Inside ArtCenter

Navigation Guide #1

ArtCenter

To start, all students should verify their access to 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!
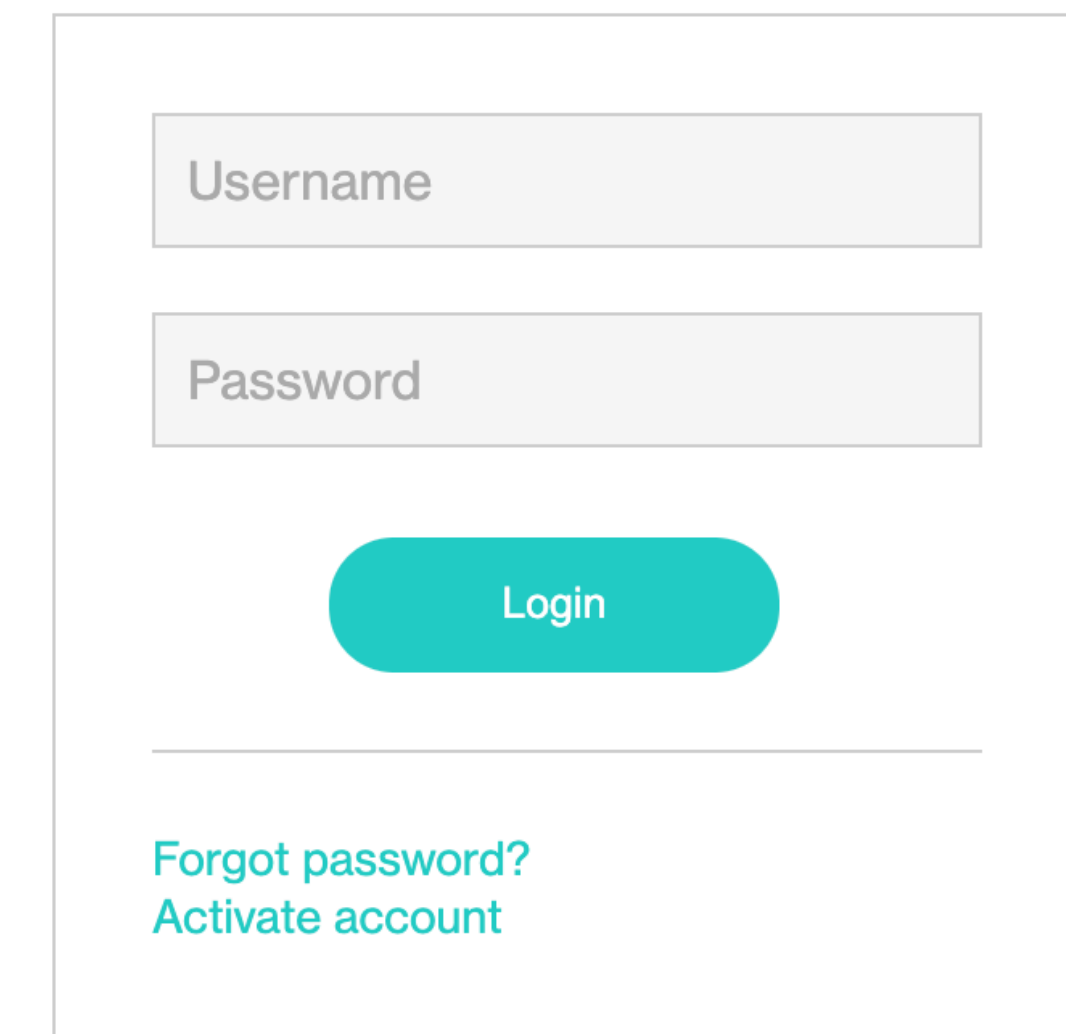
Introduction
Logging into Inside ArtCenter

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.

Username

Password

Login

Forgot password?
Activate account

*If you have any problems logging in, please contact the Help Desk at:
helpdesk@artcenter.edu or **626.396.2390**

Your Student ID Number

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

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".

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".

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!