

# Inside ArtCenter

## Navigation Guide #1

**To start, all students should verify their access to [inside.artcenter.edu](https://inside.artcenter.edu). Inside is the College's main portal for accessing information, paying your bill, verifying your financial aid, attending classes remotely, tracking your progress toward degree completion, and more!**

**Once logged in, disable all pop-up blockers in your browser!**

# Introduction

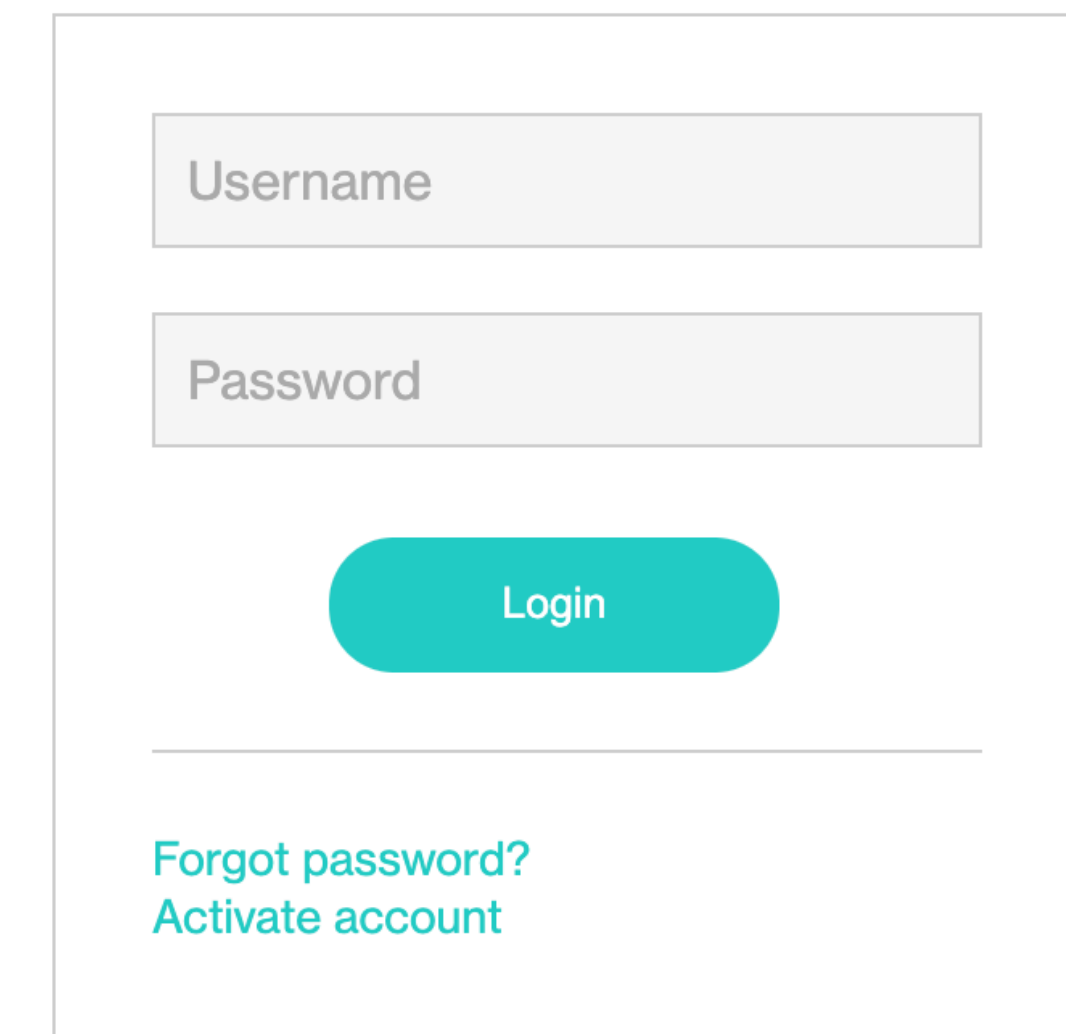
## Logging into Inside ArtCenter

Admissions has already sent you an email with log-in instructions, your username, and your temporary password. Please login and follow all prompts to update your password and set up your security questions. We recommend accessing Inside via a computer or tablet that is equipped with built-in audio (microphone/speakers) and a camera (for capturing still and video images).

- a. You can access your Inside ArtCenter account by going to:  
<https://inside.artcenter.edu>
- b. Enter your username and password, then press Sign In.

