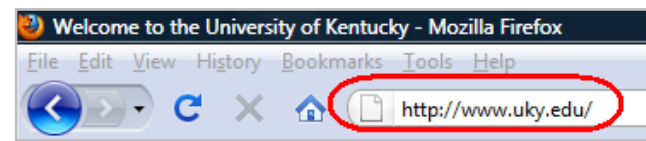**Process:** Many Student Lifecycle Management processes are available to authorized faculty and staff to create, change, and display academic records via the myUK Portal and the Student Administration tab. An Active Directory User ID and password is required for use.
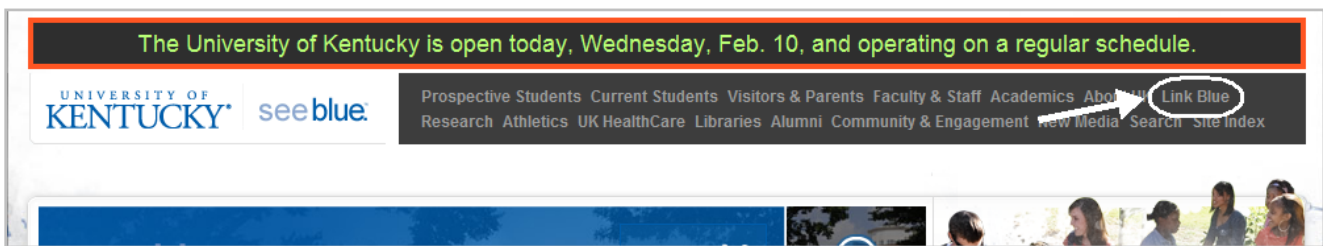
Role: Authorized Users	**Frequency:** When needed

Logging On To The *myUK* Portal

Go to UK's main web page at http://www.uky.edu/	
Click **link blue**	
Click **myUK**	
Enter your **User ID** (link blue ID, either AD or MC User ID)	

Enter your **Password**	**Welcome to myUK** Use your link blue ID to Sign On to this portal. User ID ADUserID Password •••••••••••• Sign On
Click **Sign On**	User ID ADUserID Password •••••••••••• Sign On

Student Administration Portal

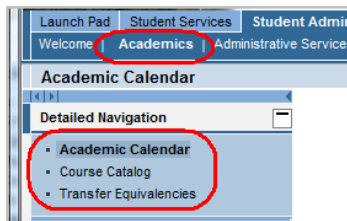|	
Click **Student Administration**	IRIS Systems - myUK | University of Kentucky myUK Launch Pad Student Services Student Administration Financia IRIS Systems **IRIS Systems**
From the **Student Administration Overview** page you can access the following by clicking on the appropriate tabs:	
Academics Launch Pad Student Services Student Admin Welcome Academics Administrative Services **Academic Calendar** Detailed Navigation • Academic Calendar • Course Catalog • Transfer Equivalencies	Contains: • Academic Calendar • Course Catalog • Transfer Equivalencies
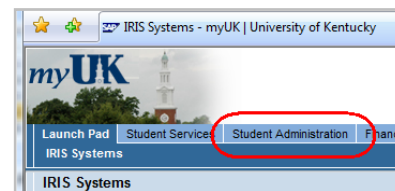
|	

### Administrative Services 	
 	
	Contains:
	• College Reports
	  • College Reports
	• Administrators
	  • Assign Student Overrides
	  • Course Capacities
	  • Booking Rules
	• Registrar
	  • Booking Rules
	  • Course Capacities
	  • Historical Course Changes
	  • Override Permissions
	  • Course Cache Update
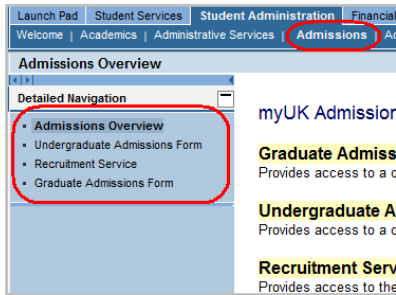
### Admissions 	Contains: • Admissions Overview • Undergraduate Admissions Form • Recruitment Service • Graduate Admissions Form

### Advising Services 	
 	
	Contains:
	• Advising Services Overview
	• Advisee Record
	• Historical Course Changes
	• Unofficial Transcript
	• Registration
	  • Admin Booking
	  • Course Catalog
	  • Assign Student Overrides
	• Appointment Manager
	• Appointment Scheduler
	• Degree Planner (APEX)
	  • Degree Planner (APEX)
	  • Help
	  • Tutorials
	• Print Student Schedule
	• Appointment Manager

Faculty Services
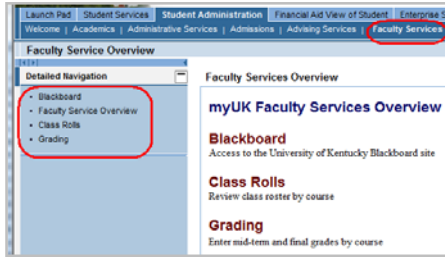
Contains:

- Blackboard
- Faculty Service Overview
- Class Rolls
- Grading