickLaunch

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:

Registration Check your registration status, class schedule and add or drop classes	Student Records View your holds, grades, transcripts and account summary	ePayment pay online	Reverse Transfer(RT) Program Reverse Transfer Program
<ul style="list-style-type: none">View HoldsFinal GradesAccount SummaryClass ScheduleSelect Tax YearImmunization Requirements	<ul style="list-style-type: none">View Student InformationEarly AlertsRequest Official TranscriptCourse CatalogTransfer ArticulationApply to Graduate	<ul style="list-style-type: none">Unofficial Academic TranscriptAccount Summary by TermView Status of Transcript RequestsTax NotificationPlacement Test ScoresView Application To Graduate	
Fixed Tuition Information UNC Fixed Tuition			

Explore these options, as well as other tabs:

Registration Check your registration status, class schedule and add or drop classes	Student Records View your holds, grades, transcripts and account summary	ePayment pay online	Reverse Transfer(RT) Program Reverse Transfer Program
<ul style="list-style-type: none">Select TermChange Class OptionsStudent Detail ScheduleClass Roster	<ul style="list-style-type: none">Add or Drop ClassesWeek at a GlanceRegistration Fee Assessment	<ul style="list-style-type: none">Look Up ClassesPrintable Student SchedulePurchase Books at the Bookstore	
Fixed Tuition Information UNC Fixed Tuition			