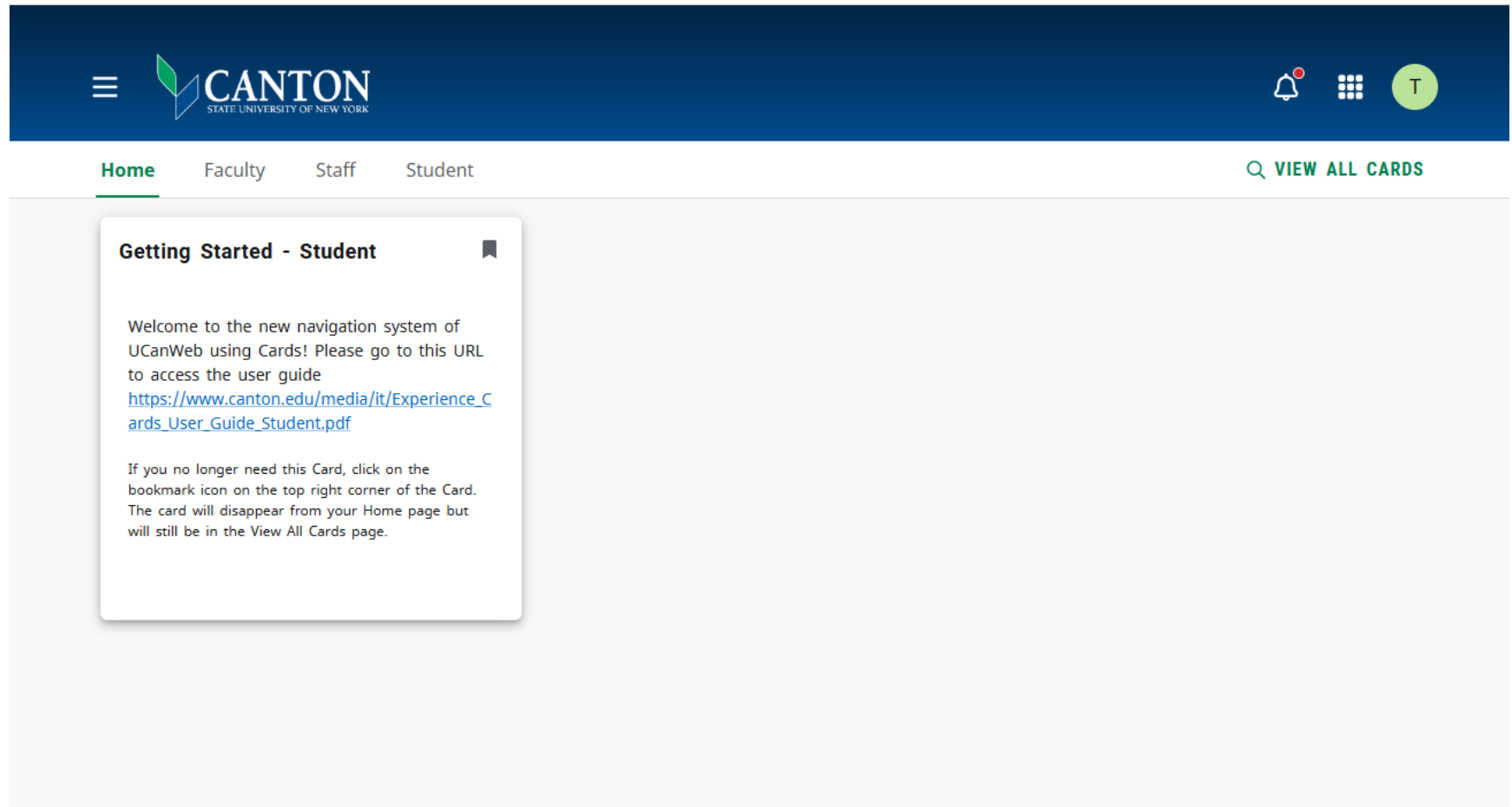
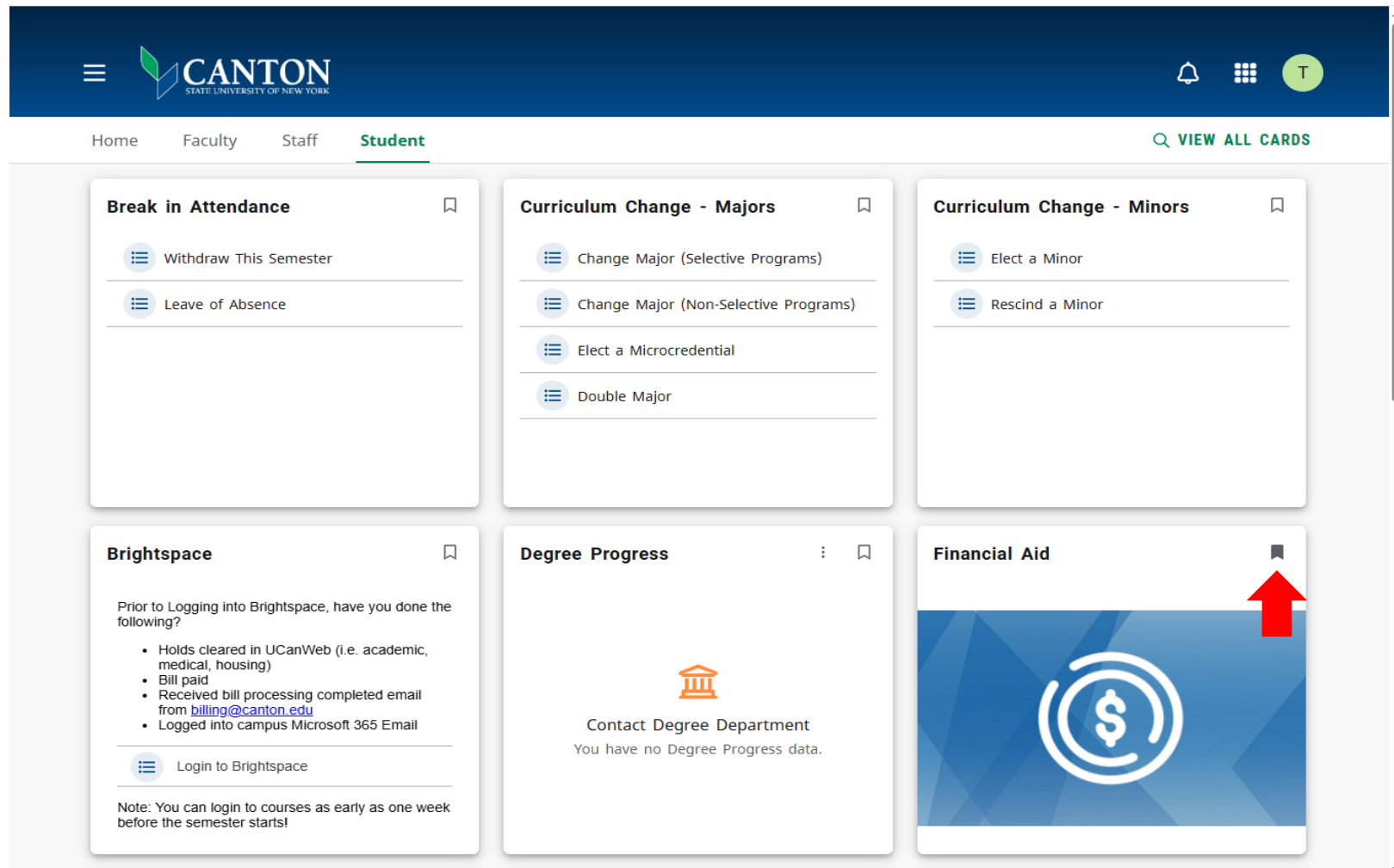


