

# How to Navigate the MyUCW Student Portal

-Updated September 2023-  
UCW IT

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## Introduction

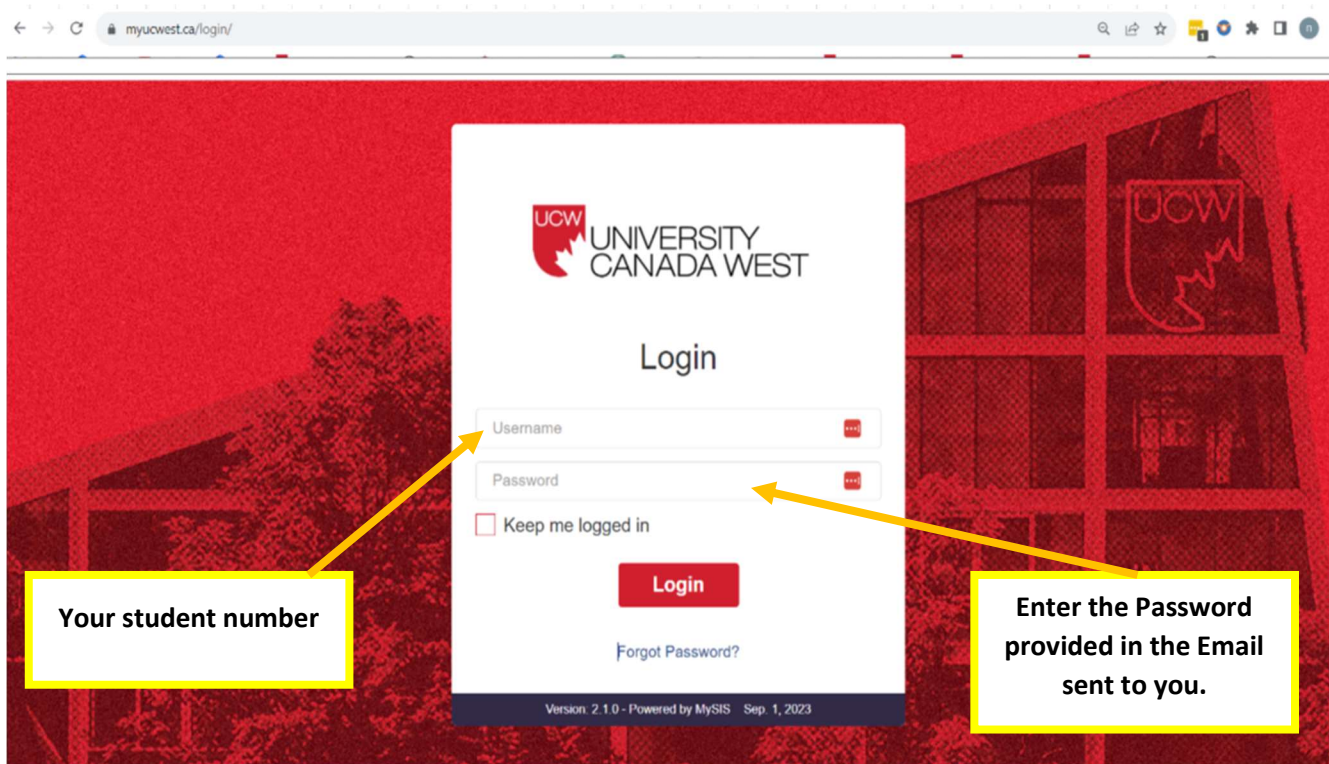
The MyUCW Student Portal is your information hub and primary means of communication at University Canada West. It is through the MyUCW Student Portal that you access course materials, communicate with other students and staff, and stay up to date with UCW news and events.

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/>



myucwest.ca/login/

UCW UNIVERSITY CANADA WEST

Login

Username

Password

☐ Keep me logged in

Login

[Forgot Password?](#)

Version: 2.1.0 - Powered by MySIS Sep. 1, 2023

**Your student number**

**Enter the Password provided in the Email sent to you.**

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](mailto:support@myucw.ca).

# Navigating the MyUCW Portal

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

The screenshot displays the 'Account Set Up' page of the MyUCW Portal. On the left, a sidebar contains the UCW logo and a list of options: 'Account Set Up' (selected), 'Change Password', 'Set Security Questions', 'Update Profile' (with a calendar icon), 'Update Profile' (with a person icon), and 'E-mail Set Up' (with an envelope icon). 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, red circle), 'Update Profile' (grey circle), 'Additional Information' (grey circle), and 'E-mail Set Up' (grey circle). Below the progress bar, the heading 'SET UP YOUR PROFILE: SET YOUR PASSWORD' is followed by a security notice: '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 box prompts the user to 'PLEASE ENTER YOUR NEW PASSWORD'. Below this, there are two input fields: 'New Password' (with a strength indicator of 10 empty squares) and 'Confirm Password'. A red 'Set Password' button is positioned at the bottom right of the form. The footer of the page indicates 'Version: 2.1.0 - Powered by MySIS Sep. 1, 2023'.

