Quick Reference Card - Basic
Anticipated Graduation Date in myUK Portal

Process: Used to view or change a student’s anticipated graduation date in the myUK web portal.

Role: Authorized Personnel

Frequency: When Needed

**Entering the myUK Portal**

Open the portal through the web address:

https://myuk.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

**Advisee Record Navigation**

Click on the Student Administration tab at the top of the screen

Click on the Advising Services tab

The Advising Services Overview panel will be displayed on the left side of the screen

Click on Advisee Record on the Detailed Navigation menu
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Student Search

Enter information into one or more of the following fields:
- Username
- Last Name
- First Name
- Student Number

Press Enter or click on the Search button

A list of students matching the search criteria will be displayed

<table>
<thead>
<tr>
<th>Username</th>
<th>UK ID</th>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PITT, DEREK</td>
<td>10037856</td>
<td></td>
</tr>
<tr>
<td>Pitt, Derek</td>
<td>10037714</td>
<td>4/15/1987</td>
</tr>
<tr>
<td>Henry</td>
<td>10037715</td>
<td>4/3/1987</td>
</tr>
<tr>
<td>Pitt, Eric</td>
<td>10037716</td>
<td>7/18/1980</td>
</tr>
<tr>
<td>Pitt, Kyle</td>
<td>10037716</td>
<td>7/18/1980</td>
</tr>
<tr>
<td>Pittman, Adam</td>
<td>10002563</td>
<td>8/14/1950</td>
</tr>
</tbody>
</table>

Click on the student’s name link

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Anticipated Graduation Date

Click on the Anticipated Graduation Date button

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QRC Anticipated Graduation Date Change v2

myHelp Website:
http://myhelp.uky.edu/rwd/HTML/index.html
To change or select a date, first click the **Update** icon.

Use the drop down list to view an available list of dates.

*Please note that you may not select a date which has passed.*

Click on the appropriate date to select it.

Click **Save**