New Admit UANet ID and Springboard Process

Admissions Follow-Up:

- After the Graduate Admissions Committee has made an admission recommendation, a letter will be sent to admitted students which will also give direction to log on to our Springboard software to complete the new student entry process.

- A program checklist outlining the program requirements is provided to each new student along with the letter. Applicant transcripts are assessed to determine if Gateway or Foundation course waivers are appropriate based on prior coursework. For waivers to be approved, courses must cover comparable content at the undergraduate or graduate level and be completed with a grade of B- or better within the last six years prior to beginning the graduate program.

- Provisionally admitted students and international students are required to set up an entry appointment with an advisor in addition to completing the new student entry process online in Springboard.

UANet ID:

- The UANet ID is your identification, especially in regards to technology, which you will use throughout your program to register for classes, access email, etc. Do not confuse this with your Student ID number, which is a series of numbers provided in your admission materials and found on the back of your Zip Card/Student ID Card.

- It allows you to log into software like “My Akron”, Springboard, e-mail etc.

- It is also the beginning of your e-mail address (i.e. UANetID@zips.uakron.edu).

Obtaining your UANet ID:

- Once you are officially accepted to The University of Akron by the Graduate School you can set up your UANet ID. There are two ways to obtain your UANet ID:

- The first way is to go to Bierce Library; Room 69 to have an employee at the Support Center set-up the ID for you.

- The second way is to call the Computer Support Desk at (330) 972-6888.
  - You will ask to set up your UANet ID. The support staff will ask you a few questions including your Student ID number, which can be found on your official acceptance letter from the Graduate School.

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Once you have answered the questions presented, you will be provided with a long complicated password, which you can change.

**Changing your UANet ID Password:**

- Once you receive your UANet ID and password, log into “My Akron” at https://my.uakron.edu/.
- When you have navigated to the “My Akron” log-in, you can enter your UANet ID and the password you received from the Support Center.
- **Follow these steps to change your password:**
  - Select the lock and key icon titled “UANET Services”. Selecting on this icon will open a new window.
  - In the new window you will select on the tab at the top titled “Password.”
  - Lastly, you will select “Change the password of my UANet ID” and follow the steps to change your password.

**Once you’re UANet ID and Password is Set-up:**

- As stated above, another use of your UANet ID is to log into Springboard. The Springboard learning environment provides students and instructors with the opportunity to extend learning experiences beyond the traditional classroom.
- Once you have set-up your UANet ID you can log into Springboard in “My Akron”. You can also access Springboard at https://springboard.uakron.edu/.
- On your homepage you will select the “CBA Grad New Student Entry” link. The main page will read “News Item” which includes instructions. Links available include: Content, Dropbox, etc. These links will take you to different areas for review.
  - Make sure to refer to the “New Admit Checklist”, which is below “Welcome to The University of Akron CBA Graduate Programs” under the “Content” link.
- One of the most important links is the “Content” link. This gives you access to a variety of items ranging from videos on enrollment dates to long-term course offerings and forms that you will need throughout the program. Questions you have may be answered by reviewing this information. If you still have questions, you should contact a Graduate Advisor at (330) 972-7043 or at gradcba@uakron.edu.
- Once your questions are answered, please fill out the appropriate required forms and submit them to the “Dropbox” in Springboard, then email gradcba@uakron.edu when you have completed the course. This will complete your new student entry process, and an advisor will update your record so that can register for classes.