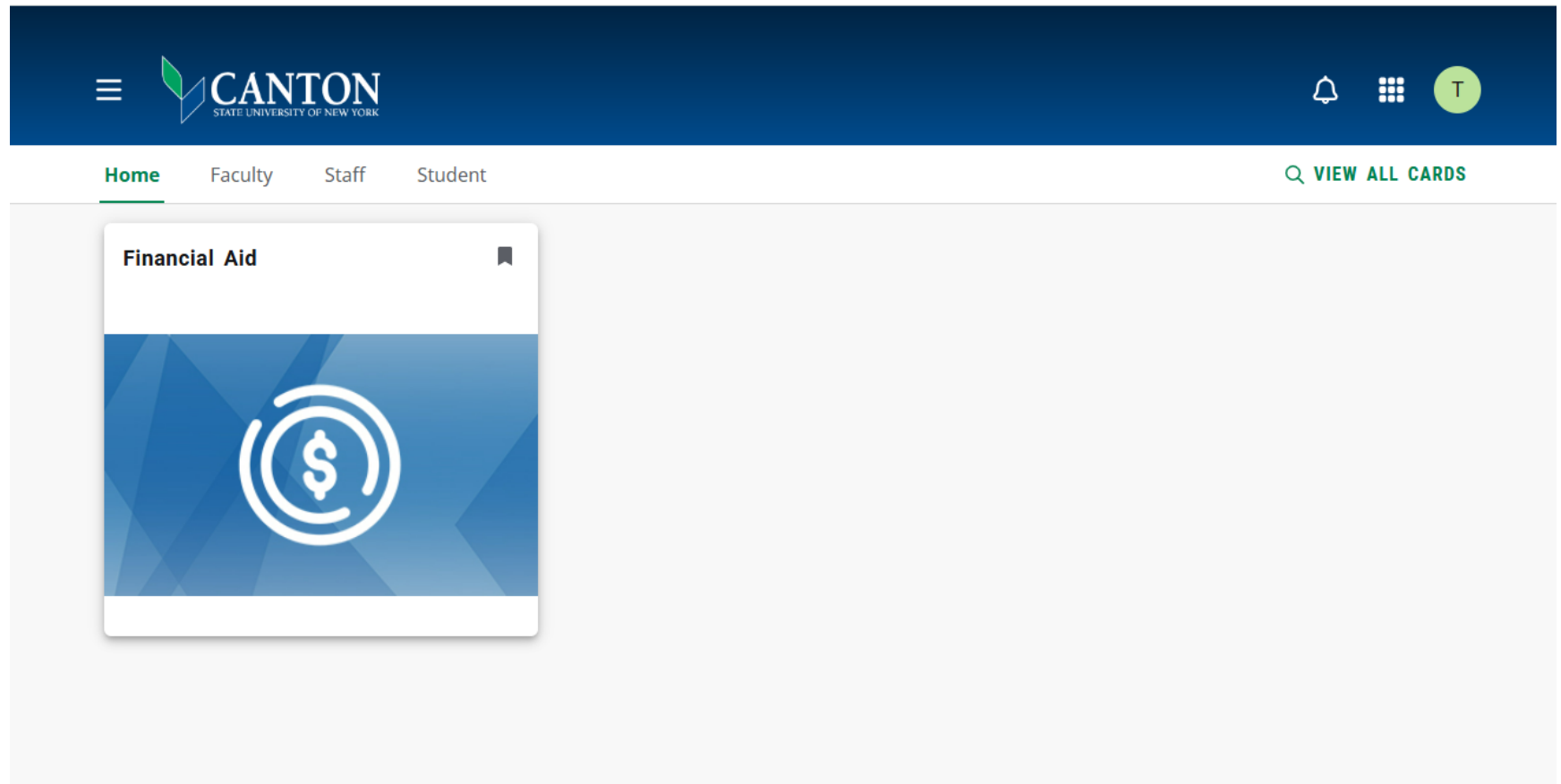
1. Depending on your access level, several tabs may appear beside your Home tab. These tabs are called Categories. They are basically groups of cards that have something in common.



