

How to Navigate the MyUCW Student Portal

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Introduction

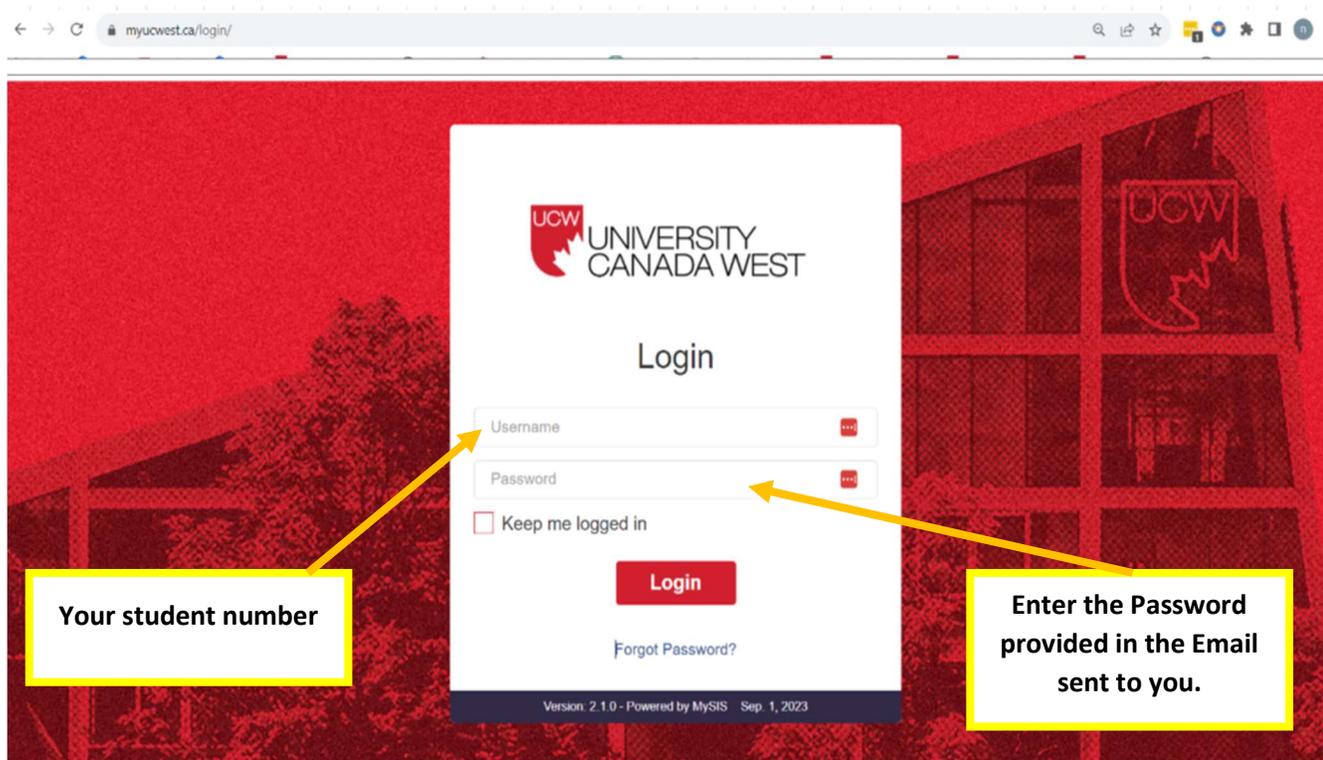
The MyUCW Student Portal is your information hub and primary means of communication at University Canada West. It is through the MyUCW Student Portal that you access course materials, communicate with other students and staff, and stay up to date with UCW news and events.

Consider it your command centre for all things UCW. It is also where you will register for classes, see your course schedule, submit assignments, check your grades, find additional resources, and so much more. So, let's get started!

Account set up

When you are using the MyUCW Student Portal for the first time, you will need to log in, complete your student profile and set up your security question and MyUCW Student Portal email address.

