

## Task Development

Names: Bradley Butcher, Bryan Farey, Tejeswar Togatapola, Brian Batinchok, Adam Glick

	Task
1	Access the Knights e-mail page
2	Access the PID password reset page
3	Check the application status
4	Check addresses on file
5	Access the "Learning Online" resource
6	Access the GPA estimator
7	Check the "to-do" list
8	Check grade forgiveness status
9	Check the fee invoice
10	Perform a degree audit
11	Search the course catalog for the Fall 2015 semester for courses taught by Professor Whiting
12	Search the course catalog for the Summer 2015 semester for course CGS 3175
13	View holds on an account
14	Set up direct deposit for a student account

### **Task 1 – Access the Knights e-mail page**

- Go to my.ucf.edu
- In the black box on the left click Knights Email

### **Task 2 – Access the NID password reset page**

- Go to my.ucf.edu
- Click Sign On
- Click the What is My NID Password? link

### **Task 3 – Check the application status**

- Sign on to my.ucf.edu
- On the myUCF menu click Student Self Service
- On the myUCF menu click Undergraduate Admissions
- Click Application Status

### **Task 4 – Check addresses on file**

- Sign on to my.ucf.edu
- On the myUCF menu click Student Self Service
- Scroll down to the Personal Information section

### **Task 5 – Access the “Learning Online” resource**

- Sign on to my.ucf.edu
- On the myUCF menu select Academic Resources
- Then select Learning Online

### **Task 6 - Access the GPA estimator**

- Sign on to my.ucf.edu
- On the myUCF menu select Academic Resources
- Then select GPA Estimator

### **Task 7 - Check the “to-do” list**

- Sign on to my.ucf.edu
- On the myUCF menu select Student Self Service
- On the right side of the screen in a blue box labeled To Do List

### **Task 8 - Check grade forgiveness status**

- Sign on to my.ucf.edu
- On the myUCF menu select Student Self Service
- Then select Student Records
- Then select Academic History
- Then select Grade Forgiveness Status

### **Task 9 - Check the fee invoice**

- Sign on to my.ucf.edu
- On the myUCF menu select student self service
- Scroll down to finances
- Click fee invoice

### **Task 10 - Perform a degree audit**

- Sign on to my.ucf.edu
- On the right side of the screen in a black box select degree audit
- Click submit report
- Click OK
- Click results at the bottom
- Click refresh until your recent inquiry shows up
- Click view audit

### **Task 11 - Search the course catalog for the Fall 2015 semester for courses taught by Professor Whiting**

- Sign on to my.ucf.edu
- On the myUCF menu select student self service
- Under academics click Search
- Click the dropdown box next to Term and select 1550 - Fall 2015
- Under additional search criteria and select the drop down box next to instructor last name and select is exactly
- Type in Whiting
- Press search at the bottom

### **Task 12 - Search the course catalog for the Summer 2015 semester for course CGS 3175**

- Sign on to my.ucf.edu
- On the myUCF menu select student self service
- Under academics click Search
- Click the dropdown box next to Term and select 1540 - Summer 2015
- In the Subject text field type CGS
- In the Course Number text field type 3175
- Press search at the bottom

### **Task 13 - View holds on an account**

- Sign on to my.ucf.edu
- On the myUCF menu select student self service
- On the right side of the screen in a blue box labeled holds

### **Task 14 - Set up direct deposit for a student account**

- Sign on to my.ucf.edu
- On the myUCF menu select student self service
- Scroll down to finances and select Student Direct Deposit
- Click on enroll in direct deposit
- Enter bank information and click next
- Follow until finished