2. Select a category and you will see all the cards that you have access to. In the Cards system, you are able to focus on the items that you need at that point in time and then put them away later. For example, if you are busy processing your Financial Aid package, click on the bookmark icon on the top right corner of the Financial Aid card. The bookmark icon will then change color to all gray.

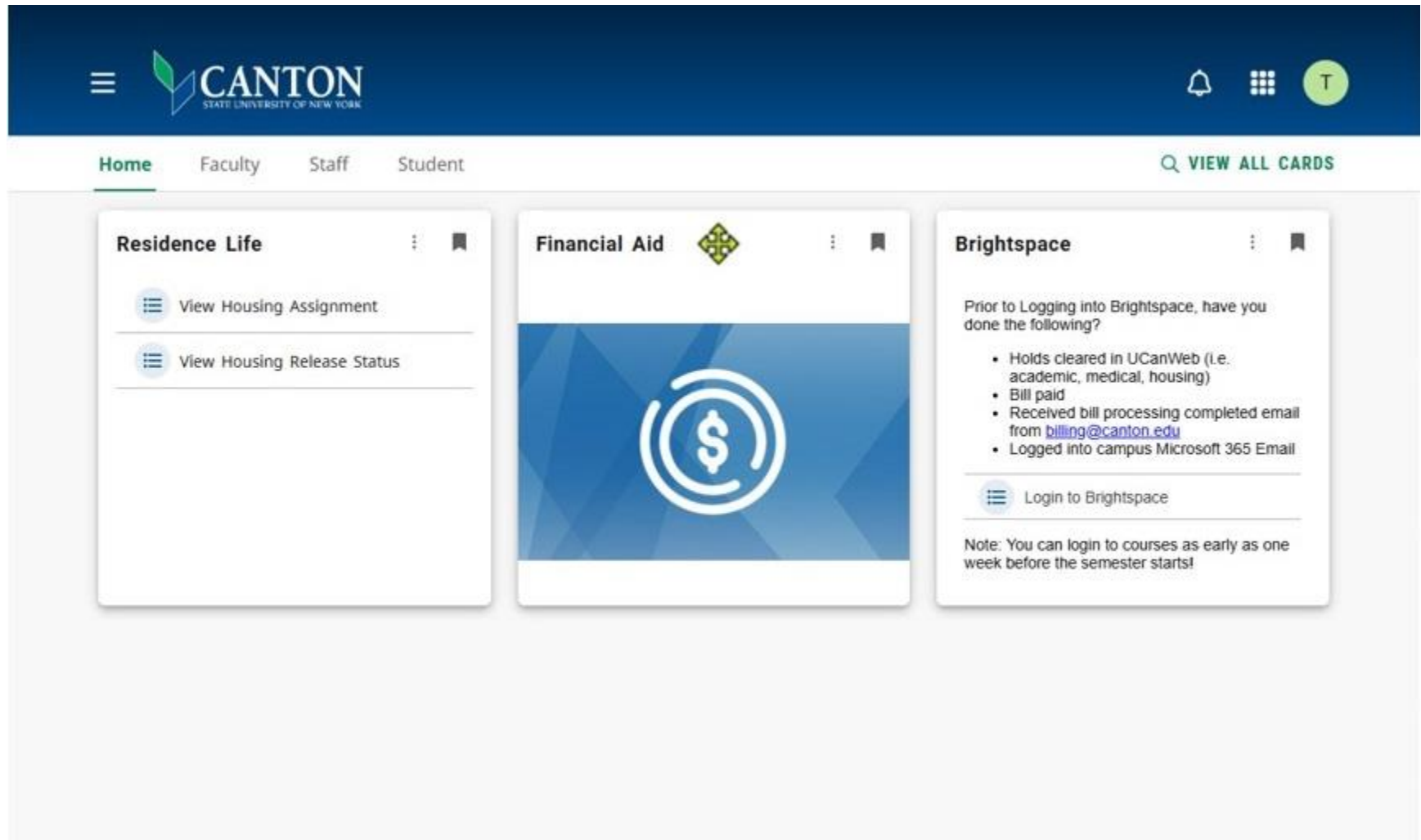


3. Now click on the Home tab. The Financial Aid card has been copied over. UCanWeb Cards defaults to the Home tab upon login, so you don't need to navigate to any other tab because the FinAid card is already in the Home tab.