1. Go to <https://www.myucwest.ca/login/>

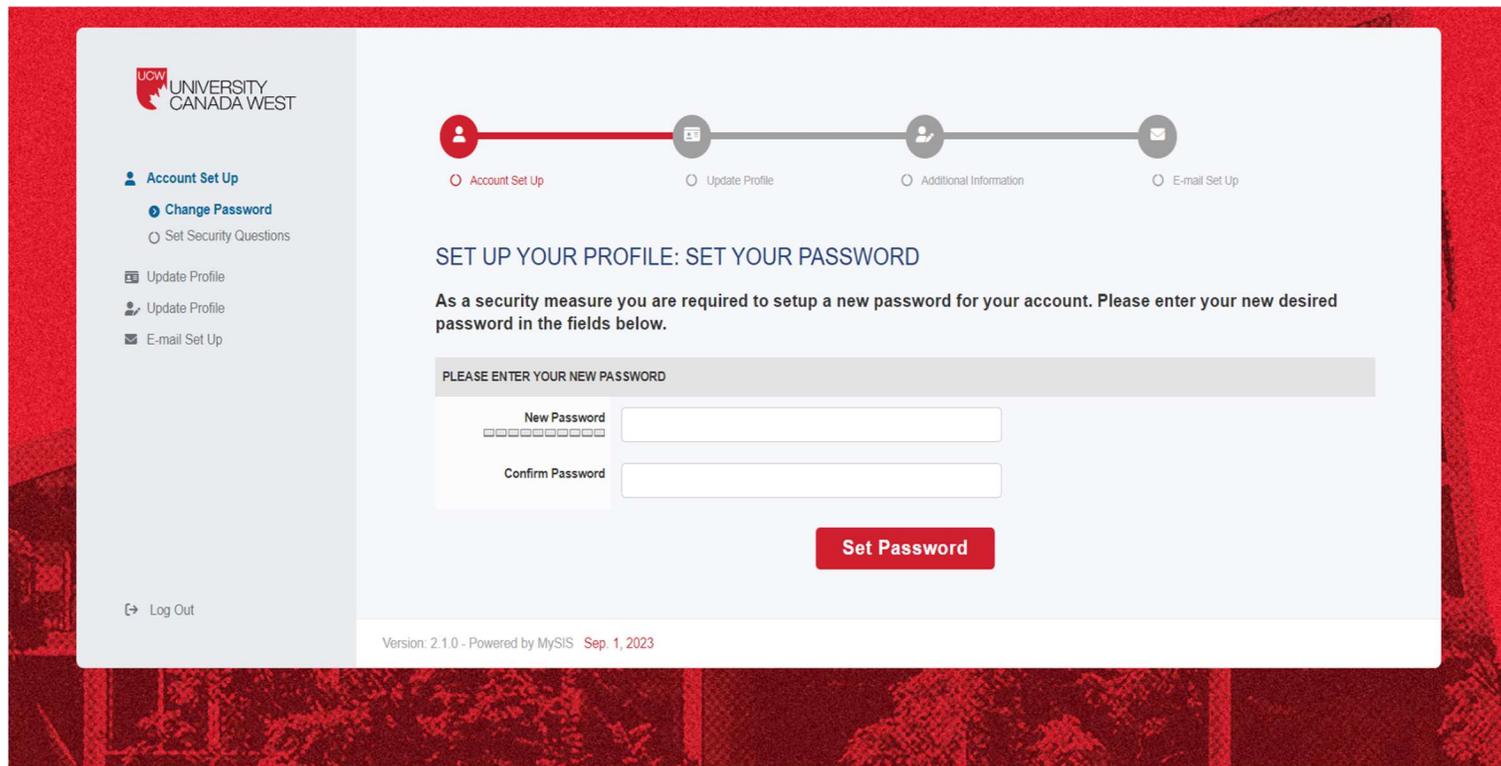


2. When logging in for the first time:

- Your username is your Student Number
- Your password is provided in the email you received from UCW.

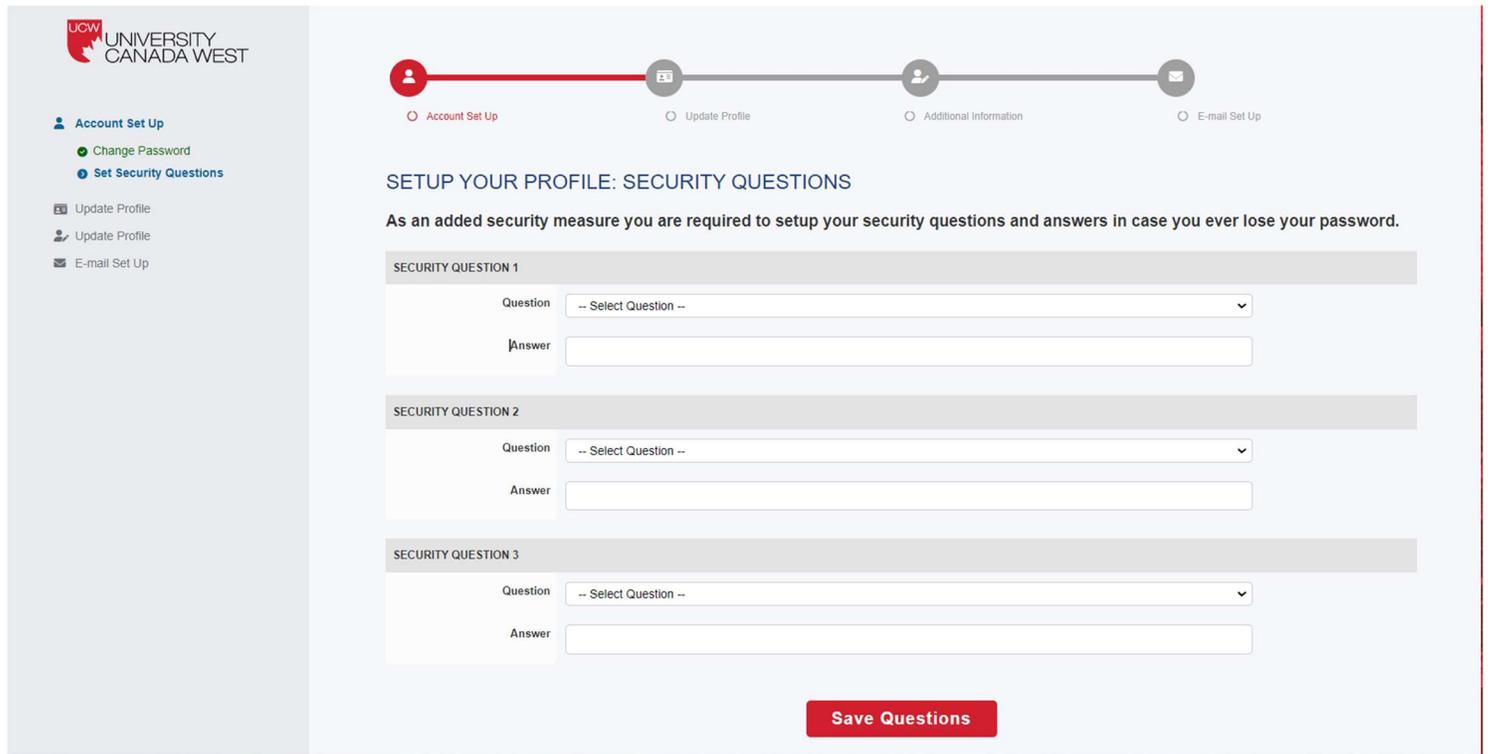
If you are having troubles logging in for the first time, please email support@myucw.ca.

3. Next, you will be prompted to set up a new password.



The screenshot displays the 'Account Set Up' page in the MyUCW portal. On the left, a sidebar lists navigation options: 'Account Set Up' (selected), 'Change Password', 'Set Security Questions', 'Update Profile', and 'E-mail Set Up'. At the bottom of the sidebar is a 'Log Out' link. The main content area features a progress bar with four steps: 'Account Set Up' (active), 'Update Profile', 'Additional Information', and 'E-mail Set Up'. Below the progress bar, the heading reads 'SET UP YOUR PROFILE: SET YOUR PASSWORD'. A message states: 'As a security measure you are required to setup a new password for your account. Please enter your new desired password in the fields below.' A grey bar prompts the user to 'PLEASE ENTER YOUR NEW PASSWORD'. Two input fields are provided: 'New Password' (with a password strength indicator) and 'Confirm Password'. A red 'Set Password' button is positioned below the fields. At the bottom of the page, the version information is 'Version: 2.1.0 - Powered by MySIS Sep. 1, 2023'.