UCW UNIVERSITY  
CANADA WEST

Account Set Up  
Change Password  
Set Security Questions  
Update Profile  
Update Profile  
E-mail Set Up  
Log Out

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

SET UP YOUR PROFILE: SET YOUR PASSWORD

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.

PLEASE ENTER YOUR NEW PASSWORD

New Password  
Confirm Password

Set Password

Version: 2.1.0 - Powered by MySIS Sep. 1, 2023

# Navigating the MyUCW Portal

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

The screenshot shows the 'SETUP YOUR PROFILE: SECURITY QUESTIONS' page in the MyUCW Portal. The page has a light blue header with the University of Canada West logo and a progress bar with four steps: Account Set Up (active), Update Profile, Additional Information, and E-mail Set Up. A left sidebar contains links for Account Set Up, Change Password, Set Security Questions, and Update Profile. The main content area is titled 'SETUP YOUR PROFILE: SECURITY QUESTIONS' and includes a sub-header: 'As an added security measure you are required to setup your security questions and answers in case you ever lose your password.' Below this, there are three sections for 'SECURITY QUESTION 1', 'SECURITY QUESTION 2', and 'SECURITY QUESTION 3'. Each section contains a 'Question' dropdown menu (currently showing '-- Select Question --') and an 'Answer' text input field. At the bottom right, there is a red 'Save Questions' button.

UCW UNIVERSITY  
CANADA WEST

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

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

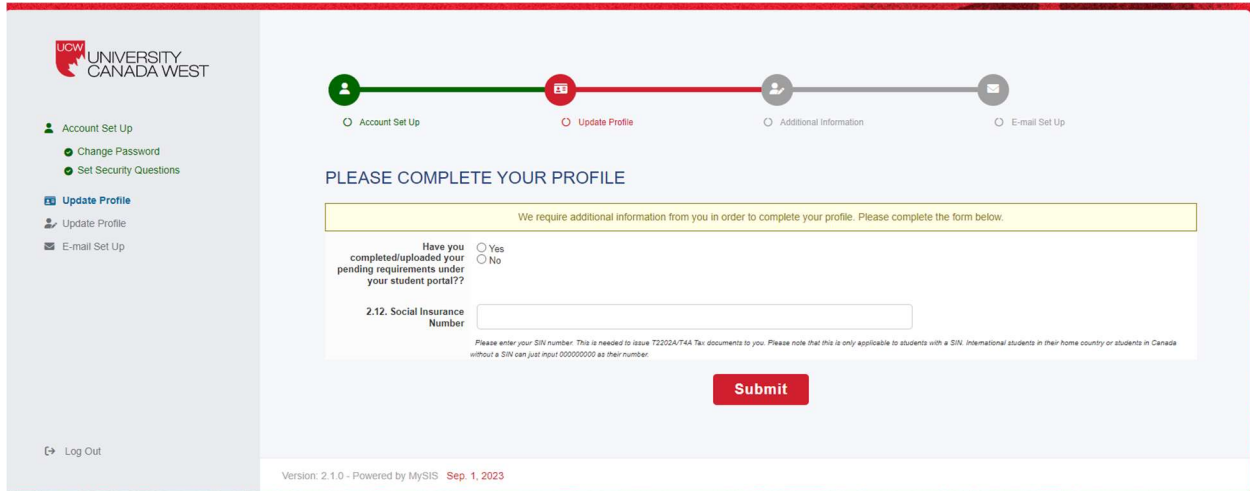
SECURITY QUESTION 3

Question -- Select Question --

Answer

Save Questions

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



UCW UNIVERSITY CANADA WEST

Account Set Up

- Change Password
- Set Security Questions

Update Profile

- Update Profile
- E-mail Set Up

Log Out

Version: 2.1.0 - Powered by MYSIS Sep. 1, 2023

PLEASE COMPLETE YOUR PROFILE

We require additional information from you in order to complete your profile. Please complete the form below.

Have you completed/uploaded your pending requirements under your student portal??

☐ Yes  
☐ No

2.12. Social Insurance Number

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.

Submit

## 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 is required in Canada. Please enter a valid country code. (Country code is required in Canada. Please enter a valid country code.)

