



STUDENT PORTAL GUIDE

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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>
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 IN PROGRESS APPLICATIONS NEW

COMPLETED

Program Application ID	Applicant Name	Program
PA-00111	Sample Student	Master of Fine Arts - Early Consideration

[View All](#)

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.

Master of Fine Arts

Program Status:	Credits Earned:	GPA:
0%	0	

my Pathway my Sections my Results Tracks

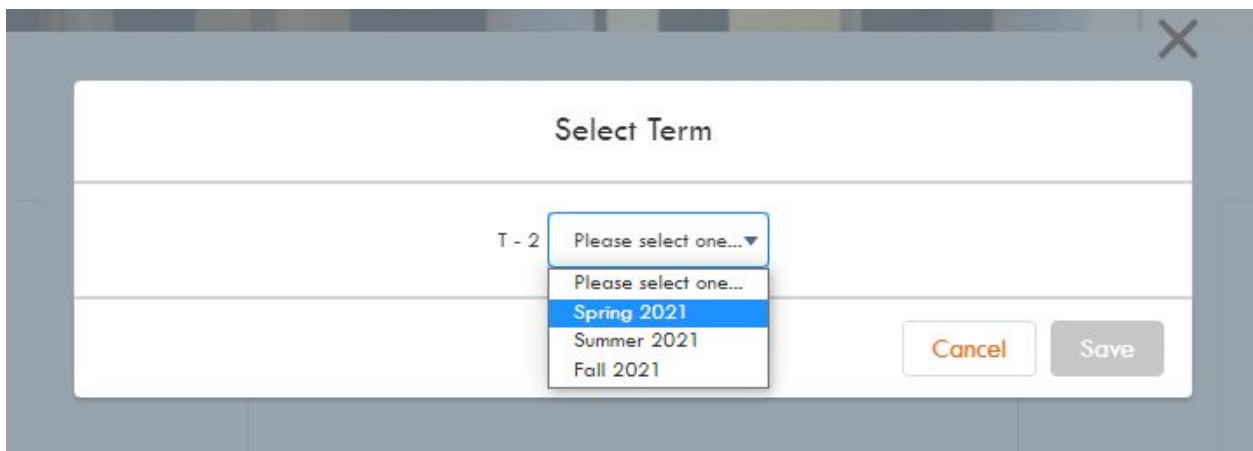
Registration: Courses & Sections

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.


Courses		Sections		
COURSE ID	COURSE NAME	CAMPUS	STATUS	ACTION
Anatomy				
A506	★ ● Artistic Anatomy: Ecorche Intensive B	New York Main Campus	Enrolled for Spring 2021	X
Critical Studies				
I602	★ MFA Thesis II	New York Main Campus	Enrolled for Spring 2021	X
Drawing				
D505	★ Spatial Concepts	New York Main Campus	Enrolled for Fall 2020	
D604	★ Figure Drawing IV	New York Main Campus	Enrolled for Spring 2021	
Elective (Pick 2 Courses from below)				
EA603	Comparative Anatomy	New York Main Campus	40 place(s) available	
EA604	Artistic Anatomy Dissection	New York Main Campus	96 place(s) available	✓ Enroll
ED604	Graphic Novels & Sequential Narrative	New York Main Campus	25 place(s) available	
ED608	Nomadic Drawing	New York Main Campus	45 place(s) available	✓ Enroll
EDD601	Digital Imaging & 3D Modelling for Artists	New York Main Campus	45 place(s) available	

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.

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.

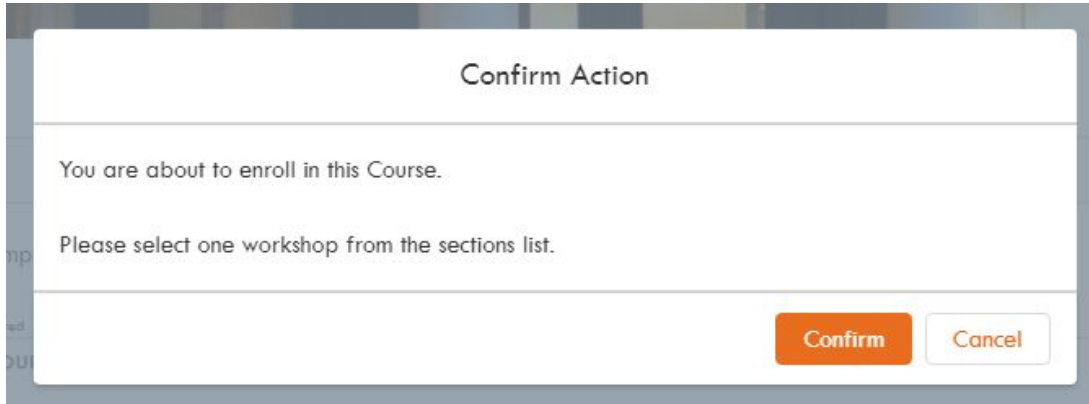
 - This icon means there are multiple offerings available for that Course. Clicking this button will show you all available options for the Course.