4. You will then be prompted to setup your security questions (in case you forget your password). Complete the form and click SAVE QUESTIONS.



UCW UNIVERSITY CANADA WEST

Account Set Up

- Change Password
- Set Security Questions**
- Update Profile
- Update Profile
- E-mail Set Up

UCW UNIVERSITY CANADA WEST

Account Set Up Update Profile Additional Information E-mail Set Up

SETUP YOUR PROFILE: SECURITY QUESTIONS

As an added security measure you are required to setup your security questions and answers in case you ever lose your password.

SECURITY QUESTION 1

Question -- Select Question --

Answer

SECURITY QUESTION 2

Question -- Select Question --

Answer

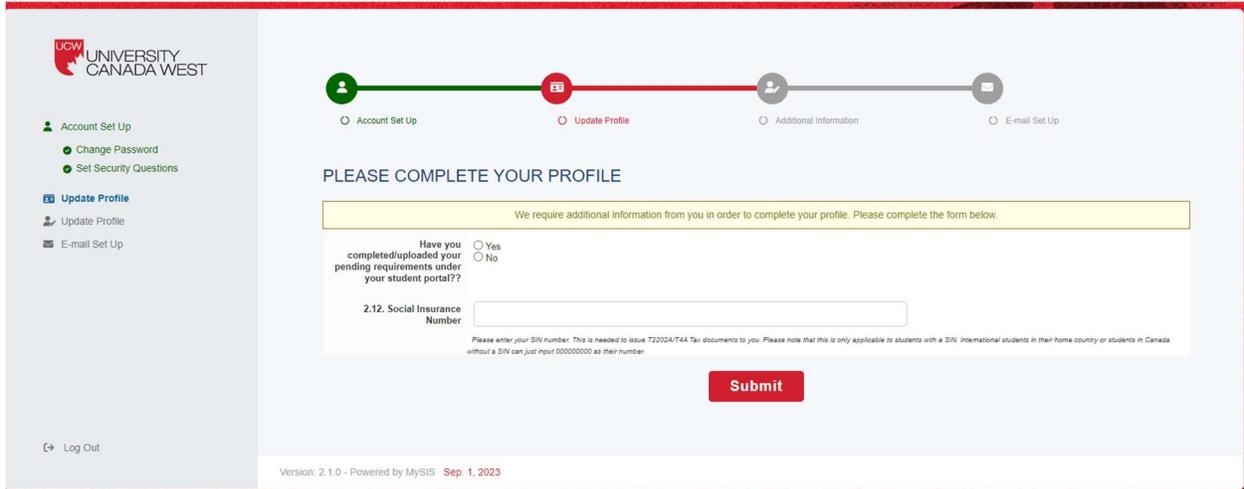
SECURITY QUESTION 3

Question -- Select Question --

Answer

Save Questions

5. Fill in the information that is requested on the screen.



The screenshot shows the MyUCW portal interface. On the left is a navigation menu with options: Account Set Up (Change Password, Set Security Questions), Update Profile (Update Profile, E-mail Set Up), and Log Out. The main content area has a progress bar with four steps: Account Set Up, Update Profile (active), Additional Information, and E-mail Set Up. Below the progress bar, the heading reads "PLEASE COMPLETE YOUR PROFILE". A yellow box contains the text: "We require additional information from you in order to complete your profile. Please complete the form below." The form includes a question: "Have you completed/uploaded your pending requirements under your student portal??" with radio buttons for "Yes" and "No". Below this is a field labeled "2.12. Social Insurance Number" with a text input box. A red "Submit" button is at the bottom right. A small note at the bottom of the input field states: "Please enter your SIN number. This is needed to issue T2202A/T4A Tax documents to you. Please note that this is only applicable to students with a SIN. International students in their home country or students in Canada without a SIN can just input 000000000 as their number." The footer of the page reads "Version: 2.1.0 - Powered by MYSIS Sep. 1, 2023".

Social Insurance Number

Follow these guidelines to complete this section:

- If you have a valid SIN, please enter it in the provided field accurately.
- If you are an international student studying in Canada without a SIN or if you do not have a SIN number currently, enter "000000000."
- Ensure that you double-check the accuracy of the number you enter.

6. Review and Update your Personal/contact Information

Country of residence in Canada should be left with input 00000000 as their number.

3. CONTACT INFORMATION

3.1. Street Address (Current)

3.2. City (Current)

Country -- Select Country --

Province / State -- Select Province / State --

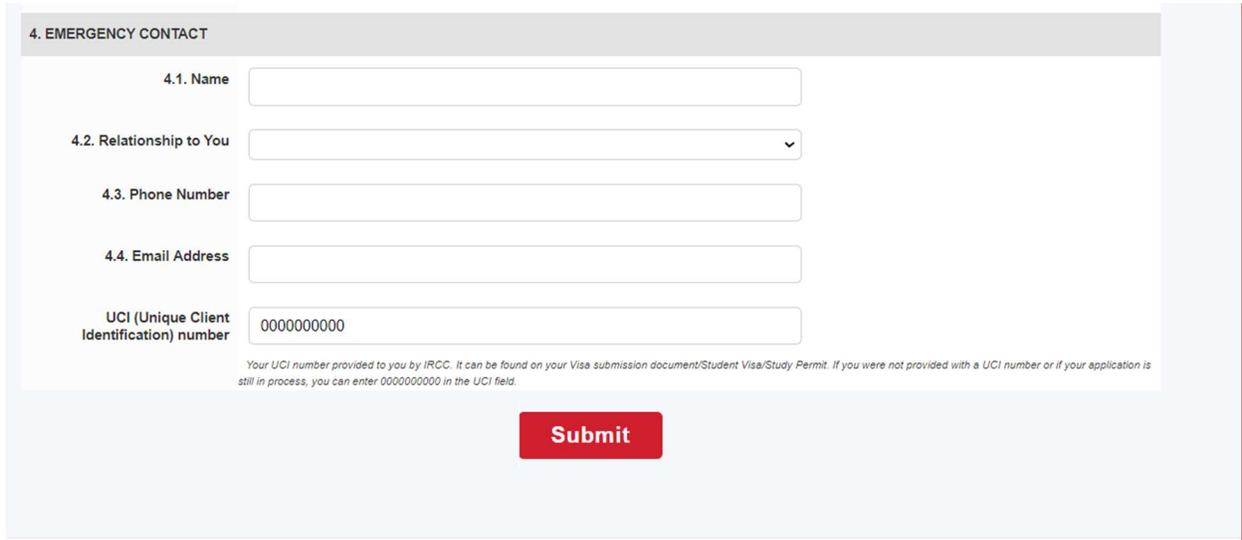
3.4. Postal / Zip Code (Current)