**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)

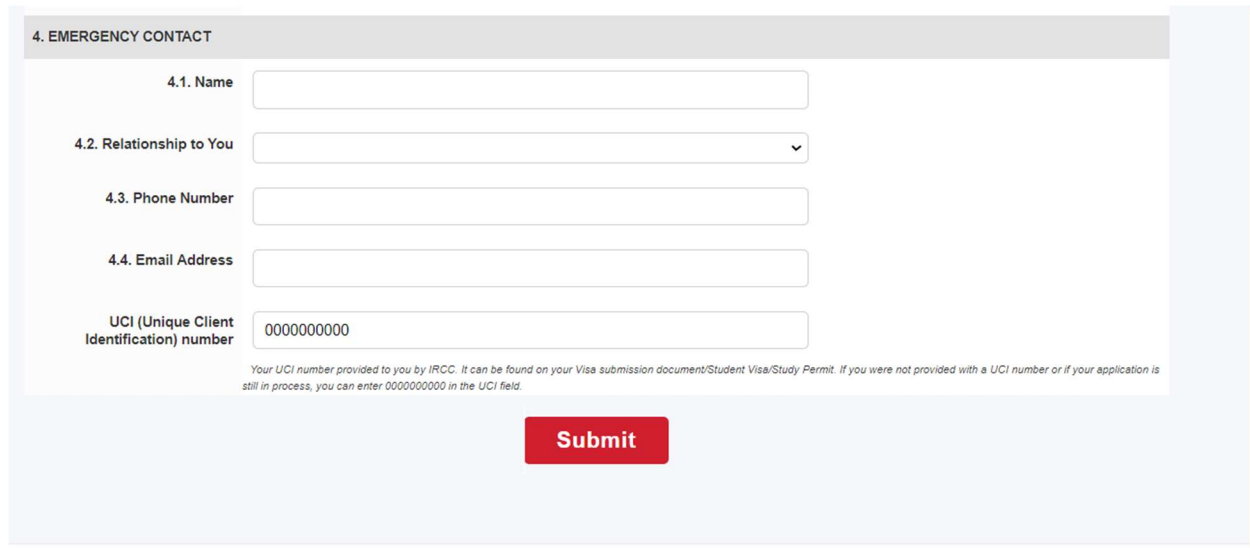
3.5. Phone Number (Current)

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

A screenshot of the '4. EMERGENCY CONTACT' form in the MyUCW portal. The form has a light gray header with the title '4. EMERGENCY CONTACT'. Below the header, there are five input fields: '4.1. Name' (text box), '4.2. Relationship to You' (dropdown menu), '4.3. Phone Number' (text box), '4.4. Email Address' (text box), and 'UCI (Unique Client Identification) number' (text box with '0000000000' pre-filled). A red 'Submit' button is at the bottom. A small disclaimer 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.

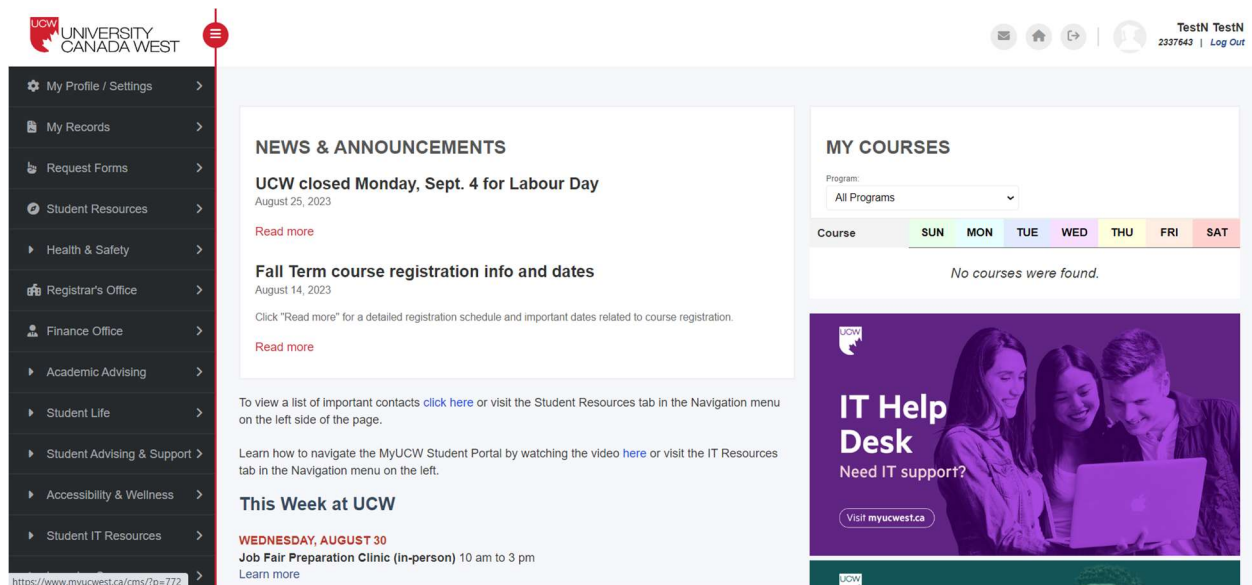
Once you've reviewed and updated all the necessary information, be sure to click **“Submit”**.

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.



