# Student Center from One.IU – Quick Guide

Go to: [one.iu.edu](http://one.iu.edu) or [1.iu.edu](http://1.iu.edu).

Select your **Campus** and **Role** (Student).

- Choose a task from the Most Popular list
- OR - Use the search feature to search for any task (for example, “view grades”).

You will be asked to log in with your **Username** and **Passphrase**.

At any time, click the **One.IU** logo to return to the main page.

## Search for Classes

1. In the **Search** bar, type “search courses.”
2. Click **Search Courses (Login Required)**.
3. Select the **Campus**.
4. Select the **Degree Level**.
5. In the **Offered** box, select the term for which you want to take the course.
6. Type in the course subject and/or course number.
7. Click **Go**.

## View Advisors

1. In the **Search** bar, type “advisor.”
2. Click **Advisor**.

## View Holds on Your Record

1. In the **Search** bar, type “holds.”
2. Click **Record Holds**.
3. For more information on the Hold item, click **Details**.

## View Class Schedule Details

1. In the **Search** bar, type “class schedule.”
2. Click **My Class Schedule**.
3. Select a **Term**, if necessary, and click **CONTINUE**.
4. You can select **Weekly Calendar View** and change the dates and times; then click **refresh calendar**.

## View Your Advisement (Degree Progress) Report

1. In the **Search** bar, type “degree progress report.”
2. Click **Degree Progress Report**.
3. Select the **Institution and Report Type** (select the **Academic Program** if applicable).
4. Click **Process Request**.

## View Grades

1. In the **Search** bar, type “grades.”
2. Click **Grades**.
3. Click **change term** to select a different term.
4. Click **CONTINUE**.

## View Transfer, Test or Other Credit

1. In the **Search** bar, type “test credit” or “transfer credit.”
2. Click **Test credits reports** or **Transfer Credits**.

## View Personal Information

1. In the **Search** bar, type “personal information” or “change name.”
2. Click **Change name (students)** or **Personal information (students)**.
3. Select the tab you want to view (addresses, names, phone numbers, email addresses, etc.).

## Other Information

### Add a task to My Favorites in One.IU

1. Search for a task.
2. When you locate the task, click 🍀 on the task icon.
3. Log in, if prompted.
4. You will see your favorites listed under the **My Favorites** heading. If you are already logged in, click on the **One.IU** logo to view your favorites.

## View Task Details in One.IU

1. Search for a task.
2. When you locate the task, click 📜 on the task icon. A description, resources and screenshots for that task will display.

## Categories in One.IU

You can also select **Academics, Enrollment, Personal Information** or any item from the **Categories** list (on the left) to filter the task icons that will display.