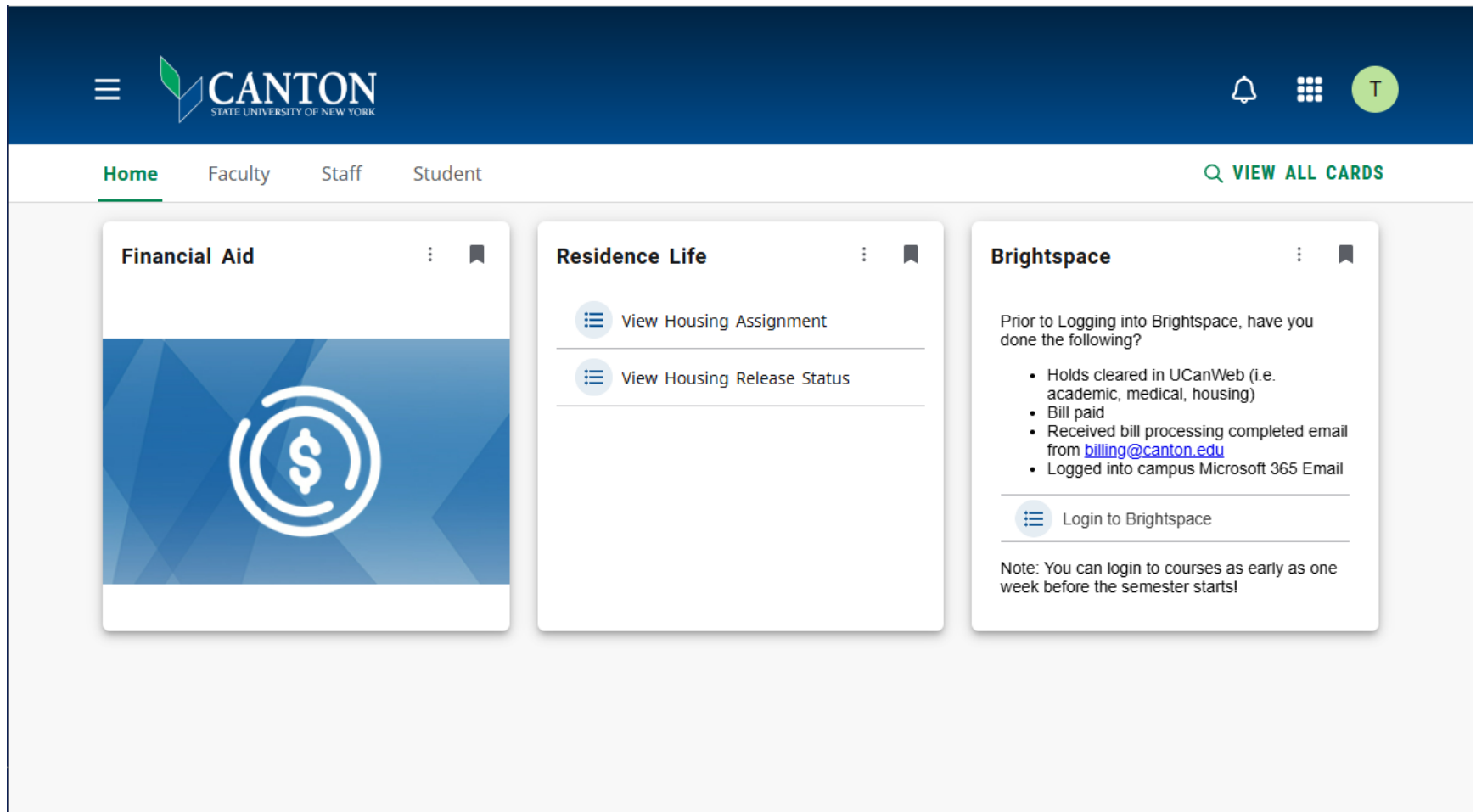


4. If you don't need the Financial Aid Card anymore, click on the bookmark icon again. It will disappear from the Home page but it will always be in the Student page.