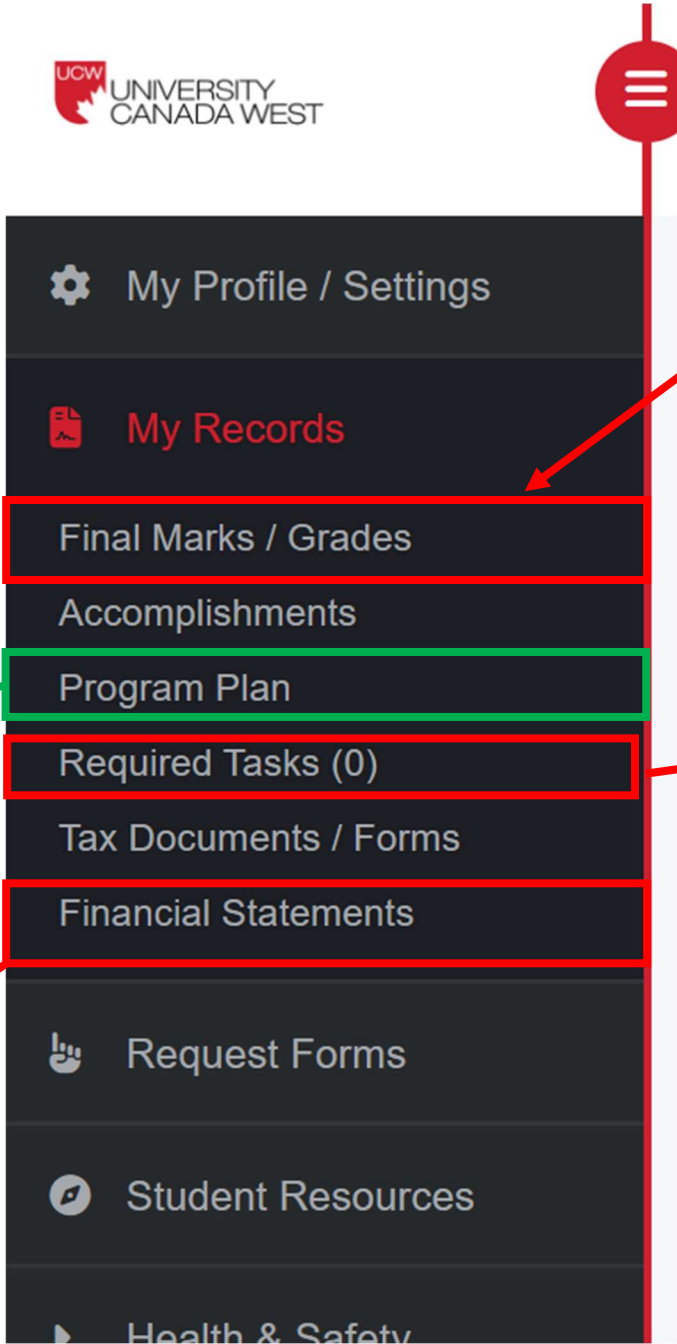
On the left side of the welcome page, you will find Navigation menu. The Navigation menu is where can learn more about different departments within UCW, find student resources, important contact information, register for courses, check your course timetable, make a payment, and fill out and submit forms

# Navigating the MyUCW Portal

## 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' section of the MyUCW Portal. The 'My Records' tab is highlighted in red. Below it, several options are listed: 'Final Marks / Grades', 'Accomplishments', 'Program Plan', 'Required Tasks (0)', 'Tax Documents / Forms', and 'Financial Statements'. Each of these options is highlighted with a red box. A red arrow points from the 'Final Marks / Grades' box to a callout on the right. A green arrow points from the 'Program Plan' box to a callout on the left. A red arrow points from the 'Required Tasks (0)' box to a callout on the right. A red arrow points from the 'Financial Statements' box to a callout on the left. The callouts provide detailed information about each section.

**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.

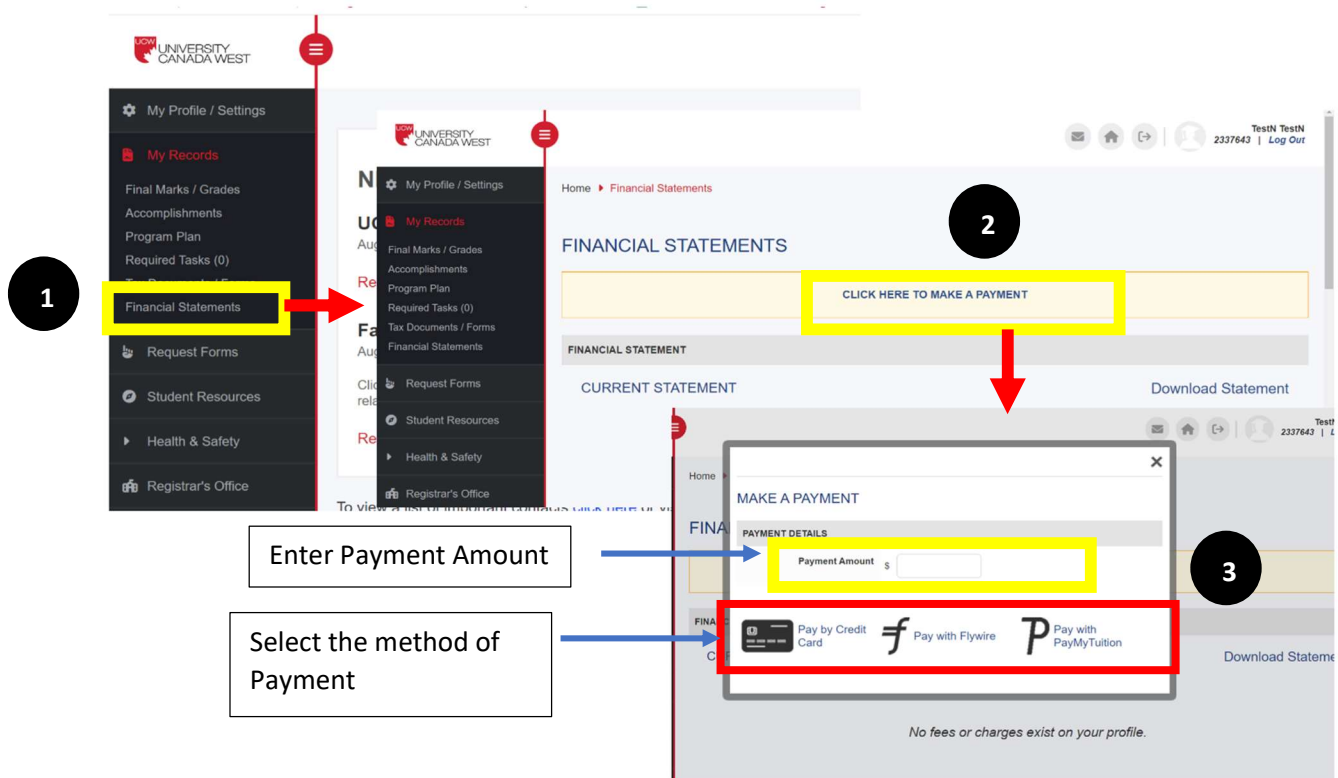
**Financial Statements:** This is where you will find a full record of all your financial transactions with UCW.

