New York Academy of Art Student Portal Guide

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Portal

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PORTAL URL
https://nyaa.force.com/portal

LOGIN

First Time Login
To set up your login, you will receive the following email from NYAA.

NYAA Portal via 6lym4ogvklkp.8a-hzigua0.cs45.bnc.sandbox.salesforce.com
  to sample.student@student.nyaa.edu

Hi Sample,

Welcome to Academy Portal! Please use the link and information below to login.

Login
https://nyaa.force.com/portal

Username
sample.student@student.nyaa.edu

Password
If this is the first time signing on to your portal account, click the “Forgot Password” link on the login page to reset it. The reset password email will be sent to sample.student@student.nyaa.edu.

Thanks,
New York Academy of Art

To set a password, please follow the steps below:

1. Go to https://nyaa.force.com/portal
2. Click on the “Login/Signup” button on the top right corner
3. Click on “Forgot Password”
4. Enter your username
5. Click on “Reset Password”
6. Check your email inbox for the email with subject “Your new Academy Portal password”
7. Click on the link to set a new password

After setting the password, you will be logged in to the portal automatically.

Returning User
To login to the portal, please follow the steps below:

1. Go to https://nyaa.force.com/portal
2. Click on the “Login/Signup” button on the top right corner
3. Enter your username and password
4. Click on “Login”
**Forgot Password**
If you have forgotten your password, please follow the steps below:

8. Go to [https://nyaa.force.com/portal](https://nyaa.force.com/portal)
9. Click on the “Login/Signup” button on the top right corner
10. Click on “Forgot Password”
11. Enter your username
12. Click on “Reset Password”
13. Check your email inbox for the email with subject “Your new Academy Portal password”
14. Click on the link to set a new password

After setting the password, you will be logged in to the portal automatically.

**PORTAL**

**Navigation Menu**
The navigation menu consists of:

**Home**
Home page of the portal

**Program Directory**
You can view the list of NYAA programs currently open for new applications, including some detail about why you will need to supply in a new application.

**Apply**
A place to view your current and past applications. You can also apply for a new program here.

**My Program**
A place to view the programs that you are enrolled in. You can view, enroll in courses and sections, and track your progress here.

**Contact Support**
If you encounter any issues or have any enquires, our support team is ready to assist you. Our contact details can be found here.
Apply for a Program new program applicants only

To apply for a program, please click on the “Apply” menu at the navigation menu. In the application page, you will be able to see the applications that you have in draft or completed.

### Application

**Completed Applications**
This is the list of applications that you have submitted to NYAA. You can view the details by clicking on the “Program Application ID”.

**In Progress Applications**
This is the list of applications that you have drafted and yet to be submitted to NYAA. You can click on the “Program Application ID” to continue completing the form.

**New**
To apply for a new program, click on “New” to start filling in the form.

### My Programs
A place to view the programs that you have enrolled in. You can view, enroll in new Courses and Sections and track the progress here.
Registration: Courses & Sections
To enroll, please follow the steps below:

1. Click on “my Pathway”
2. On the term slider, look for a tile that comes directly after the current term.

3. Click on the “Select Term” to select the term you are enrolling in, then click “Save”. (you only do this step once)

4. Click on the “Select” to view the courses available in the term.
5. Click on the “Enroll” button next to a course that you would like to enrol. You will be prompted for a confirmation. Please note that if the button is not available, it could mean that:
   a. The course is not being offered in the selected term.
   b. You have not met the prerequisites.
   c. The course is full.

In this screen we have highlighted the courses that match your pathway (star and circle) - the courses your program of study requires you select for this Semester.
Click the question mark in the dark blue circle to see the legend and selection guidelines (below). If you have not met prerequisites then click on the course name to see what is required.

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**Guidelines**

Select any Courses that you would like to enroll into. If you are unable to select the Course, check the Status column for more details.

ℹ️ - This icon means there are multiple offerings available for that Course. Clicking this button will show you all available options for the Course.

You can click a Course name to view Course and fee information.

- **View All Courses** - By default only the Courses planned for your pathway are displayed. If you want to select a Course that is not in this pathway, click this switch to view all Courses.
- **View All Campuses** - By default only the Courses available at your default Campus are displayed. If you want to select a Course at any other Campus, click this switch to filter by different Campuses.
- ★ **Required** - Courses marked with this icon are required to complete your Program.
- **Tracks** - If you have made selections in the Tracks page, icons may appear next to some of the Courses.
  - - If a Course is marked with this icon, it is a mandatory Course. For more details, hover over the icon, or go back and view the Tracks page.
  - - If a Course is marked with this icon, it’s one of the Course options. You will need to complete a certain number of these. For more details, hover over the icon, or go back and view the Tracks page.

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Close
6. When you click to enroll you will then get a confirmation popup. Click on “Confirm” to proceed.

7. Please repeat step 5 and 6 if you would like to enrol in other courses.

If you need any guidelines, please click on the help button (?).

**Section Enrollments**

In the “Sections” tab, you will see a list of available sections related to the course that you have enrolled into. If you have enrolled to multiple courses, the available sections will be grouped by the course offering.
Pre-enrollment
If a section is available for pre-enrollment, you will see the “Status” indicated as “Pre-enrollment Opened”.

<table>
<thead>
<tr>
<th>Course</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>D604 - Spring 2021</td>
<td></td>
</tr>
</tbody>
</table>

**D604-1 Drawing IV - Kauper (Spring 2021)**
- Status: Pre-enrollment Opened, No Seats remaining.
- Tuesday, 10:30 - 13:30
- 503

**D604-2 Drawing IV - Mumford (Spring 2021)**
- Status: Not Started, 10 places available
- Tuesday, 19:00 - 22:00
- 502

To pre-enroll in sections, please click on the “Select” button of that section. The “Status” of the section will be changed to “Enrollment Requested”.

Enrollment
If a section is available for enrollment, you would see the “Status” indicated as “Enrollment Opened”.

<table>
<thead>
<tr>
<th>Course</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>D604 - Spring 2021</td>
<td></td>
</tr>
</tbody>
</table>

**D604-1 Drawing IV - Kauper (Spring 2021)**
- Status: Enrollment Opened, 10 places available
- Tuesday, 10:00 - 13:00
- 503

**D604-2 Drawing IV - Mumford (Spring 2021)**
- Status: Not Started, 10 places available
- Tuesday, 19:00 - 22:00
- 502
To enroll in sections, please click on the “Enroll” button of a section. The “Status” of the section will be changed to “Enrolled”.

You can also view the Calendar to see visually what your timetable looks like. Please ensure that you check this to ensure that you have not booked any overlapping Sections.

**Waiting List**

When an open enrollment section is filled, you will see the “Status” indicated as “Enrollment Opened, No Seats remaining”. Click the “+ Join Waiting List” button to be added to the waitlist for the section.
Withdrawal
If you would like to withdraw yourself from a section, you can do so by clicking on the [x] button of that section.