3.5. Phone Number (Current)

3.6. Email Address (Current)

- Street Address (Current) :Confirm or update your current street address.
- City (Current): Confirm or update your current city of residence.
- Country and Province/State: Select your current country and province/state from the provided dropdown menus.
- Postal/Zip Code (Current):Confirm or update your current postal or zip code.
- Phone Number (Current): Ensure your current phone number is accurate.
- Email Address (Current): Confirm or update your current email address, as this is a primary means of communication from the institution.

7. Review and Update Emergency Contact Information



The screenshot shows a web form titled "4. EMERGENCY CONTACT". It contains five input fields: "4.1. Name" (text), "4.2. Relationship to You" (dropdown), "4.3. Phone Number" (text), "4.4. Email Address" (text), and "UCI (Unique Client Identification) number" (text) with the value "0000000000" pre-filled. Below the fields is a red "Submit" button. A small note at the bottom of the form reads: "Your UCI number provided to you by IRCC. It can be found on your Visa submission document/Student Visa/Study Permit. If you were not provided with a UCI number or if your application is still in process, you can enter 0000000000 in the UCI field."

- Name: Provide the name of your emergency contact person.
- Relationship to You: Specify the relationship between you and your emergency contact (e.g., parent, guardian, friend).
- Phone Number: Enter the phone number where your emergency contact can be reached.
- Email Address: Provide the email address of your emergency contact.
- UCI (Unique Client Identification) Number: If you have a UCI number provided by IRCC (Immigration, Refugees, and Citizenship Canada), enter it accurately. This number can be found on your Visa submission document, Student Visa, or Study Permit. If you were not provided with a UCI number or if your application is still in process, enter "0000000000" in the UCI field.

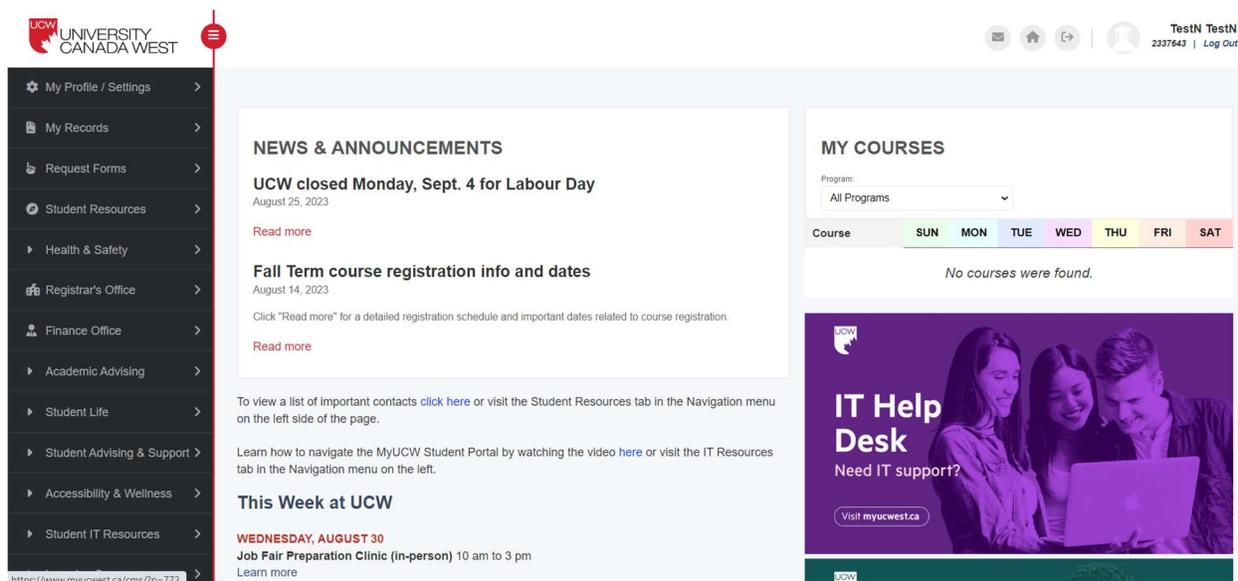
Once you've reviewed and updated all the necessary information, be sure to click **“Submit”**.

That's it! You are now ready to start exploring the MyUCW Student Portal.

Navigating the MYUCW Portal

The MyUCW Student Portal Welcome Page is where you will start each time you log in.

Remember to log into the portal regularly for important updates. The Welcome Page includes important UCW news and information. The Welcome Page is also where you will access your myucwest.ca email for communication from the university.



On the left side of the welcome page, you will find Navigation menu. The Navigation menu is where can learn more about different departments within UCW, find student resources, important contact information, register for courses, check your course timetable, make a payment, and fill out and submit forms

My Records

The My Records tab is where you will find your final grades, your program plan, financial statements, tax documents, Accomplishments and Required Tasks

This is also where you can make a payment with your credit card.