## Making a Payment

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

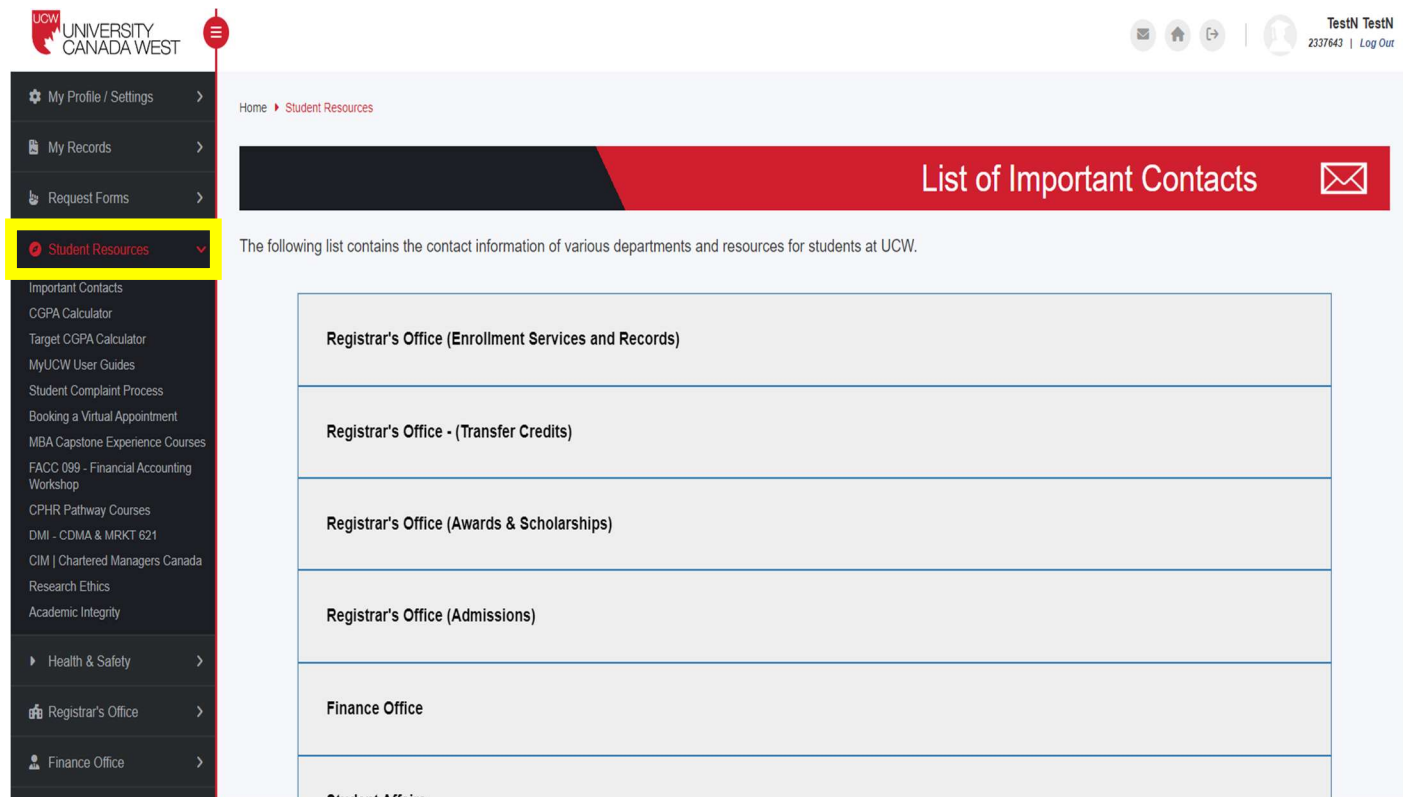
To make a payment:

