

# GUS Overview: Student Users

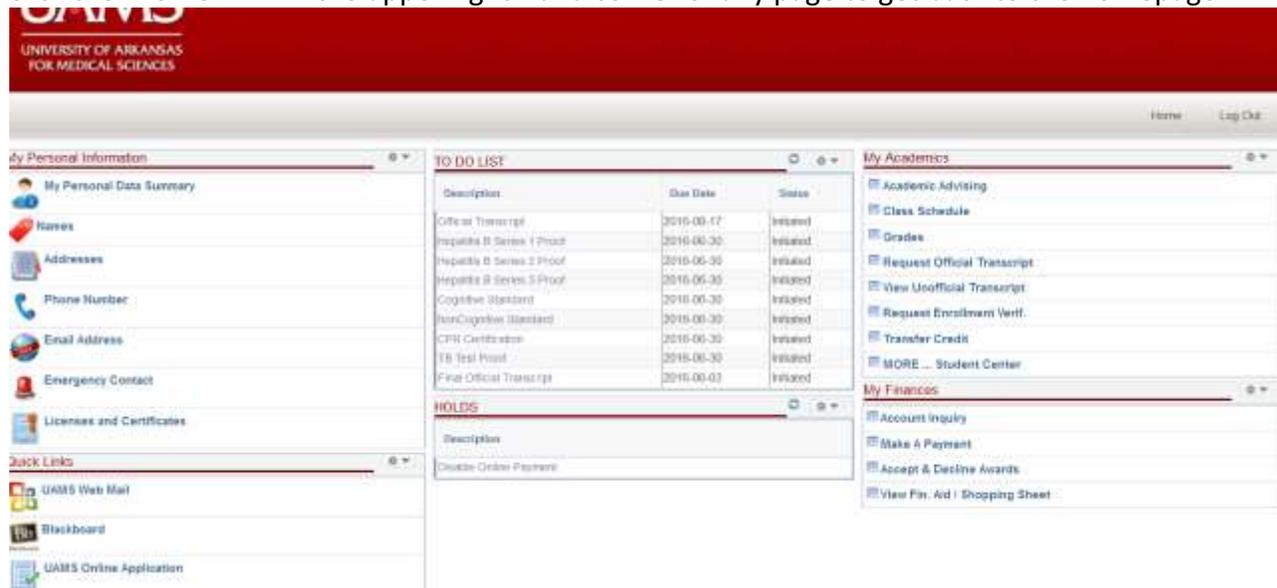
Welcome to the new Gateway for UAMS Students (GUS), your online home for enrollment, grades, student profile updates, and more. Beginning with the Fall 2016 semester, most UAMS students will self-enroll for coursework using GUS. Students in the Colleges of Medicine and Pharmacy will still register for coursework through previous systems. This document provides a general overview of the system, including screenshots for the most common sections.

## GUS Homepage

GUS is online at <https://gus.uams.edu>. Log in using your UAMS Domain user ID and password (the same login credentials used for your UAMS email).

The screenshot displays the GUS homepage with a red header bar containing the UAMS logo and the text "Welcome to GUS". A navigation menu at the top includes links for Colleges, Institutes, Research, Hospital & Clinics, Employment, Giving, and Newsroom. The main content area features a login form with fields for "User ID" and "Password", and a "Sign In" button. To the right of the login form is the GUS logo, which depicts a graduation cap with glasses and the text "GUS GATEWAY FOR UAMS STUDENTS". Below the logo is a welcome message: "Welcome to the student information system portal. Our goal is for GUS to be simple and straightforward. We are taking a phased approach, releasing new features for you throughout the year. Visit often for the latest updates." On the left side, there are three sections: "Current Student or Faculty Member" (with a sub-instruction to enter UAMS User ID and Password), "Current Applicant" (with a sub-instruction to enter User ID and Password emailed from the Admissions Office), and "Login Trouble" (with contact information for the UAMS Technical Support Center: login@uams.edu and (501) 686-8555). At the bottom, there are two photographs: one of a student in a lab coat and another of a group of students in a classroom setting. Below the photos are the links "Campus Map" and "Emergency Phone Numbers".

Once you have successfully logged in, you'll arrive at the general student homepage. From here, you have lots of options, so take time to explore everything that is available. Remember, you can always click the "home" link in the upper right-hand corner of any page to get back to the homepage.



