

# First Time Portal Access

All students, faculty and staff are issued login credentials by the university.

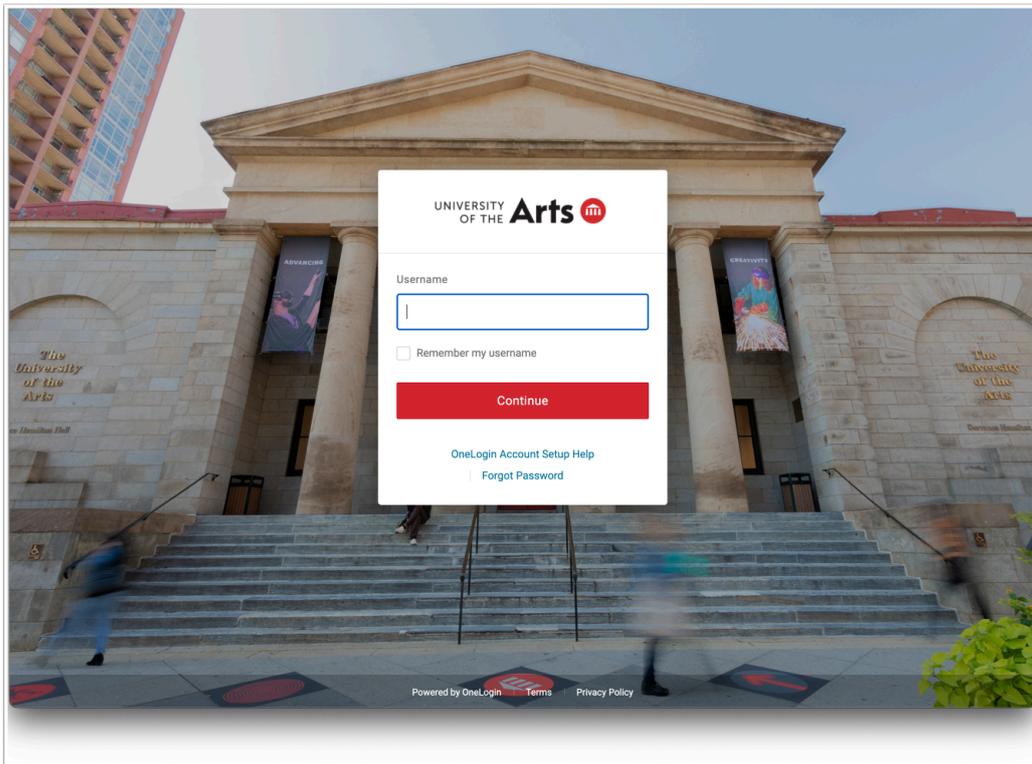
## 1. Visit the University of the Arts Onelogin site

URL: <https://uarts.onelogin.com>

## 2. Log in with your University username and password.

-  Your account information will be sent via email or lettered mail depending on your status with the University. By default, your credentials will follow the format below:
- Username:** Typically, your username is your first initial and last name. Ex: The username for John Doe could be jdoe. If this combination is already taken, the first letter of your middle name or subsequent letters of your first name may be added after your first initial. If you need assistance on finding what your username is, please contact the helpdesk and have your University ID number ready.
- Password:** For first-time users, your password is your 6-digit birthday and the last 4 digits of your social security number (MMDDYYSSSS).

