**Process:** Many Campus Management processes are available to authorized faculty and staff to create, change, and display academic records via the myUK Portal. An Active Directory User ID and password is required for use.

**Role:** Authorized Personnel

**Frequency:** When Needed

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**BEGINNING**

Go to the **Welcome to myUK** web page [http://myuk.uky.edu/](http://myuk.uky.edu/)

**myUK PORTAL**

Enter your **Active Directory** (either ad\ or mc\) **User ID**

Enter your **AD Password**

Click on the **Log on** button

**myUK HOME PAGE**

Click on the **Student Administration** tab (Your webpage may look different based on your roles in the system)

**STUDENT ADMINISTRATION OVERVIEW**

From the **Student Administration Overview** page you can access the following by clicking on the appropriate tabs:

**Faculty Services**

Contains: Faculty Services Overview, Class Rolls, Grading, and Blackboard

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The following tools to help you are on the myHelp website.

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

[http://myhelp.uky.edu/](http://myhelp.uky.edu/)
### Advising Services

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- Advising Services Overview
  - ▼  
    - Advisee Record
      - Advising Record
    - Unofficial Transcript
  - ▼  
    - Registration
    - Admin Booking

Contains: Advisee Record (Advisee Record and Unofficial Transcript) and Registration (Admin Booking)

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The following tools to help you are on the myHelp website.

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

http://myhelp.uky.edu/