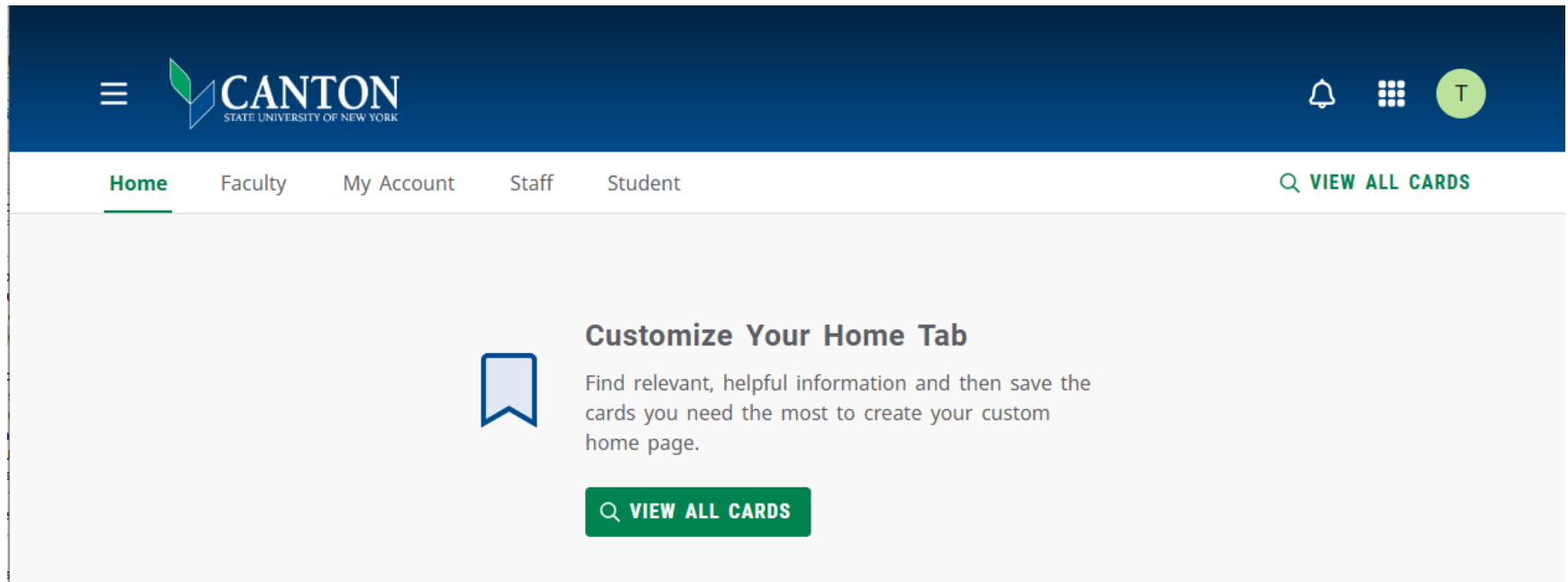
5. Now try moving three cards onto the Home page. Hover over the title of one of the Cards until you see the cross-arrow symbol. Drag the card around to organize the cards in the order that you prefer.



6. If you dragged Financial Aid in the direction of the Residence Life card, the two cards will switch places:

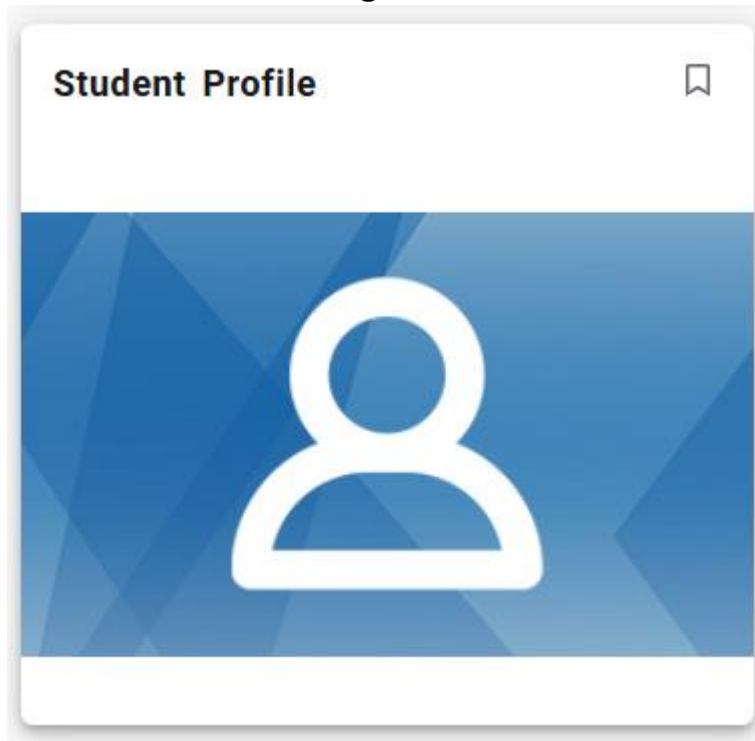


7. Aside from the Categories, there is another page that shows you all the cards available to you - the View All Cards page. Most users have their cards available in their Category, but for users with multiple access privileges, the View All Cards will show all the cards you can use regardless of their Category. There are two buttons for View All Cards, one is on the top right corner of each page, and the other is right in the center of the Home tab screen if your Home page does not have any cards in it. The View All Cards will look the same as the Category cards, it just has more of them.