The screenshot shows the 'My Records' menu in the MyUCW portal. The menu items are: My Profile / Settings, My Records (highlighted in red), Final Marks / Grades (highlighted in red), Accomplishments, Program Plan (highlighted in green), Required Tasks (0) (highlighted in red), Tax Documents / Forms, Financial Statements (highlighted in red), Request Forms, Student Resources, and Health & Safety. Callout boxes provide details for several items:

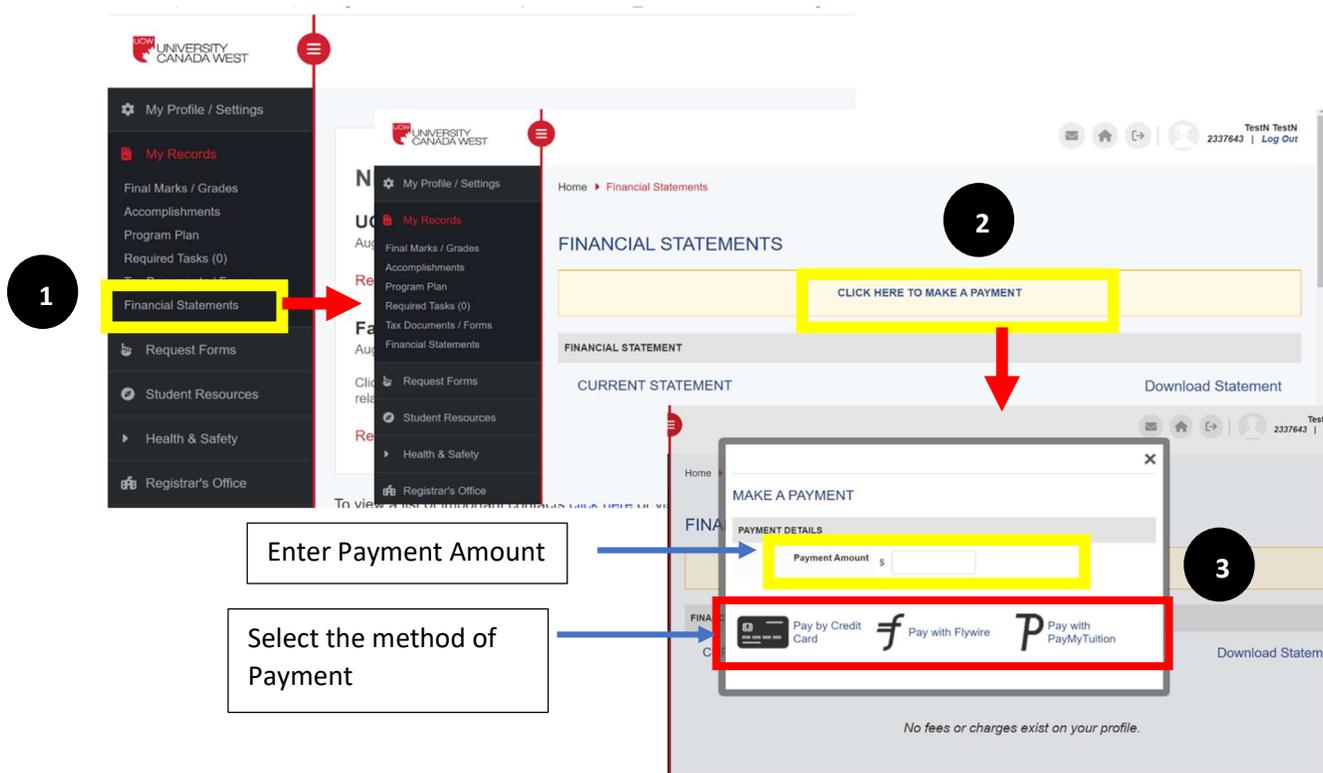
- Final Marks / Grades:** This includes your final grades, and it is updated automatically after your final grade is finalized. This is an unofficial transcript. Official transcripts are issued by the Registrar's Office upon request.
- Program Plan:** This section shows your degree pathway. It is where you will find the courses you need to complete to earn your degree.
- Required Task:** Here, you may find a list of tasks or requirements that you need to fulfill to maintain your student status or meet specific program obligations. Make sure to complete these tasks promptly to stay in good academic standing.
- Financial Statements:** This is where you will find a full record of all your financial transactions with UCW.

Making a Payment

You can make payments through the MyUCW Student Portal using Visa, MasterCard and American Express.

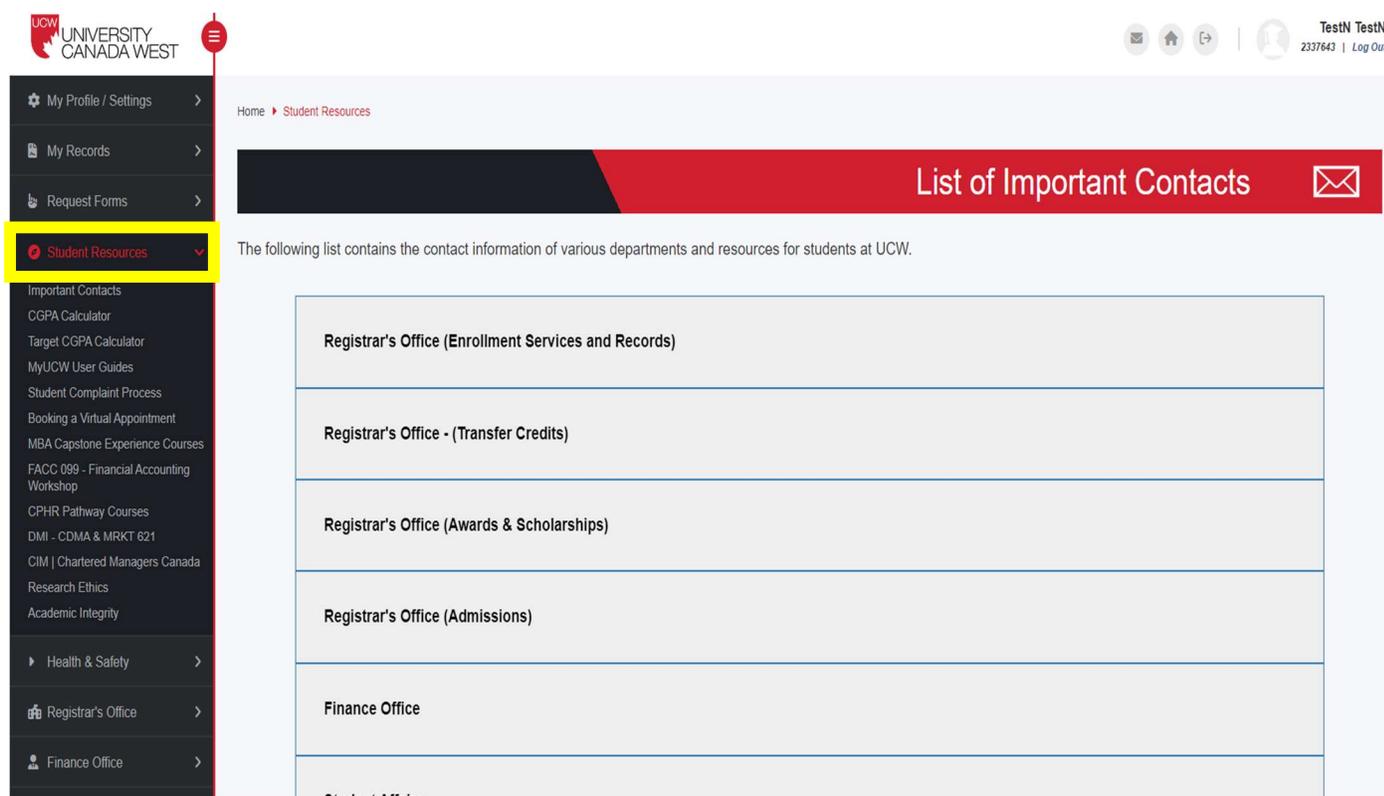
To make a payment:

