IRIS
Integrated Resource
Information System

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

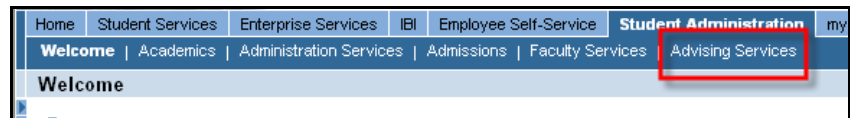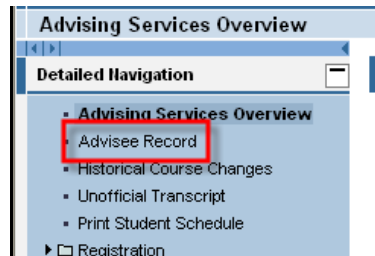|	
Open the portal through the web address: **https://myuk.edu/irj/portal** Log on using your AD or MC account and password. Please note your password is the same as the password you use to check your UK e-mail account.	UNIVERSITY OF **KENTUCKY** see blue. **Welcome to myUK** Use your _Active Directory User ID_ to log on to this portal. It is not required to use the domain before the username (i.e. ad\ or mc\). User ID * ADUserID Password * •••••••••• Log on **William T Young Library**
Click **Log On**	Log on

Advisee Record Navigation

Click on the **Student Administration** tab at the top of the screen	Home Student Services Enterprise Services IBI Employee Self-Service **Student Administration** myUK Hello Hello **Related Links** IRIS Launch Pad
Click on the **Advising Services** tab	Home Student Services Enterprise Services IBI Employee Self-Service **Student Administration** my **Welcome**	Academics	Administration Services	Admissions	Faculty Services	**Advising Services** **Welcome**

The **Advising Services Overview** panel will be displayed on the left side of the screen
 	
 Click on **Advisee Record** on the **Detailed Navigation** menu
	Advising Services Overview
	 Detailed Navigation
	 • **Advising Services Overview**
	   ▪ Advisee Record
	   ▪ Historical Course Changes
	   ▪ Unofficial Transcript
	   ▪ Print Student Schedule
	   ▶ 🗀 Registration

Student Search

Enter information into one or more of the following fields: **Username** **Last Name** **First Name** **Student Number**	**Current Student:** *None Selected.* Username: [ ] Last Name: [Pitt] First Name: [ ] Student Number: [ ] Search
Press **Enter** or click on the **Search** button	Last Name: [Pitt] First Name: [ ] Student Number: [ ] Search

		Username	UK ID	Birth Date	
A list of students matching the search criteria will be displayed	PITT, DEREK		10037856		
	Pitt, Derek Henry		10037714	4/15/1987	Data Privacy Warning (FERPA)
	Pitt, Eric		10037715	4/8/1987	
	Pitt, Kylie		10037716	7/18/1980	
	Pittman, Adam		10002553	8/14/1950	
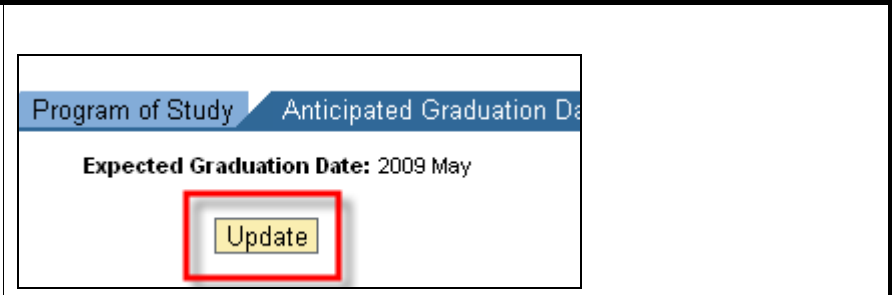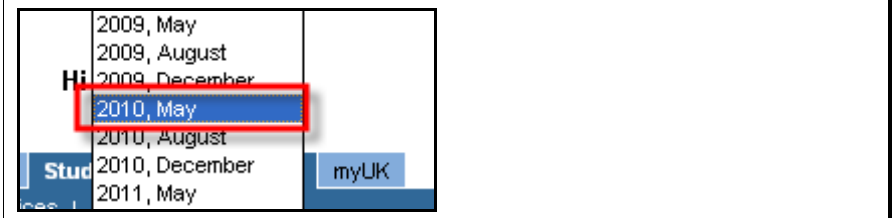
		Username	UK ID	Birth Date	
Click on the student's name link	PITT, DEREK		10037856		
	Pitt, Derek Henry		10037714	4/15/1987	Data Privacy Warning (FERPA)
	Pitt, Eric		10037715	4/8/1987	
	Pitt, Kylie		10037716	7/18/1980	
	Pittman, Adam		10002553	8/14/1950	

Anticipated Graduation Date

Click on the **Anticipated Graduation Date** button	Program of Study | Anticipated Graduation Date | Win There are no holds

To change or select a date, first click the **Update** icon.	Program of Study \ Anticipated Graduation Da **Expected Graduation Date:** 2009 May [Update]
Use the drop down list to view an available list of dates. *Please note that you may not select a date which has passed.*	**Expected Graduation Date:** 2009 May 2007, December [v] [Save]
Click on the appropriate date to select it	2009, May 2009, August 2009, December 2010, May 2010, August 2010, December 2011, May myUK
Click **Save**	2010, May [v] [Save]