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.

Close

- When you click to enroll you will then get a confirmation popup. Click on "Confirm" to proceed.



- 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 (?).

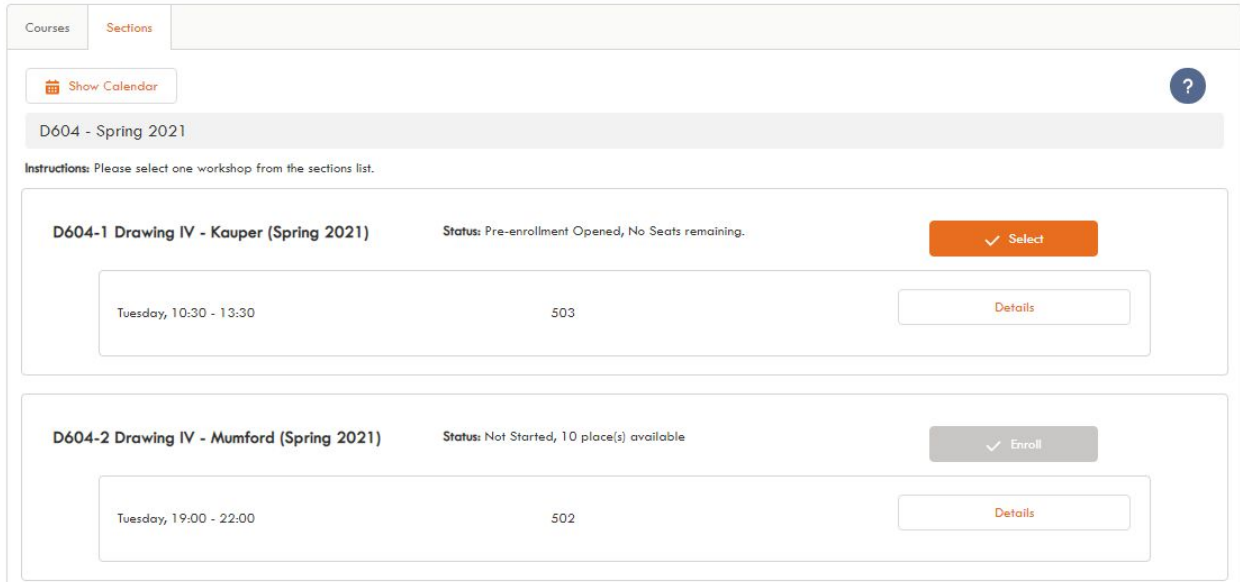
Section Enrollments

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.

A screenshot of a web interface showing the "Sections" tab. The interface is divided into two main sections, each representing a different course offering. The first section is for "D604 - Spring 2021" and contains two workshop options: "D604-1 Drawing IV - Kauper (Spring 2021)" and "D604-2 Drawing IV - Mumford (Spring 2021)". The second section is for "I602 - Spring 2021" and contains one workshop option: "I602-1 MFA Thesis II - Bowland (Spring 2021)". Each workshop entry includes its title, status, time, and location, along with "Enroll" and "Details" buttons. A "Show Calendar" button is visible at the top left of the sections area, and a help icon (?) is at the top right. The course offering names "D604 - Spring 2021" and "I602 - Spring 2021" are highlighted with red boxes in the original image.

Pre-enrollment

If a section is available for pre-enrollment, you will see the “Status” indicated as “Pre-enrollment Opened”.