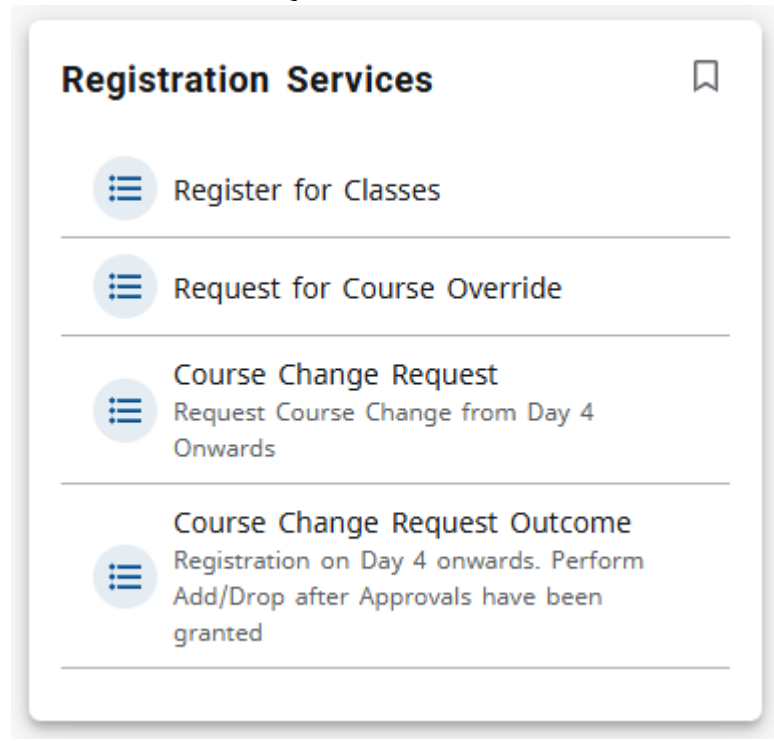


8. Most cards fall under two types – Image Cards or Quick Links Cards. Image cards, as the name implies, have an image which corresponds to a single link. Screens that are often used have cards of their own, such as the Student Profile. To pull up a screen from an Image Card, just click anywhere in the image. The screen will appear in another tab or window. Quick Links cards are mini-menus, they contain two or more links to screens that are closely related.

**Image Card**



**Quick Links Card**



9. There is one special card that is available in UCanWeb Cards – the Degree Progress Card. The card accesses Degree Works and shows your major, GPA, and how much of the degree and credits requirements you have completed. At the bottom of the card, there is a link for View Audit that will redirect you to Degree Works.

