Getting Started
As a New UT Student

Find this presentation at tiny.utk.edu/orientation2023
What is MyUTK?

MyUTK is your portal to many university services. Access your tuition information, build your schedules, and even open your email. Sign in with your NetID, password, and two-factor: my.utk.edu

Got a New Phone? Add two-factor right away – you’ll need it for your accounts. 2fa.utk.edu
What is UT Alert?

UT Alert is the emergency communications service.

When you first log into MyUTK, you’ll need to:

- Add your phone number to the UT alert system
- OR opt out of UT Alert text messages

UT will check with you again every six months.
How do I get around in MyUTK?

Along the top of the site, you will see a few menus that contain helpful links.

- My Resources
- Academic Support
- Student Life
- Campus Services
- Campus News
- My Links
My Resources

Under My Resources, you’ll see:

- Academic History
- Add/Drop Classes
- Manage Meal Plan
- Pay Fees/Account Balances
- Search for Classes
- View Grades
Academic Support

Under Academic Support, look for:

- Advising Services
- FERPA Academic Release
- FERPA Financial Release
- Order a transcript
What’s my Student ID Number?

Here you can see some of your student information. This section displays important information, such as:

- Your Student ID
- Your email address
- Your major
- Your advisor
Messages

Next to your information, you will see a message box. The message box will display important messages from the University regarding your account, your finances, and even major university events.

- There is no SSN on file for you. This may impact your financial aid or scholarship awards. Please complete this form and return by either mail or in-person to the Bursar's Office or at the One Stop in Hodges Library.
- You must pay your enrollment deposit before you can register for Student Orientation. Click here to pay your deposit, then select 'eDeposits' at the top of the page, select your admission term and the appropriate enrollment deposit category, and follow the instructions on the page.
- You have a 'Satisfactory Academic Progress' hold. Click here for more information.
- Your required academic advising appointment will take place at orientation.
- One Stop Student Services is your source for answers on financial aid, your student account, registration, and records. Instead of contacting multiple offices, make One Stop your first stop! Email us here.
Where can I find my schedule?

Below your messages, you can view your class schedule.

By default, the current term will be selected.

You can click the “Previous Term” and “Next Term” buttons to navigate between past and future semesters.
Where is my bill?

Under My Financial Information, view live balances of:

- your tuition
- VolCard
- meal plan

By clicking the “View/Pay Fees” button, you can pay your tuition and any other fees.
How do I check my UT email?

You can also use MyUTK to navigate to websites that you will use daily.

By clicking the Volmail icon, you can navigate to the Volmail page, and then your UT Gmail account.
How do I get to my classes online?

Canvas is UT’s Learning Management System.

Select the Canvas icon to get to your classes online.

Note: You can also reach Canvas by signing in with your UT NetID, password, and two-factor at: online.utk.edu.
What is Canvas?

Canvas is . . .

• The official Learning Management System (LMS) at UTK
• Also known as “Online@UT (Canvas)”
• The online place for your course materials, assignments, assessments, and communication

Changes to your schedule are synced THE NEXT DAY by 9:30am ET – expect to see updates in Canvas the day after you add/drop a course.
How do I view my courses?

Canvas courses are viewed within the **Dashboard**, which is the first thing you see when you log in to Canvas.

The Card View displays a course card for each of your favorited courses, with icons for easy access to:

- Assignments
- Announcements
- Discussions
- Files
How do I submit Assignments?

In the Canvas Sidebar within your course:

1. Select the Assignment from the To Do listing.
   Note: You can also click Assignments in the Course Menu

2. Once you have completed your work, click the Submit Assignment button.
How do I take quizzes/exams?

Within your course:

1. Select Quizzes in the Course Menu
2. Look for your quiz/exam and select the title to get started
How do I view my grades?

To see your grades in Canvas:

1. Look under your To Do list for the View Grades button.

2. The Grades Page will display your current courses and grades.

Note: Official grades will be posted at the end of the term in MyUTK.
Can I use a mobile device with Canvas?

Yes! Download the Canvas Student app to access your courses from anywhere.
Learn more about Canvas on OIT’s website

Find guides, videos, tutorials, and more at: oit.utk.edu/student-resources

Looking for UT-specific Canvas info? Check out the Canvas Training for Students online workshop
Need Help?

For MyUTK questions such as class scheduling, paying bills, viewing grades, and advising, contact:

**One Stop Student Services**
Call: 865-974-1111
Email: onestop@utk.edu
Online: onestop.utk.edu
Visit: Ground Floor, Hodges Library

For questions about Canvas, Zoom, email, passwords, and other technology, contact:

**OIT HelpDesk**
Call: 865-974-9900
Chat: oit.utk.edu/chat
Online: help.utk.edu
Visit: Second Floor, Hodges Library
Questions?

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