

# Self-Service: Access Your Information Online!

## 1. Log-in to Self-Service website: <https://selfservice.arcadia.edu/selfservice/>

**Typical Default User Name\*:** first initial + last name

**Password:** Enter password. If you have forgotten your password please go to:  
<https://password.arcadia.edu/reset/>

(Arcadia e-mail is typically first initial + last name@arcadia.edu)

## 2. Proceed to Log-in with Username and Password.

\* If difficulties occur while attempting to log-on, please contact the IT Department at 215-572-2898 or [helpdesk@arcadia.edu](mailto:helpdesk@arcadia.edu).

## 3. Select the various tabs to view specific student information:

- **Home:** Student user guide; Access My Arcadia; Visit Arcadia U website; Apply to University
- **Register:** Register for courses; Search for specific courses; and View schedule & academic plan.
- **Classes:** View schedule; View waitlisted courses for a given semester.
- **Finances:** View account balance, financial aid details, or billing statement; Make a payment online; and Update your list of credit cards.
- **Grades:** View and print unofficial transcripts and grade reports; Enrollment Verification link.
- **Search:** View course catalog listings; Search for available course sections for a specified year, term and session.

**4. Log into My Arcadia (<http://my.arcadia.edu>) to access class information posted by the instructor and participate in course activities. Any information posted by your instructor will appear in the "Current Semester Courses" box. (Please note that information will only appear here if and when the instructor makes it available.)**

### IMPORTANT INFORMATION & PHONE NUMBERS

<b>Office of the Registrar</b>	Taylor 103	<b>Campus Info</b> (Switchboard)	215-572-2900
Main Number	215-572-2100	<b>One Stop Shop</b> (Billing)	215-517-2339
Registrar Fax	215-572-2126	<b>Public Safety</b> (Parking/ID)	215-572-2800
Transcript Request	215-572-2165	<b>Bookstore</b>	215-572-2971
Registrar Email	<a href="mailto:registrar@arcadia.edu">registrar@arcadia.edu</a>	<b>Library</b>	215-572-2975

**Thank you for choosing Arcadia University!**