## Access all things ArtCenter.


Sign in to continue.

A screenshot of the Inside ArtCenter login interface. It features a light gray background with a white rounded rectangle containing the login fields. At the top, the text "Sign in to continue." is displayed. Below this, there are two input fields: "Username" and "Password", both with light gray borders and placeholder text. A teal rounded button labeled "Login" is positioned below the password field. At the bottom of the white box, there is a horizontal line, and below that, the links "Forgot password?" and "Activate account" are displayed in teal text.

\*If you have any problems logging in, please contact the Help Desk at:  
[helpdesk@artcenter.edu](mailto:helpdesk@artcenter.edu) or **626.396.2390**

# Your Student ID Number

You can find your student ID number on the homepage of Inside.

 **Inside.ArtCenter**

My Account


Academics

Student Services & Resources

Campus Information

Zoom

Q

 [Username] Sign Out

Welcome, [Your Name]

0306644

Search Inside...

Q

Courses Enrolled / Summer 2021

show

Courses Enrolled / Spring 2021

hide

Spring 2021

Week

12

If it is not visible, double check that your pop-up blockers are disabled. Once that is completed, log in again to view your ID number.

# My Account

## Checking Your ArtCenter Email

- a. Your ArtCenter email can be accessed by going to “My Account”, then clicking the “Inside Email” link under “Google Apps”.

My Account	Academics	Student Services & Resources	Campus Information	Zoom
Information	Account Statement & Payment	Google Apps	Financial Aid	Payroll
Contact Information	Finance Dashboard	Inside Email	Financial Aid Dashboard	Pay Advices
Emergency Information	Cashiers Office	Google Docs	Financial Aid Office	Payroll Support
Document Status		Google Calendar		Tax Documents
AP Direct Deposit Setup				Time Entry and Approval

- b. You can also connect your ArtCenter email directly to Gmail and on Gmail’s mobile app for iPhone and Android. Using your student email (as your username) and password, sign in through Gmail’s platform. You will be redirected to sign-in on Inside. After this you can access your account via Gmail without going through Inside. Please note that your student email address is your Inside username + “@inside.artcenter.edu”.

# Financial Aid

## Checking Your Financial Aid Package

You can access your financial aid package by going to “My Account”, then clicking “Financial Aid Dashboard” link located under “Financial Aid”.

[My Account](#)[Academics](#)[Student Services & Resources](#)[Campus Information](#)[Zoom](#)

Information

Contact Information

Emergency Information

Document Status

AP Direct Deposit Setup

Account Statement & Payment

Finance Dashboard

Cashiers Office

Google Apps

Inside Email

Google Docs

Google Calendar

Financial Aid

Financial Aid Dashboard

Financial Aid Office

Payroll

Pay Advices

Payroll Support

Tax Documents

Time Entry and Approval

Find out more about your financial aid package and important deadlines by going to “Financial Aid Office” right below the dashboard page. On the Office page, scroll down and select the PDF link to “Financial Aid Dashboard Instructions”.

[My Account](#)[Academics](#)[Student Services & Resources](#)[Campus Information](#)[Zoom](#)

Information

Contact Information

Emergency Information

Document Status

AP Direct Deposit Setup

Account Statement & Payment

Finance Dashboard

Cashiers Office

Google Apps

Inside Email

Google Docs

Google Calendar

Financial Aid

Financial Aid Dashboard

Financial Aid Office

Payroll

Pay Advices

Payroll Support

Tax Documents

Time Entry and Appro

Financial Aid Self Service

[Summer 2021 Financial Aid Request](#)

[Financial Aid Dashboard - View Financial Aid](#)

[Financial Aid Forms](#)

[Financial Aid Dropbox](#)

[How to Upload Files to Dropbox](#)

[Financial Aid Dashboard Instructions](#)

[FAQ](#)



# Questions or Concerns?

## Orientation Inside Page

Once you are logged into Inside.ArtCenter please be sure to go to the Orientation Inside Page to get started! Just click the link <https://inside.artcenter.edu/cms/course/view.php?id=365> and watch the video at the top of the page. Continue to scroll down the page to take action and make note of the important upcoming dates.

You now have access to the fully remote orientation we have coordinated for you. The program is a mixture of self-directed action items, a guided mandatory program to help you acclimate to life at ArtCenter, and live remote meetings with your departments and orientation leaders!

**Welcome to ArtCenter!**