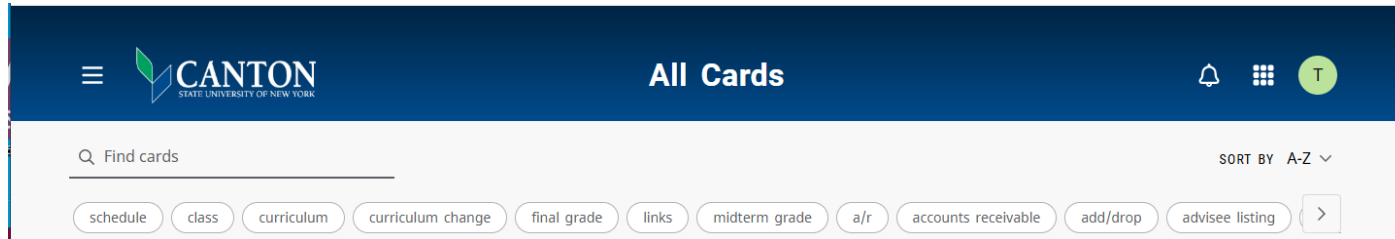




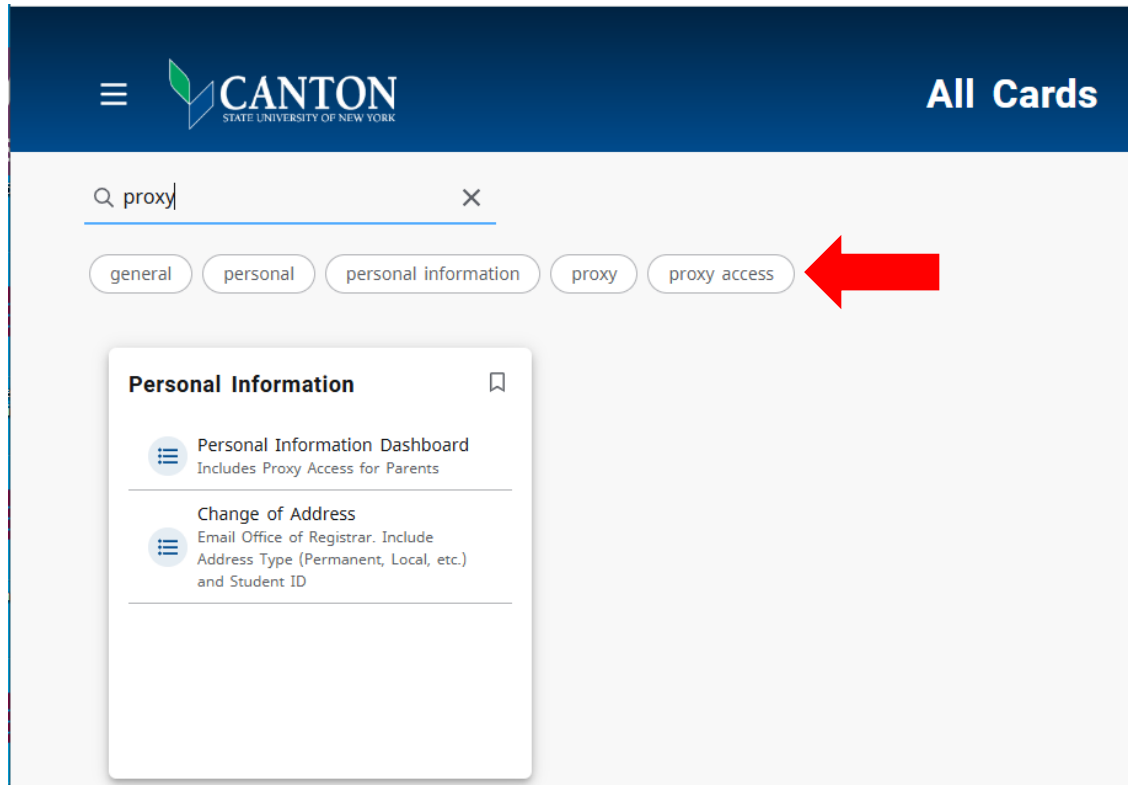


**TIPS**

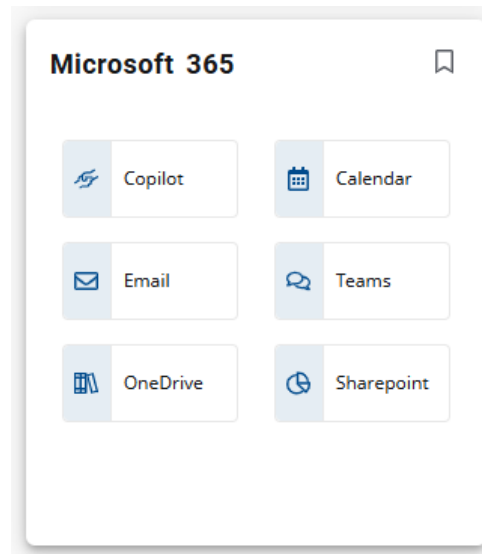
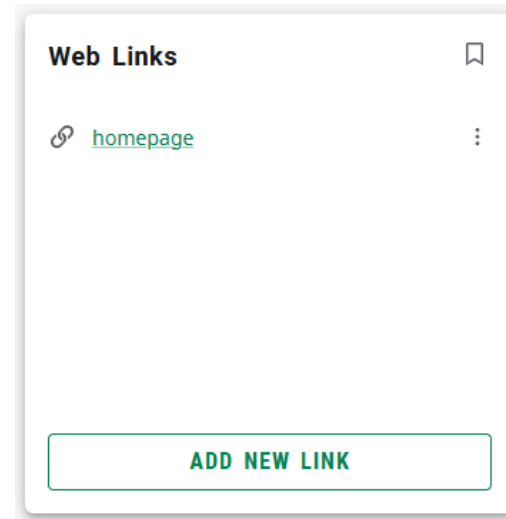
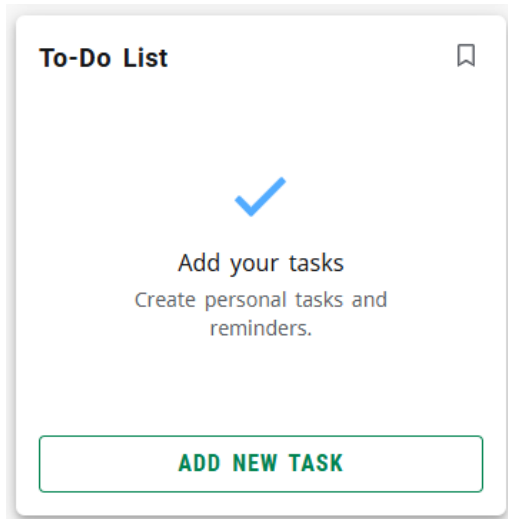
1. You can search for options in UCanWeb Cards. Go to the View All Cards page and you will see the Search section near the top of the screen.



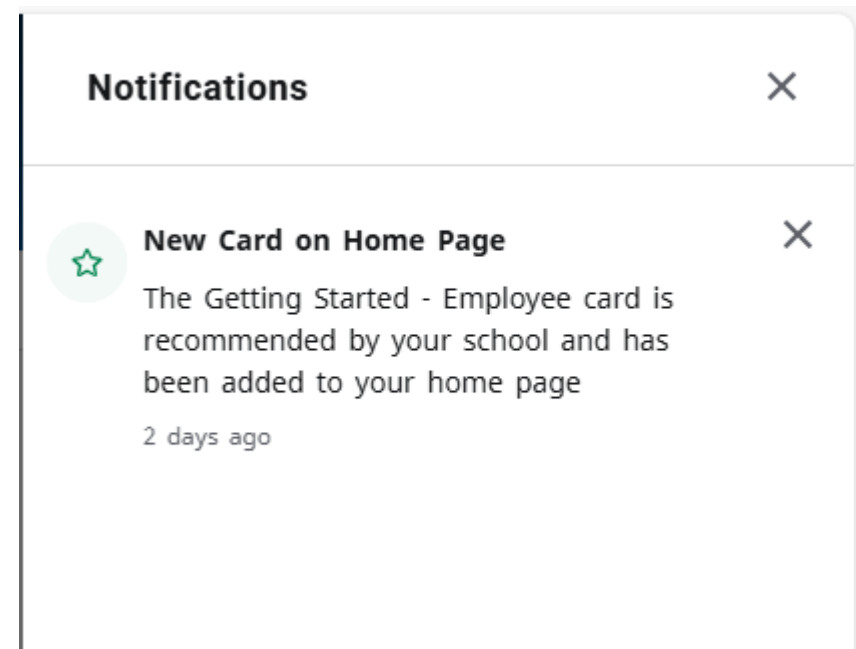
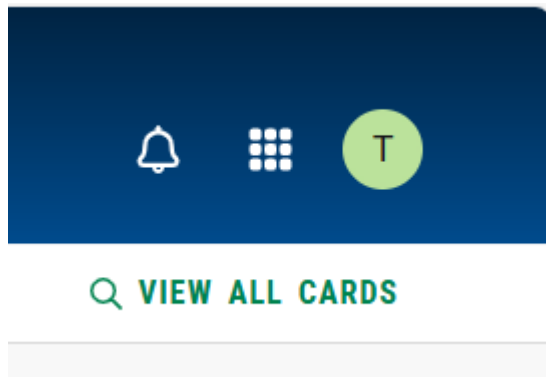
Try typing **proxy** and hit Enter. You will see below. You can also click on any of the ready-made buttons.



