

ROWDY READY

C H E C K L I S T

Complete each task before your first day of classes!

Get Your UTSA ID

You can receive your **UTSA Card** on the Main Campus (Multidisciplinary building MS 1.01.52) or the Downtown Campus (Frio Building FS 2.424C).

Please bring the following to Campus Services:

- A government-issued photo ID (*driver's license, passport, military ID, etc.*)
- Your Banner ID number

Get Your Parking Permit

You must attain a new parking permit each academic year. You will need your Student ID to complete this step (see step above). Review the parking choices available to you under **Permit Options**. You can attain your parking permit by selecting **Purchase on MyParking**. Proceed to **Permits<Get Permits<UTSA Student/Employee Login**. You can also order them through UTSA's **myParking portal** on ASAP.

Setting Up Your UTSA Email

After applying to UTSA, you should receive an email from **myUTSAaccount@utsa.edu** with a link and instructions to activate your myUTSA ID. Now that your account has been activated, it's time to **sign in**.

To sign in to your inbox on the web:

1. Visit portal.office.com
2. Sign in with your new email address and UTSA passphrase.
3. Click the Outlook icon on the left-hand side of the page.

Set Up Your Zoom Account

Virtual meeting and collaboration tool **Zoom** is available to all UTSA students, faculty and staff through a university-wide site license.

Set Up Your Duo Account

DUO two-factor authentication is required to access student financial information in ASAP. This requirement is part of a continued effort to protect student data across the UT System.

Explore resources available to you as a graduate roadrunner

Financial Aid

Contact **One Stop Enrollment Center** for your questions about financial aid, scholarships, and loans. On campus locations:

| | |
|---|--|
| MAIN CAMPUS JPL 1.01.04 One UTSA Circle San Antonio, TX 78249 | DOWNTOWN CAMPUS FS 2.400 501 W. Cesar Chavez Blvd. San Antonio, TX 78207 |
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If you're unable to visit campus, you can contact One Stop at 210.458.8000 or via email at onestop@utsa.edu for assistance.

Graduate Admissions/One Stop

Don't forget to submit your final transcripts to the **One Stop Enrollment Center**. Until we receive all final transcripts, you'll have a hold on your account preventing future registration.

Contact Graduate Processors:

Location: Flawn Sciences Building 1.01.05
Email: graduate.admissions@utsa.edu
Phone: (210) 458-7985
Send Official Transcripts to: graduate.documents@utsa.edu

Contact Your Graduate Advisor

Find your **Graduate Advisor of Record!** This faculty member provides academic advising for graduate students based specifically on their area of study.

Global Services

If you are an international student, **International Student Services** will assist you during your time here at The University of Texas at San Antonio.

Get Your Textbooks

Visit our campus store on **Main Campus** or **Downtown Campus** to acquire all the reading material needed to succeed in your classes.

UTSA Buildings and Maps

View **campus maps and parking information** for Main, Downtown, Hemisphere, and Park West campuses.

Campus Tours

Sign up for an **on-campus tour** or explore additional tour options available to you.

UTSA Resources

We are proud to be recognized as a Hispanic Serving Institution. **Learn more** about the services available to you at UTSA.

Connect with your community!

Graduate School Events

Stay up-to-date with the Graduate School **Events Calendar**. Don't miss the numerous to events happening throughout the semester.

Connect With Us

Follow **@utsagradschool** on social media! Don't miss event updates, giveaways, and the opportunity to connect with your peers in the graduate school community.

Subscribe To Our Channel

Subscribe to the **official YouTube channel** for graduate students at The University of Texas at San Antonio. You can find recorded professional development sessions, academic resources, and vital information for orientation.