**NOTE 1:** The screenshot above shows options that may not be available to all users. Please see the descriptions below for more information about what you will be able to see on your homepage.

**NOTE 2:** After about 20 minutes of inactivity, you will be logged out of the system. For security reasons, it is *always* good practice to log out of your session when complete. Do this by simply clicking the "Log Out" link in the upper right-hand portion of the page.

## My Personal Information

My Personal Information has links to view and update your personal details. You can change your preferred name, update a phone number, add your emergency contacts and more.



## Quick Links

The Quick Links section allows you to access your UAMS email, Blackboard and if you have an active application for admission, your online application materials. These links will take you outside of GUS via a new window.



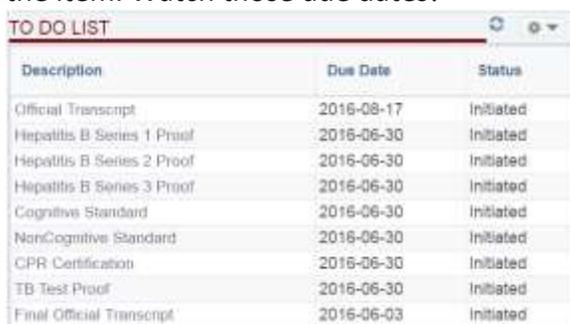
## Admissions

If you have an active application for admission under review, you may have access to the Admissions section. Here, you can complete remaining admission requirements such as accepting an offer of admission or paying the enrollment deposit.



## To Do List

The To Do List is your place to find out what tasks or steps are required for a variety of purposes. In the example below, you can see that the student must submit a final, official transcript from a previous institution, complete various medical compliance proofs as well as other tasks. To view specific details for each item, simply click the list and you'll find contact information and requirements for completing the item. Watch those due dates!



Description	Due Date	Status
Official Transcript	2016-08-17	Initiated
Hepatitis B Series 1 Proof	2016-06-30	Initiated
Hepatitis B Series 2 Proof	2016-06-30	Initiated
Hepatitis B Series 3 Proof	2016-06-30	Initiated
Cognitive Standard	2016-06-30	Initiated
NonCognitive Standard	2016-06-30	Initiated
CPR Certification	2016-06-30	Initiated
TB Test Proof	2016-06-30	Initiated
Final Official Transcript	2016-06-03	Initiated

## Holds

The Holds section lists anything which may impact your ability to complete specific tasks such as enrollment or payment. For example, if you have a past-due balance with UAMS, you will receive a hold which blocks you from future enrollment or the ability to receive transcripts. In the example in the screenshot below, this student has a hold which blocks online payment for the summer 2016 semester. As with the To Do list, you can click on each hold to view additional information and determine what is required to release the hold.



**NOTE:** The Holds screenshot above shows a common service indicator for the very first users of GUS. This particular hold cannot be released by any student action; rather, it will be automatically released after the summer 2016 semester.

## My Academics

The My Academics section is the location to find enrollment details, enroll for classes, request unofficial transcripts, view prior coursework, and eventually look at your academic degree audit. In addition, you can click the "MORE...Student Center" link for even more helpful information about your account.



**NOTE:** Some sections are not yet available but will be opened over the course of several months. In these situations, you may encounter warning notes such as this:

A screenshot of a warning message box. It features a blue header bar with a white information icon on the left and the text "The Academic Requirements page is not available." in white. The rest of the box has a light blue background with the same text in a darker blue font.

## My Finances

In My Finances, you can view your UAMS financial account information as well as view, accept or decline any financial aid awards.



## General GUS Information and Contact Information

You'll receive instructions from the various UAMS departments that manage many of the components shared here, but if you have questions, feel free to call at any time. If you have difficulty logging into GUS, contact the UAMS IT Help Desk at 501-686-8555.

**Admissions & Academic Advising:** Contact your college directly for admission and academic advising information. This may include information about admission information that appears in GUS, your online application for admission, or your specific program of study for your academic program. Quick Links to all colleges are available at <http://registrar.uams.edu>.

**Bursar** (Student Financial Accounts): 501-686-6128, <http://studentfinancialservices.uams.edu/>

**Financial Aid:** 501-686-5451, <http://studentfinancialservices.uams.edu/>

**Registrar** (Records, Enrollment): 501-526-5600, [registrar@uams.edu](mailto:registrar@uams.edu), <http://registrar.uams.edu>