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 dark sidebar menu with the University of Canada West logo at the top. The 'Student Resources' menu item is highlighted with a yellow box. The main content area has a breadcrumb trail 'Home > Student Resources' and a red header bar titled 'List of Important Contacts' with an envelope icon. Below the header, a text line states: 'The following list contains the contact information of various departments and resources for students at UCW.' A table follows with six rows of contact information:

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

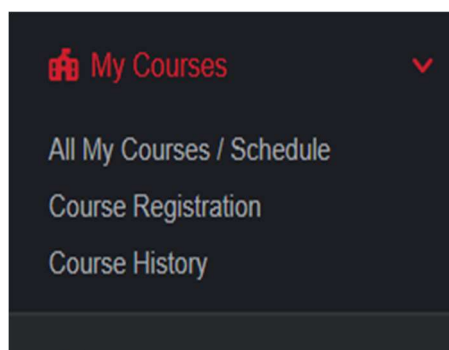
- Important Contacts: Find essential contact information for key university departments, such as student affairs, Registrar Office, and more. Reach out when you need assistance or have questions.
- CGPA Calculator: Use this tool to calculate your Cumulative Grade Point Average (CGPA) easily. Track your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

# Navigating the MyUCW Portal

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									
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		9:00pm 9:50pm		9:00pm 9:50pm				<a href="#">JOIN WAIT LIST</a>
HBD-FALL23-08 Sep. 25, 2023 - Dec. 17, 2023 Wait List: 28	Location: Vancouver House- W-302 Method: Hybrid Instructor(s): Kohli, Amit	9:00am 9:50am					9:00am 9:50am		<a href="#">JOIN WAIT LIST</a>
HBD-FALL23-10 Sep. 25, 2023 - Dec. 17, 2023	Location: Vancouver House- W-302 Method: Hybrid Instructor(s): Malhotra, Bajjeet			12:30pm 2:30pm		12:30pm 2:30pm			<a href="#">REGISTER</a>
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		<a href="#">JOIN WAIT LIST</a>
HBD-FALL23-18 Sep. 25, 2023 - Dec. 17, 2023 Wait List: 79	Location: Vancouver House- W-303 Method: Hybrid Instructor(s): Ramzan, Sana	9:00pm 9:50pm					9:00pm 9:50pm		<a href="#">JOIN WAIT LIST</a>
HBD-FALL23-21 Sep. 25, 2023 - Dec. 17, 2023 Wait List: 38	Location: Vancouver House- W-304 Method: Hybrid Instructor(s): Ghodoust, Abideh			12:30pm 2:30pm		12:30pm 2:30pm			<a href="#">JOIN WAIT LIST</a>
HBD-FALL23-25 Sep. 25, 2023 - Dec. 17, 2023 Wait List: 3	Location: Vancouver House- W-305 Method: Hybrid Instructor(s): Ranjan, Subir	9:00am 9:50am					9:00am 9:50am		<a href="#">JOIN WAIT LIST</a>

Click here  
join waitlist

Click here to  
Register

To check your term timetable:

The screenshot shows the MyUCW portal interface. On the left, a navigation menu is visible with the 'My Courses' tab highlighted. Below it, the 'ACTIVE COURSES' section lists several 'TEST 100' courses. The 'All My Courses / Schedule' link is highlighted with a red box. On the right, the 'MY COURSES' page is displayed, showing a table of active and upcoming courses. The table has columns for COURSE, DELIVERY METHOD, INSTRUCTOR(S), STATUS, LOCATION, and SCHEDULE. The first row shows 'TEST 100 (HBD-SUMMER23-02)' with a status of 'In Progress' and a location of 'UCW Online Room: UCW Online'. The second row shows 'TEST 100 (ONG-SUMMER23-01)' with a status of 'In Progress' and a location of 'Online'. The third row shows 'TEST 100 (HBD-SUMMER23-02)' with a status of 'In Progress' and a location of 'TBD'.