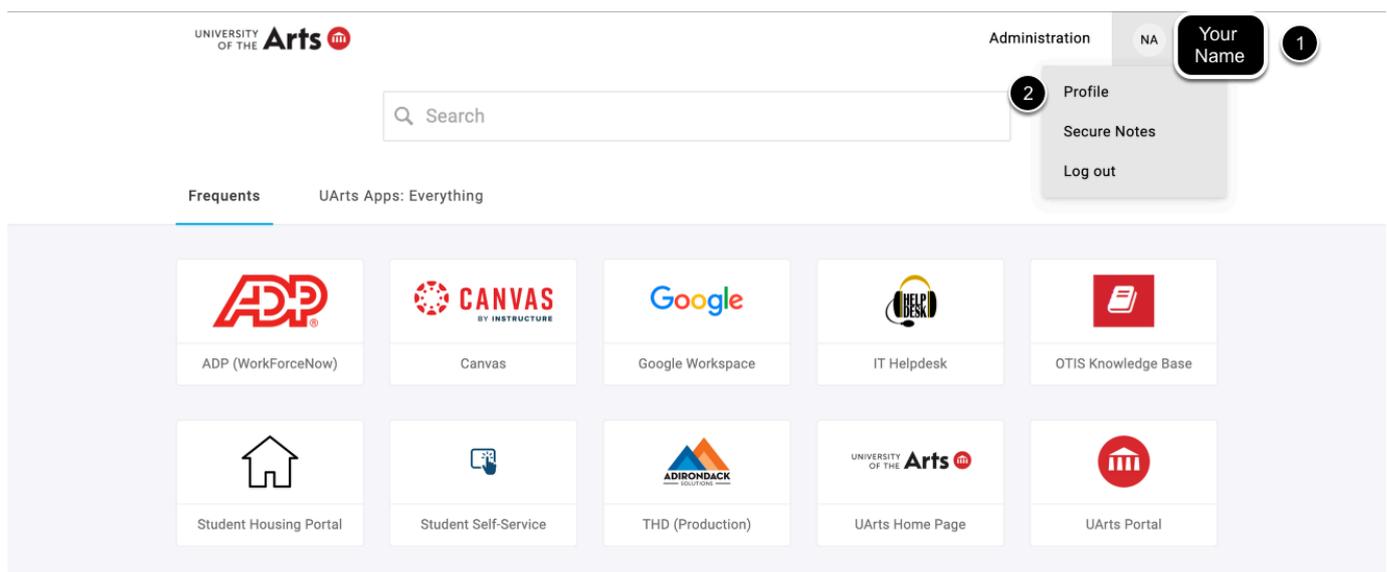
-  If this is your first time logging into Onelogin, then you will need to setup your account. Please follow these more specific directions for Onelogin: [OneLogin Account Setup](#)



### 3. Go to your Profile

💡 Your Onelogin page might look a little different than the one in the image.

1. First click on your name in the top right.
2. Then click profile.



## 4. Change your password from the default

1. Use the "Change Password" option on the left.
2. Then enter your current password and create a new password.
3. Finally hit "Update Password" and you will get a banner saying the process is complete. This can take a minute to pop up.
4. Click the University of the Arts logo in the top right to take you back to the main page.



You will only enter your new password once. Any mistype during creation could generate an unintended password and thus lock you out at your next login.

Use the show option to double check your new password.



Please meet the following requirements when choosing your new password.

- Minimum 8 Characters
- 1 Lowercase
- 1 Uppercase
- 1 Number
- 1 Special Character

The screenshot displays the 'Change Password' interface. On the left, a navigation menu has 'Change Password' selected with a circled '1'. The main area contains a 'Current password' field, a 'New password' field with a circled '2', and a 'Last changed 54 days' label. Below the fields is a box with password requirements: Minimum 8 characters, 1 Lowercase, 1 Uppercase, 1 Number, and 1 Special character. At the bottom right, there is an 'Update Password' button with a circled '3'. The top navigation bar includes 'Administration', 'NA', and 'Your Name'. The University of the Arts logo is in the top left corner with a circled '4'.

## 5. Head to the Uarts Portal and other helpful links.

Click on the Uarts Portal link to take you to the Uarts Portal. Here are other useful links for your knowledge.

1. **Google Workspace** - This will take you to your Uarts email hosted by Google. Teachers will communicate through this email not your personal.
2. **Canvas** - This is where your course work be held.
3. **Uarts Portal** - This houses other useful link and forms along with copies of these links as well.
4. **Student Self Service** - Site where you will handle financial aid, registering for classes, and seeing final submitted grades

UNIVERSITY OF THE Arts

Administration NA Your Name

Search

Frequents UArts Apps: Everything

ADP (WorkForceNow)	<b>2</b> Canvas	<b>1</b> Google Workspace	IT Helpdesk	OTIS Knowledge Base
Student Housing Portal	<b>4</b> Student Self-Service	THD (Production)	UArts Home Page	<b>3</b> UArts Portal

# 6. You made it to the Uarts Portal