1. Click on Financial Statements under the My Records tab.
2. Click on “Click Here To Make a Payment”
3. Enter the payment details including the payment amount and credit card information.
4. Click on SUBMIT PAYMENT.



Student Resources

The MyUCW Student Portal includes many resources for students. Contact information for all relevant departments can be found by clicking on Important Contacts under the Student Resources tab. This tab also has resources for Accessing Grammarly Premium, Accessing Office 365, Booking a Virtual Appointment, Using Examity, the term schedule and more.



The screenshot shows the MyUCW Student Portal interface. On the left is a navigation menu with the following items: My Profile / Settings, My Records, Request Forms, Student Resources (highlighted in yellow), Important Contacts, CGPA Calculator, Target CGPA Calculator, MyUCW User Guides, Student Complaint Process, Booking a Virtual Appointment, MBA Capstone Experience Courses, FACC 099 - Financial Accounting Workshop, CPHR Pathway Courses, DMI - CDMA & MRKT 621, CIM | Chartered Managers Canada, Research Ethics, Academic Integrity, Health & Safety, Registrar's Office, and Finance Office. The main content area shows the breadcrumb 'Home > Student Resources' and a red banner titled 'List of Important Contacts'. Below the banner, a text block states: 'The following list contains the contact information of various departments and resources for students at UCW.' This is followed by a table listing several departments:

Registrar's Office (Enrollment Services and Records)
Registrar's Office - (Transfer Credits)
Registrar's Office (Awards & Scholarships)
Registrar's Office (Admissions)
Finance Office
Student Affairs

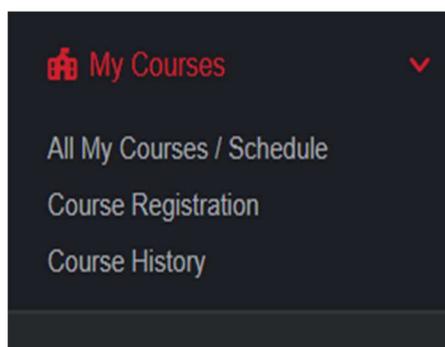
- Important Contacts: Find essential contact information for key university departments, such as student affairs, Registrar Office, and more. Reach out when you need assistance or have questions.
- CGPA Calculator: Use this tool to calculate your Cumulative Grade Point Average (CGPA) easily. Track your academic progress and set goals for improvement.

- Target CGPA Calculator: Set academic goals by calculating the CGPA you need to achieve your desired target. Plan your studies accordingly to reach your objectives.
- MyUCW User Guides: Access comprehensive guides to navigate the MyUCW platform effectively. Learn how to use its features and optimize your online learning experience.
- Student Complaint Process: Familiarize yourself with the student complaint process. If you encounter issues or concerns, know the steps to resolve them.
- Booking a Virtual Appointment: Learn how to schedule virtual appointments. Get the support you need when you need it.
- Academic Integrity: Understand the importance of academic integrity and the consequences of academic misconduct.

Feel free to explore these resources as needed throughout your academic journey. They are here to support and empower you as you pursue your education at UCW. Good luck!

My Courses

The My Courses tab is your source for everything course related, including registration, your class schedule and course materials.



To register for classes:

1. Click on the My Courses tab in the Navigation menu.
2. Click on Course Registration.
3. Select your next level eligible courses by clicking on the green REGISTER button.

COURSE		SUN	MON	TUE	WED	THU	FRI	SAT
ACCT 621 Accounting For Managers 0 sections available 12 sections taking wait list								
BUSI 601 Ethics, CSR, & Business Analysis 0 sections available 13 sections taking wait list								
BUSI 650 Business Analytics 3 sections available 14 sections taking wait list								
SECTION	DETAILS	SUN	MON	TUE	WED	THU	FRI	SAT
HBD-FALL23-06 Sep. 25, 2023 - Dec. 17, 2023 Wait List: 20	Location: Vancouver House - W-301 Method: Hybrid Instructor(s): Samea, Alireza		8:00pm 9:50pm		8:00pm 9:50pm			
HBD-FALL23-08 Sep. 25, 2023 - Dec. 17, 2023 Wait List: 24	Location: Vancouver House - W-302 Method: Hybrid Instructor(s): Kohli, Amit	8:00am 9:50am					8:00am 9:50am	
HBD-FALL23-10 Sep. 25, 2023 - Dec. 17, 2023	Location: Vancouver House - W-302 Method: Hybrid Instructor(s): Malhotra, Bajjeet			12:30pm 2:20pm		12:30pm 2:20pm		
HBD-FALL23-17 Sep. 25, 2023 - Dec. 17, 2023 Wait List: 43	Location: Vancouver House - W-303 Method: Hybrid Instructor(s): Kohli, Amit	2:30pm 4:20pm					2:30pm 4:20pm	
HBD-FALL23-18 Sep. 25, 2023 - Dec. 17, 2023 Wait List: 79	Location: Vancouver House - W-303 Method: Hybrid Instructor(s): Ramzan, Sana	8:00pm 9:50pm					8:00pm 9:50pm	
HBD-FALL23-21 Sep. 25, 2023 - Dec. 17, 2023 Wait List: 38	Location: Vancouver House - W-304 Method: Hybrid Instructor(s): Gholidoust, Aidaeh			12:30pm 2:20pm		12:30pm 2:20pm		
HBD-FALL23-25 Sep. 25, 2023 - Dec. 17, 2023 Wait List: 7	Location: Vancouver House - W-305 Method: Hybrid Instructor(s): Ranjan, Subir	8:00am 9:50am					8:00am 9:50am	

