

Accessing Your ArtCenter Schedule

If you have followed the directions below and cannot log onto your Inside ArtCenter account (or are missing log in information) you will need to contact the IT Help Desk.

<p style="text-align: center;">IT Help Desk Contact Information: helpdesk@artcenter.edu (primary form of contact) or 626-396-2390</p>
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Inside ArtCenter Login Instructions

- Go to inside.artcenter.edu using the preferred browser **Firefox**, click on “**Activate account**”
- Type in your Username and temporary Password, then click “**Log In**”



Welcome to the Art Center Identity System (ACID System)

Username

Password

- You will be prompted to change your temporary password to a new password and to setup at least two security questions
- If you are experiencing a problem logging into Inside ArtCenter, [you will need to contact the Help Desk](#)

Viewing your schedule

- After logging in you will be brought to the Inside ArtCenter Student Dashboard

The screenshot shows the Inside ArtCenter Student Dashboard. At the top left is the logo and navigation menu: My Account, Academics, Student Services & Resources, and Campus Information. A search bar is located at the top right. The main content area features a search bar labeled 'Search Inside...'. Below it are sections for 'Courses Enrolled / Spring 2020' (with a 'show' link), 'Courses Enrolled / Fall 2019' (with a 'hide' link), and 'Master Calendar'. The calendar is set for 'today' (Dec 1 - 7, 2019) and shows 'Sunday, December 1, 2019' with an 'all-day' event for 'CURRENT EXHIBITIONS'. On the right sidebar, there is a 'Fall 2019' section showing 'Week 13' and a 'Smart Links' section with links to Profile, Offices and Departments, Degree Audit, Manage My Wait List, Forms, Directory, and Email Your Advisors.

- From the Global Dashboard menu, go to **“Academics”**, then under **“Enrollment”** click on **“Degree Planning/Registration”**

Note: Pop-ups must be allowed in your browser settings

The screenshot shows the Inside ArtCenter navigation menu. The 'Academics' menu item is highlighted with a red box. Underneath it, the 'Enrollment' sub-menu item is also highlighted with a red box, and a green arrow points to it. The 'Enrollment' sub-menu includes 'Degree Planning/Registration' and 'Email Your Advisors'. Other menu items include My Account, Student Services & Resources, Campus Information, Learning Resources, and Online Learning.

- You will be re-directed to the Student Planning Dashboard

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get ...

1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

- Your class schedule will appear below the Planning Overview area
Note: The schedule will always default to the current semester

Spring 2020 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		EANI-156-02				EANI-153-02	
9am							
10am							
11am							
12pm				EANI-155-01			
1pm							
2pm							
3pm							
4pm			EANI-161-01				
5pm							
6pm							
7pm							

Degree Audit

The online degree audit allows students to assess their academic progress and unfulfilled baccalaureate or graduate degree requirements. Additionally it serves as a valuable resource for academic planning.

- From the “**Planning Overview**” page, navigate the cursor to “**Student Planning**”, then to “**My Progress**” (Degree Audit)

The screenshot shows the Inside.ArtCenter website interface. At the top, there is a navigation bar with links for 'My Account', 'Academics', 'Student Services & Resources', and 'Campus Information'. A 'Sign out' link is located in the top right corner. Below the navigation bar, the breadcrumb trail shows 'Academics > Student Planning > Planning Overview'. A dropdown menu is open under 'Student Planning', with 'My Progress' highlighted. Below the menu, there are two main steps: Step 1, 'View Your Progress', and Step 2, 'Plan your Degree & Register for Classes'. Step 1 includes a 'Go to My Progress' link. Step 2 includes a 'Go to Plan & Schedule' link. A search bar for courses is also visible.

- Students need to register for classes identified by “**Not Started**”
- Registered courses before the start of the semester will be in **Yellow** and will change to **Green** after the start of the semester
- Students will not be eligible for graduation until **ALL** degree requirements listed on their degree audit have been successfully completed
- Students **MUST** contact Enrollment Services regarding any questions concerning their official degree audit

Status	Course	Grade	Term	Credits
5. GFX-100 (1) Fully Planned 0 of 1 Courses Completed. Hide Details				
Registered	GFX-100 Digital Basics; Lynda.com		18SP	1
6. INT-102 (3) Fully Planned 0 of 1 Courses Completed. Hide Details				
Registered	INT-102 Design 1 GPK/ILL/ADT		18SP	3
7. INT-120 (3) Fully Planned 0 of 1 Courses Completed. Hide Details				
Registered	INT-120 Narrative Sketching		18SP	3
B. Term 2				
Complete all of the following items. 0 of 6 Completed. Hide Details				
1. HSOC-100 (ART OF RESEARCH) 3 OR HSOC-101 (ART OF RESEARCH) 3 0 of 1 Courses Completed. Hide Details				
Not Started	HSOC-100 Art of Research (ADT,GPK)			
Not Started	HSOC-101 Art of Research (ID Majors)			

Important notes for entering students:

- All of the classes that appear on your class schedule are required courses
- You should not make any changes to your schedule without first consulting your department chair or department coordinator
- Students are required to be enrolled in a minimum of 12 units each semester
- To drop a course after Week 1, students need to use the Course Drop form and the dropped course will be graded with a “W” grade