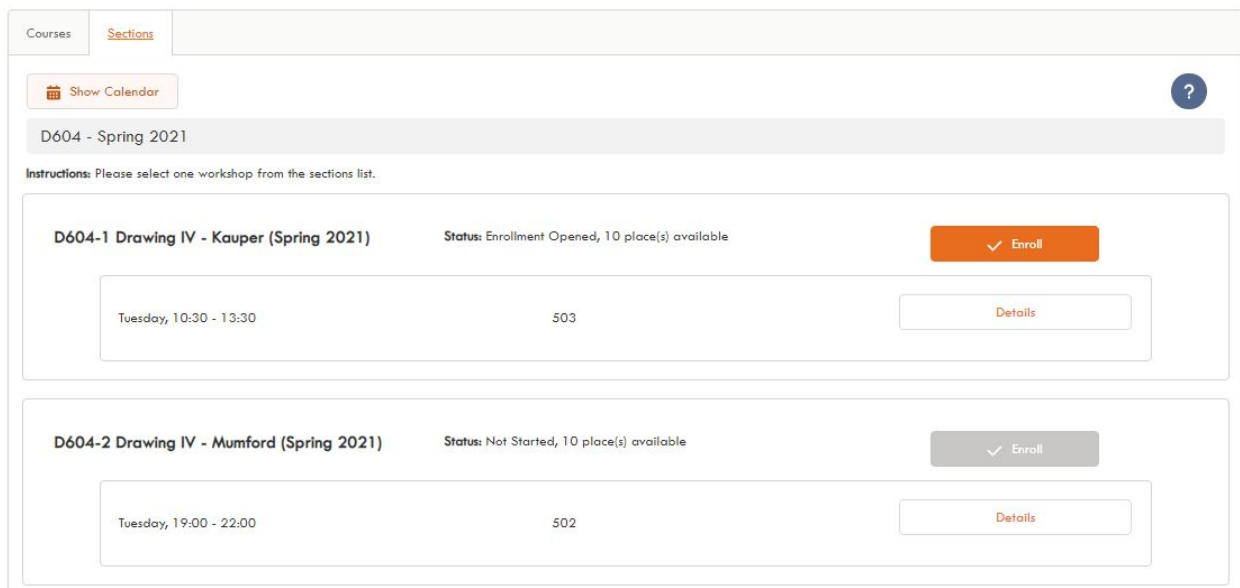
The screenshot shows a web interface for selecting a section. At the top, there are tabs for "Courses" and "Sections". Below the tabs is a "Show Calendar" button and a help icon. The course is identified as "D604 - Spring 2021". Instructions state: "Please select one workshop from the sections list." Two sections are listed:

Section ID	Section Name	Status	Time	Room	Action
D604-1	Drawing IV - Kauper (Spring 2021)	Pre-enrollment Opened, No Seats remaining.	Tuesday, 10:30 - 13:30	503	Select, Details
D604-2	Drawing IV - Mumford (Spring 2021)	Not Started, 10 place(s) available	Tuesday, 19:00 - 22:00	502	Enroll, Details

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”.



The screenshot shows the same web interface as above, but the status of the first section has changed. The course is still "D604 - Spring 2021". Instructions remain the same. The two sections are:

Section ID	Section Name	Status	Time	Room	Action
D604-1	Drawing IV - Kauper (Spring 2021)	Enrollment Opened, 10 place(s) available	Tuesday, 10:30 - 13:30	503	Enroll, Details
D604-2	Drawing IV - Mumford (Spring 2021)	Not Started, 10 place(s) available	Tuesday, 19:00 - 22:00	502	Enroll, Details

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.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am							
10am							
11am						10:00am - 1:00pm A506-1 Ecorche InnoVative 8 - Kicher GL1	
12pm							
1pm							
2pm							
3pm						3pm - 4pm A506-1 Ecorche InnoVative 8 - Kicher GL1	
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

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.

Courses **Sections**

Show Calendar

D604 - Spring 2021

Instructions: Please select one workshop from the sections list.

D604-1 Drawing IV - Kauper (Spring 2021) Status: Enrollment Opened, No Seats remaining. [+ Join Waiting List](#)

Tuesday, 10:30 - 13:30 503 [Details](#)

D604-2 Drawing IV - Mumford (Spring 2021) Status: Not Started, 10 place(s) available [Enroll](#)

Withdrawal

If you would like to withdraw yourself from a section, you can do so by clicking on the [x] button of that section.

The screenshot displays a user interface for managing course sections. At the top, there are tabs for 'Courses' and 'Sections'. Below the tabs, there is a 'Show Calendar' button and a help icon. The main content area shows the course 'D604 - Spring 2021' with instructions: 'Please select one workshop from the sections list.' Two sections are listed:

Section ID	Section Name	Status	Enrollment	Time	Room	Actions
D604-1	Drawing IV - Kauper (Spring 2021)	Enrolled	Enroll	Tuesday, 10:30 - 13:30	503	Details, X
D604-2	Drawing IV - Mumford (Spring 2021)	Not Started, 10 place(s) available	Enroll	Tuesday, 19:00 - 22:00	502	Details