

## 1. Logon to Student Center

1. From the <http://www.uno.edu> click the Current Students link.
2. Click the **Web-STAR** icon.
3. Click the Students link.
4. Enter your UNO User ID and Password.

**Welcome to the Student Center!**

## 2. View Account Summary

1. Login to the student center.
2. Click the **Account Inquiry** link in the Finances section.

## 3. Make a Payment

1. Login to the Student Center.
2. Click the **Make a Payment** link in the **Finances** section.
3. Select the method of payment.
4. Enter the requested account information .
5. Verify the information and click the **Submit Payment** button.

## 4. Enroll in a Payment Plan

1. Login to Student Center.
2. Click the **Make a Payment** link under the **Finances** section.
3. Select the **Enroll in a Payment Plan** link.
4. Read the payment plan terms.
5. Click **Submit**.


## 5. View 1098-T

1. Navigate using the menu to: **Self Service**> **Campus Finances**> **View 1098T Form**.
2. Select the Year.


## 6. Add A Class

1. Login to the Student Center.
2. Click the **Enroll** link under Academics.
3. Enter the course number you desire to add or search for a course.

## 7. Delete A Class

1. Login to the Student Center.
2. Click the drop down list  under the Academics section.
3. Select **Enrollment: Drop** and click 
4. Select the course (s) you desire to drop.

## 8. Edit A Class

1. Login to the Student Center.
2. Click the drop down  list under Academics.
3. Select **Enrollment: Edit** and click 

## 9. View Application Status

1. Navigate using the main menu to: **Self Service** > **Student Admission** > **Application Status**.


## 10. Search For Classes

1. Login to the Student Center.
2. Click the **Search** link under the **Academics** section.
3. Enter Search Criteria.
4. Select **Search**.


## 11. View Enrollment Dates

1. Login to the Student Center.
2. Click the **Open Enrollment Dates** link in the Enrollment Dates section.


## 12. View Grades

1. Login to the Student Center.
2. Click the drop down list  under Academics.
3. Select **Grades** and click 
4. Select the desired Term and click **Continue**.


## 13. View Transfer Credit

1. Login to the Student Center.
2. Click the drop down list  under Academics.
3. Select **Transfer Credit: Report** and click 


## 14. View Class Schedule

1. Login to the Student Center.
2. Click the drop down list  under Academics.
3. Select **Class Schedule** and click 


## 15. View Holds

1. Login to the Student Center.
2. If you have any holds they will appear in the Holds section.
3. To view the hold (s) select **details** 

## 16. Apply For Graduation

1. Login to the Student Center.
2. Click the drop down  list under Academics.
3. Select **Apply for Graduation** and click 

## 17. View Weekly Schedule

1. Login to the Student Center.
2. Click the drop down list  under Academics.
3. Select **Class Schedule** and click 

## 18. View /Accept Financial Aid

1. Login to the Student Center.
2. Select the **View Financial Aid** or **Accept Financial Aid** link in the Financial Aid section.

## 19. View Personal Information: Names

1. Login to the Student Center.
2. Click **Names** under Personal Information.

## 20. View Personal Information: Addresses

1. Login to the Student Center.
2. Click the **Home Address** or **Mailing Address** link.
3. To add additional address select the **Add a New Address** button.
4. Add the desired address and click **OK**.

## 21. View Personal Information: Phone Number

1. Login to the Student Center.
2. Click the **Home Phone** link.
3. To add additional phone numbers select the **Add a Phone Number** button.
4. Add the desired phone number and click **Save**.


## 22. Order a Parking Permit

1. Login to the Student Center
2. Click the **Order a Parking Permit** link.
3. Enter the required information.
4. Select **Save/Continue** button.


## 23. View Personal Information: Email Address

1. Login to the Student Center.
2. Click the **Privateer Mail** link.
3. To add additional email address select the **Add An Email Address** link.
4. Add the desired email address and click save.


## 24. Print Unofficial Transcript

1. Login to the Student Center.
2. Click the drop down list  under Academics.
3. Select **Transcript: View Unofficial**
4. Click 
5. Select **Click Here to Create Your Unofficial Transcript**.
6. A PDF version of your transcript will appear in your UNO email account.

## 25. Transfer Credit Report

1. Login to the Student Center.
2. Click the drop down list  under Academics.
3. Select **Transfer Credit: Report**
4. Click 

## 26. View Enrollment Verification

1. Login to the Student Center
2. Click the drop down list  under Academics.
3. Select **Enrollment Verification** and click
4. Click 
5. Select **Submit**.



## WEBSTAR Student Quick Guide



- ◆ View Class Schedule
- ◆ Enroll/Drop Classes
- ◆ View Grades
- ◆ View Holds
- ◆ Make a Payment
- ◆ View Enrollment Status and more...