Student Center Log-In Instructions

To access the Student Administration Services menu, click on the inside.uthscsa (portal) link on the UTHSCSA homepage (www.uthscsa.edu/) or use the following URL: http://inside.uthscsa.edu/.

Enter your UTHSCSA domain user ID and password and click on ‘Sign In’. Your UTHSCSA domain user ID and password are the same as your UTHSCSA email user ID and password.

If your sign in was not successful, contact Triage at triage@uthscsa.edu or 567-2069, or visit a Help Desk. Help Desks are located in Medical School room 411L and in the Briscoe Library 2nd Floor Computer Lab.

If you receive the following Security Alert, click on Yes.

Click on Student Administration in the Enterprise Menu box.
(If this results in a blank screen, you must drop your browser’s security level to Medium. A level of High will prevent the system from operating.)

Start by clicking on **Self Service**.

![Self Service](image)

Then Click on the **Student Center**.

![Student Center](image)

Some other features of The Portal include the following:

**Upon logging in, you should be able to:**

- **View your holds.** Holds may delay your registration, ability to obtain transcripts and enrollment verifications, and possibly, receipt of financial aid.
- **Update your address and telephone numbers.**

**Upon registration in classes, you can:**

- **View tuition and fees due.**
- **See a list of your courses** after registration and clearing of holds.
- **View unofficial transcripts.**
- **View final grades** at the end of the year.