Click here join waitlist

Click here to Register

To check your term timetable:

COURSE	DELIVERY METHOD	INSTRUCTOR(S)	STATUS	LOCATION	SCHEDULE
TEST 100 (HBD-SUMMER23-03)	Hybrid	Jankovic, Anne Rehm, Elizabeth	In Progress	UCW Online Floor: UCW Online	Dates: Jul. 10, 2023 - Sep. 17, 2023 Monday, 8:00am - 10:00am
TEST 100 (ONS-SUMMER23-01)	Online Synchronous	Loren, Bob	In Progress	Online	Dates: Jul. 4, 2023 - Sep. 17, 2023 Monday, 9:00am - 10:00am
TEST 100 (HBD-SUMMER23-02)	Hybrid	Jankovic, Anne Rehm, Elizabeth	In Progress	TBD	Dates: Jul. 4, 2023 - Oct. 25, 2023 Monday, 9:00am - 10:00am

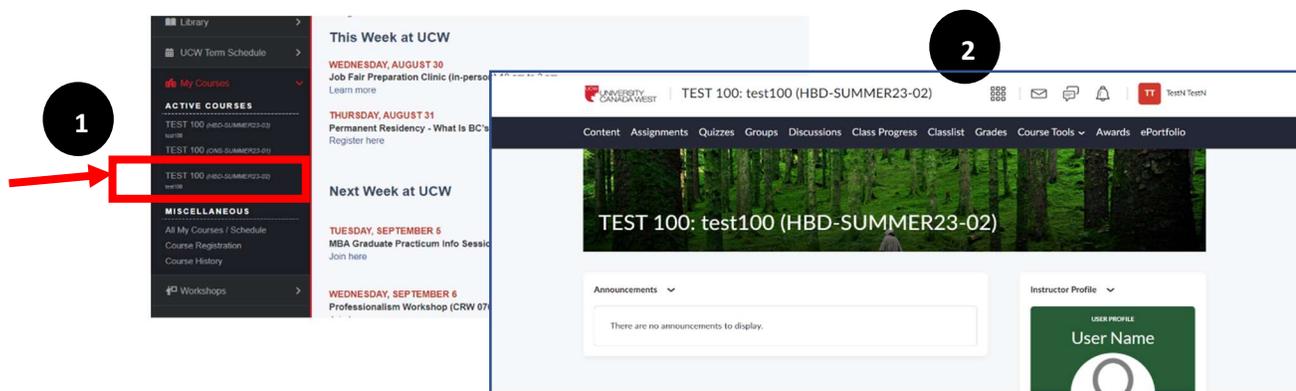
Navigating the MyUCW Portal

1. Click on the My Courses tab in the Navigation menu.
2. Next click on All My Courses/Schedule.

Here you will find your timetable, including the course name and code, the instructor and, if it is an on-campus class, the room number.

To access your course materials:

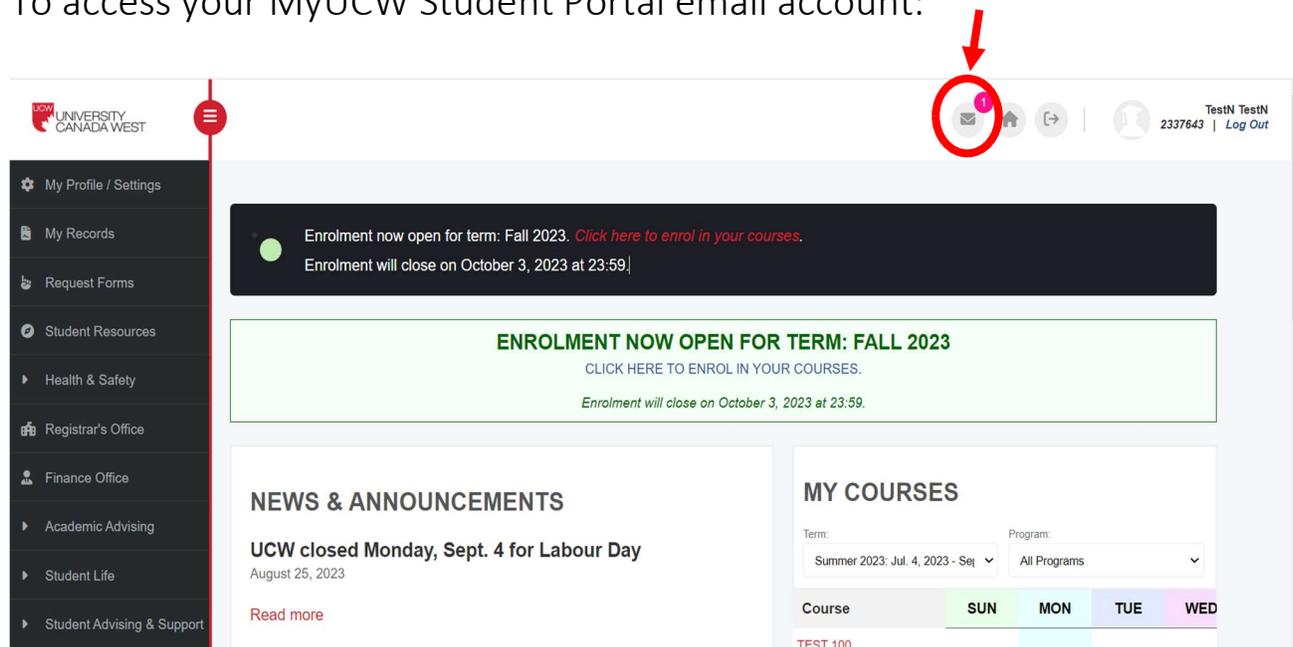
1. Click on the My Courses tab in the Navigation menu.
2. By clicking on each course, you will be able to access all the materials for that course.



