Quick Reference Card – Student Lifecycle Management

## Integrated Resource Information System

**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/	Welcome to the University of Kentucky - Mozilla Firefox File Edit View History Bookmarks Tools Help C X M http://www.uky.edu/	
Click link blue		
The University of Kentucky is open today, Wednesday, Feb. 10, and operating on a regular schedule.		
UNIVERSITY OF       See blue:       Prospective Students Current Students Visitors & Parents Faculty & Staff Academics Abort 14 Link Blue         Research Athletics UK HealthCare Libraries Alumni Community & Engagement New Media       Search Staff Index		
Click <b>myUK</b>	About UK       Academics         Prospective Students       Academics         Student Life       Administration         Admissions       Alumni         Visitors & Pare       Student Manager            • Account Manager       Exchange            • Blackboard          • myUK             • Sharepoint          • Sharepoint	
Enter your <b>User ID</b> (link blue ID, either AD or MC User ID)	Welcome to myUK Use your link blue ID to Sign On to this portal. User ID ADUserID Password Sign On	

<b>Ouick Reference Card – Student Lifecycle Management</b>		
Student Administration Portal		



Enter your <b>Password</b>	Welcome to myUK Use your <u>link blue</u> ID to Sign On to this portal. User ID ADUserID Password
Click <b>Sign On</b>	User ID ADUserID Password ••••••••••••••••••••••••••••••••••••
Student Administration Portal	
Click Student Administration	A Z IRIS Systems - myUK   University of Kentucky      Launch Pad Student Service Student Administration     IRIS Systems      IRIS Systems
From the <b>Student Administration</b> <b>Overview</b> page you can access the following by clicking on the appropriate tabs:	Internet
Academics Launch Pad Student Services Student Admir Welcome Academics Administrative Services Academic Calendar Detailed Navigation • Academic Calendar • Course Catalog • Transfer Equivalencies	Contains: • Academic Calendar • Course Catalog • Transfer Equivalencies

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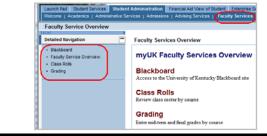


Administrative Services Launch Pad Student Services Student Administration Welcome Academics Administrative Services Administrative Services Overview Detailed Navigation MUK Stu College Reports College Re	Contains: College Reports College Reports Administrators Assign Student Overrides Course Capacities Booking Rules Registrar
Booking Rules     Assign     Adminis     Booking Rules     Course Capacities     Override Permissions     Course Cache Update     Provides acce	<ul> <li>Booking Rules</li> <li>Course Capacities</li> <li>Historical Course Changes</li> <li>Override Permissions</li> <li>Course Cache Update</li> </ul>
Admissions Welcome   Academics   Administrative Services   Admissions	Contains: • Admissions Overview • Undergraduate Admissions Form • Recruitment Service • Graduate Admissions Form
Advising Services Student Administration Frances Ad View of Student Welcone Academics Administrative Services   Admissions Advising Services fr Advising Services Overview Detailed Havigation • Adviseng Services Overview • Hatorical Course Changes • Hotoficial Transcript • Advises e Catalog • Assign Student Overrides • Appointment Manager • Degree Planner (APEX) • Help • Tutorials • Tutorials	Contains: Advising Services Overview Advisee Record Historical Course Changes Unofficial Transcript Registration Admin Booking Course Catalog Admin Booking Course Catalog Assign Student Overrides Appointment Manager Appointment Scheduler Degree Planner (APEX) Degree Planner (APEX) Help Tutorials Print Student Schedule Appointment Manager

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## Faculty Services



## Contains:

- Blackboard
- Faculty Service Overview
- Class Rolls
- Grading