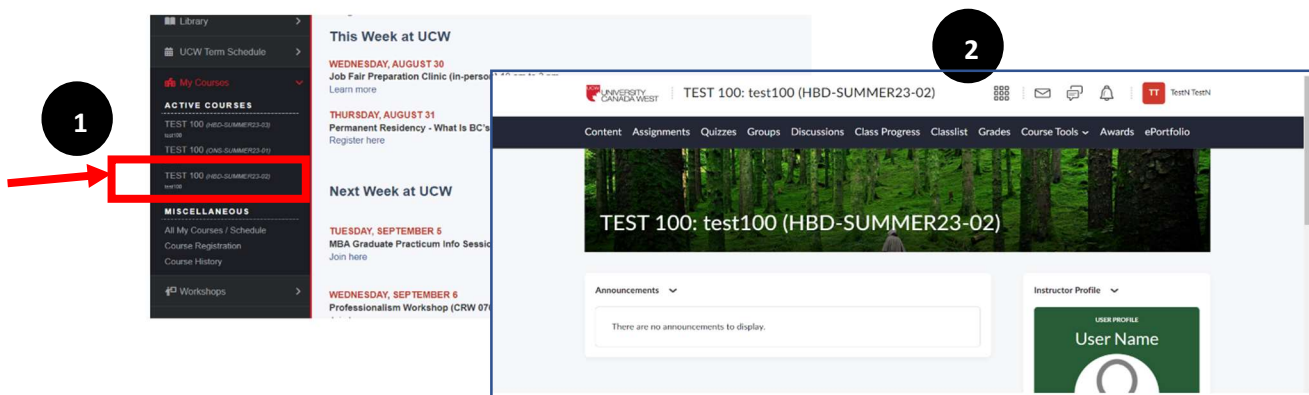
# Navigating the MyUCW Portal

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.