Accessing Your E-Mail/Messages

It is important to log into the MyUCW Student Portal regularly to check your messages. All communication from the University will be sent to you through the MyUCW Student Portal.

To access your MyUCW Student Portal email account:

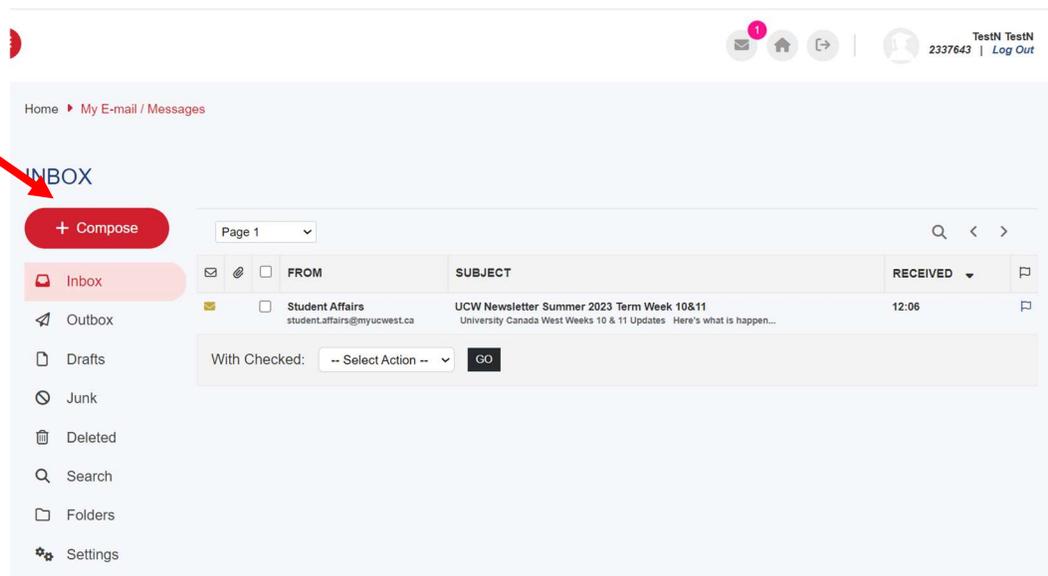


Click on E-MAIL / MESSAGES in the top of the Welcome Page.

This will take you to your inbox. From here you can read and send messages to faculty, different departments within UCW, other students and UCW staff.

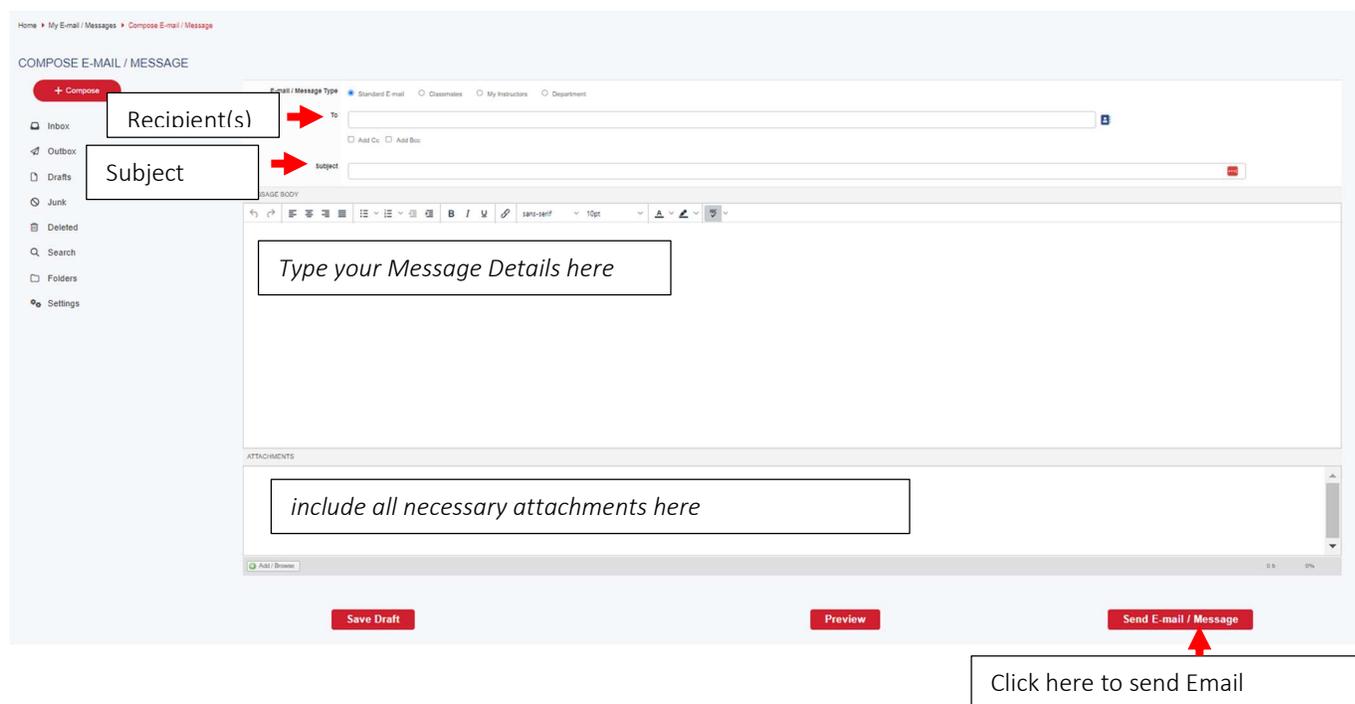
Composing a New Email:

Click on "Compose"
To start a new email
thread



Click "Compose": To start a new email thread, simply click on the "Compose" button. This will open a new email window.

Fill in Recipient and Message Details: In the new email window, you can specify the recipient(s), subject, and compose your message. Make sure to include all necessary details and attachments.



Send Your Message: Once your email is ready, click the "Send Email/Message" button to dispatch it to the intended recipient(s).

That's it! You are now ready to access, manage, and send emails and messages through the MyUCW Student Portal. Stay connected, stay informed, and make the most of this essential communication tool throughout your academic journey at UCW.