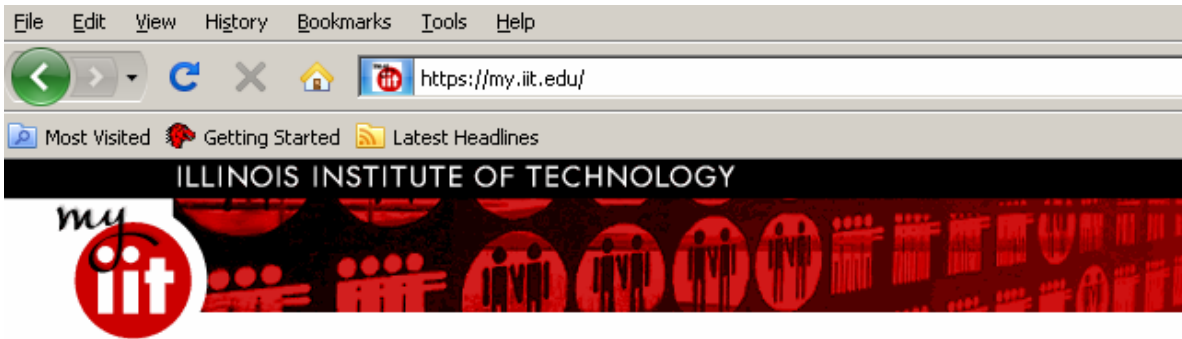


## New Undergraduate MyIIT Tutorial (for Orientation RSVP and New Student Advising)

### Step One (Accessing myIIT):

Open a web browser and browse to [my.iit.edu](https://my.iit.edu) and type in your Username and Password in the boxes provided and click on "Login". Your myIIT is username is your Unified ID (UID). Your UID is the start of your IIT email address, for example if [bsmith34@iit.edu](mailto:bsmith34@iit.edu) is your IIT email address, your UID is bsmith34. The initial password is your birthday in MMDD format and the last 4 digits of your Banner ID. Your Banner ID is the ID starting with the letter A followed by 8 digits. Please email [supportdesk@iit.edu](mailto:supportdesk@iit.edu) if you need your logon reset. Here is a link to the New Student Computing Guide that we provide to incoming students: [http://www.iit.edu/ots/pdfs/new\\_student\\_computing\\_guide\\_0710.pdf](http://www.iit.edu/ots/pdfs/new_student_computing_guide_0710.pdf)

A screenshot of the myIIT login form. The form is titled "Login" and contains two input fields: "Username:" and "Password:". Below the input fields are two buttons: "Login" and "Cancel". A yellow arrow points to the "Login" button. Another yellow arrow points to the "Username:" input field, and a third yellow arrow points to the "Password:" input field. Below the login form is a "Support Information" section with links for "Trouble logging in?", "Which browsers are supported?", "Comments and suggestions?", and "FAQ's". At the bottom is a "Policies & Guidelines" section with links for "IIT Privacy Statement" and "Office of Technology Services Acceptable Use Policy".

### Recent changes to myIIT Portal Quality of Worklife Channel

The Quality of Worklife (QWL) channel has been added (visible only to IIT employees). QWL offers events, services, and resources to enhance their professional and social experience. Web pages inside myIIT...linked from the QWL and HR **New Human Resources Portal and Public Website**

A new Department of Human Resources portal website is the place for all current employees to access employee change forms, news about professional training and a new Human Resources portal site from the HR Announcements. The new Human Resources public website also has launched. It is of interest to prospective IIT employees. It is located at [hr@iit.edu](http://hr@iit.edu).

### New Registrar Portal and Public Websites

A new Office of the Registrar portal website launched for current students to get information about the registrar, the academic calendar, and to download all registrar portal website from the Registrar channel. Located in

### Step Two (Change to the Academics Tab):

Click on the "Academics" tab to switch to the applications related to your academics.

The screenshot shows a web browser window with the URL <http://my.iit.edu/cp/render.userLayoutRootNode.up>. The page header includes the Illinois Institute of Technology logo and navigation links: My Account, Content/Layout, Welcome, and You are currently logged in. A navigation menu contains tabs for Welcome, Academics, Student Life, Finances, Library, Research, My Stuff, and Portal Help. A yellow arrow points to the Academics tab. Below the navigation menu, there are two main content areas: "IIT Events" with a sub-header "Meet Alumnus Frank Crossley Thursday, April 30" and a "Details" link; and "IIT Today" with a red banner and a message from Student Health Services on Swine Flu. In the top right corner, there are icons for e-mail and a calendar.

### Step Three (Accessing the Orientation RSVP or New Student Advising applications):

Scroll down to access the "Academic Affairs Student System" channel. There top two options are Orientation Session RSVP and New Student Advising.

The screenshot shows a window titled "Academic Affairs Student System". It contains a list of items: "J K", "BS-Computer Science", "Orientation Session RSVP", "New Student Advising", "[Summer Orientation Information for New Undergraduates](#)", "[Current IPROs](#)", "[Browse Deliverables of IPRO Teams](#)", and "Undergraduate Research Projects".