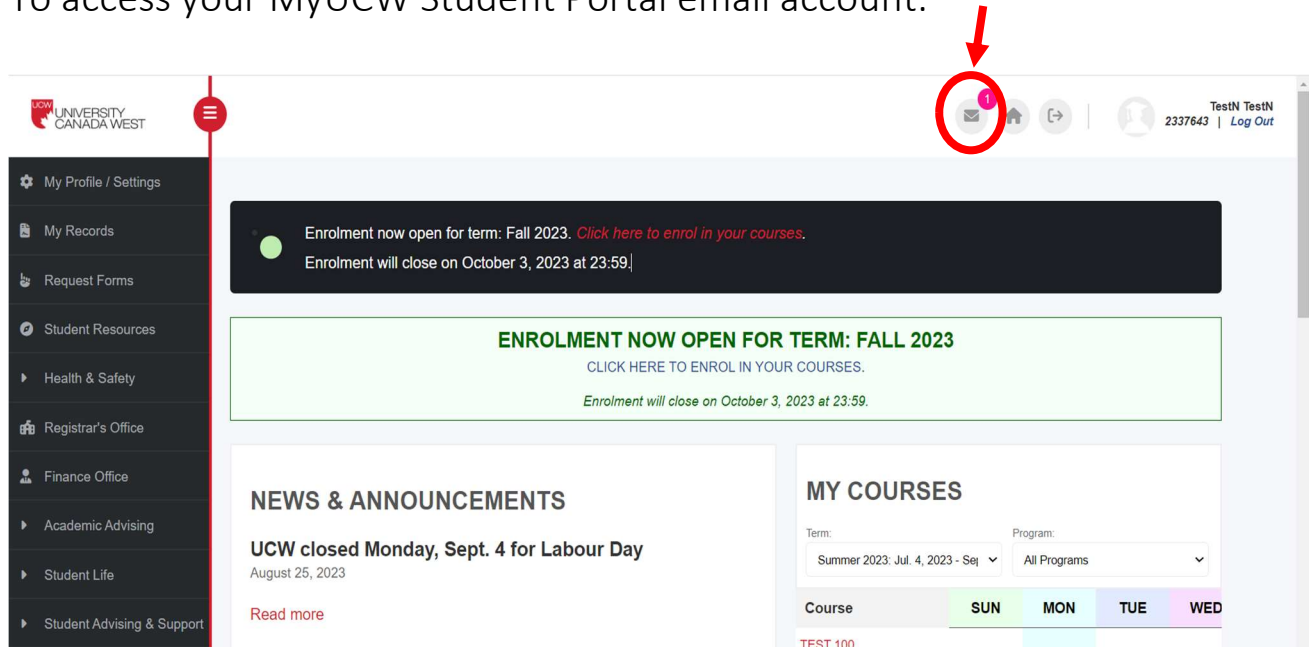


# Navigating the MyUCW Portal

## 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:

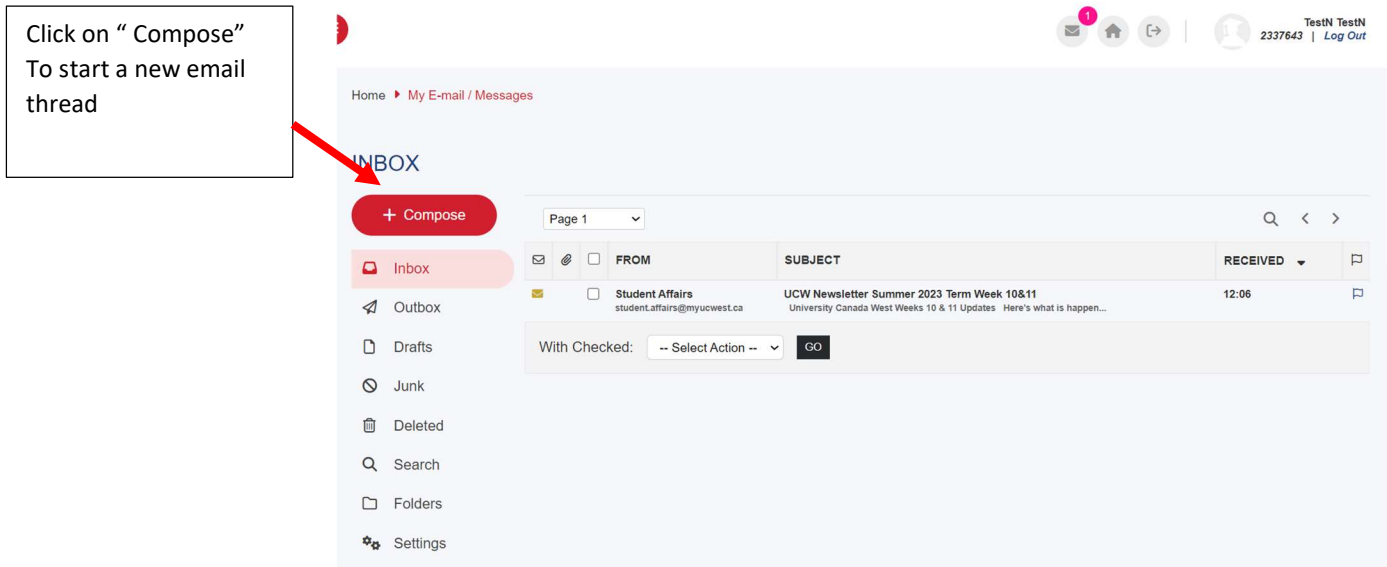


Click on E-MAIL / MESSAGES in the top of the Welcome Page.

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.

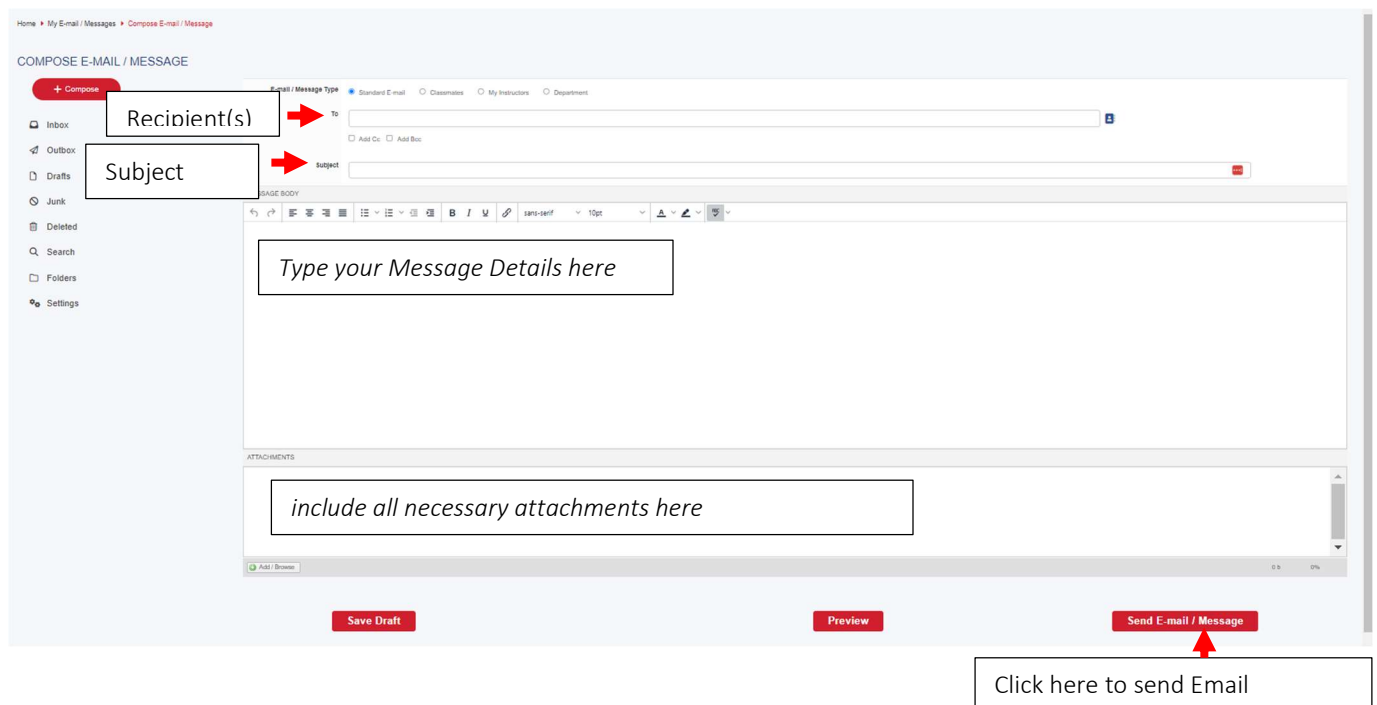
# Navigating the MyUCW Portal

## Composing a New Email:



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.