Process: To view a student’s program of study in the myUK web portal.
Role: Authorized Personnel
Frequency: When Needed

Entering the myUK Portal

Open the portal through the web address:

https://myuk.uky.edu/irj/portal

Log on using your AD or MC account and password.

Please note your password is the same as the password you use to check your UK e-mail account.

Click Log On.

You will be taken to the myUK welcome page.

myUK Portal

The Hello screen will display.

Click on the Student Administration tab at the top of the screen.
The following tools to help you are on the myHelp website.

Course Material ● Transaction Procedures ● Transaction Simulations ● Online Feedback Form

http://myhelp.uky.edu/
Find a Student

To view the record for a student whose name does not appear on your assigned list, you may conduct a search.

Enter your search criterion in the Find a Student search box and click Search.

A list of students who match your search criterion will be displayed.

Click in the radio box to select the student whose record you wish to display and click Next to bring up the student’s record.

Viewing Program of Study

To display the student’s program of study, including major and minor (if applicable), click on the Program of Study tab.
Searching for Another Student

To leave this student record and view another student’s data, click the **Start Over** icon.

This will take you back to the main screen.

Logging Off

To move to another feature in the portal, click on the appropriate selection.

To exit the portal, click on the **Log Off** link in the upper-right corner of the portal screen.

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