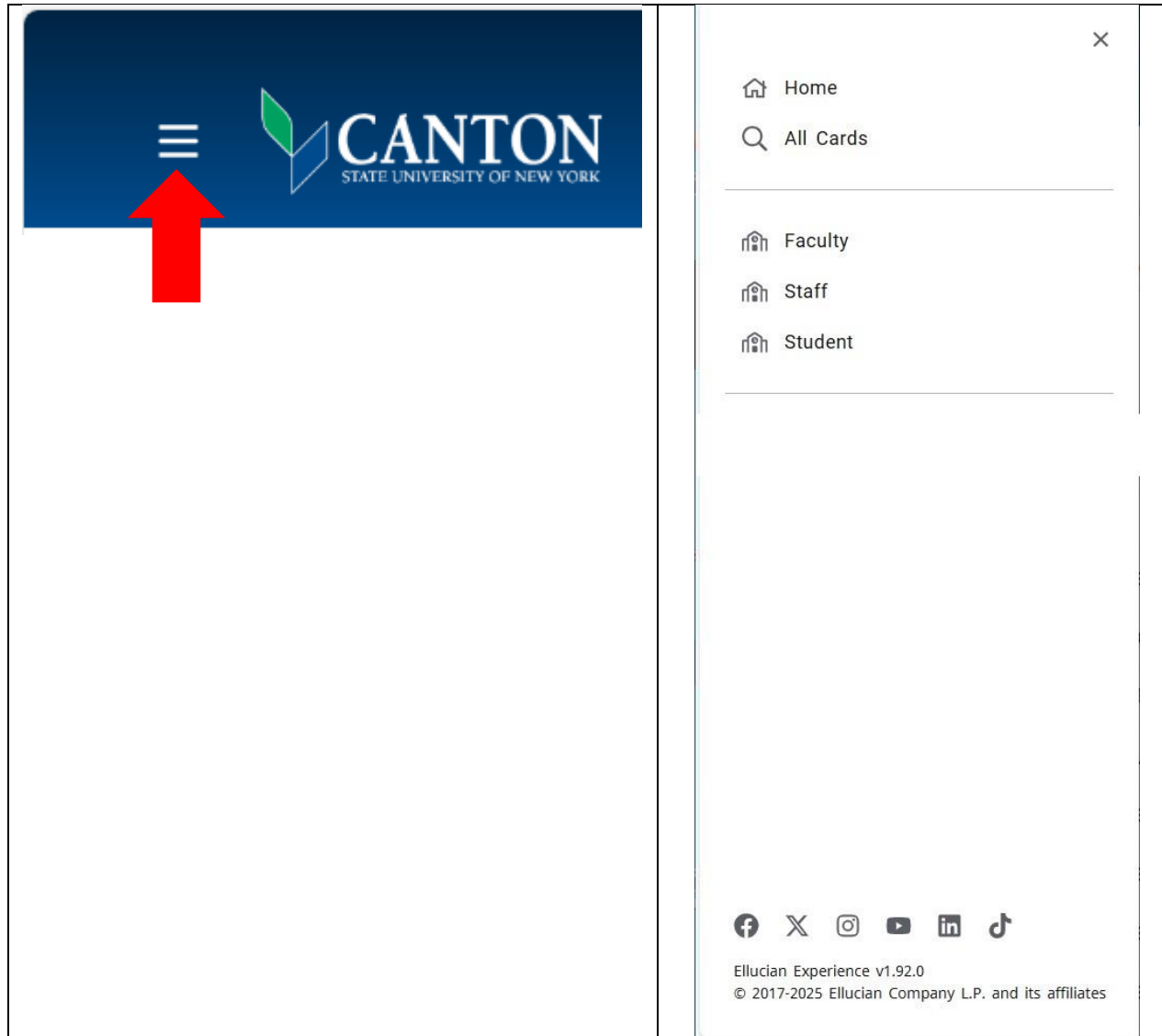
2. UCanWeb Cards comes with some built-in cards that you may find useful. These are the To-Do List Card, Web Links Card and Microsoft Apps Card, all found in the View All Cards page. Follow the prompts to set up either a task reminder or a list of your favorite links. Just like any other card, you can move this over to your Home tab if you wish.



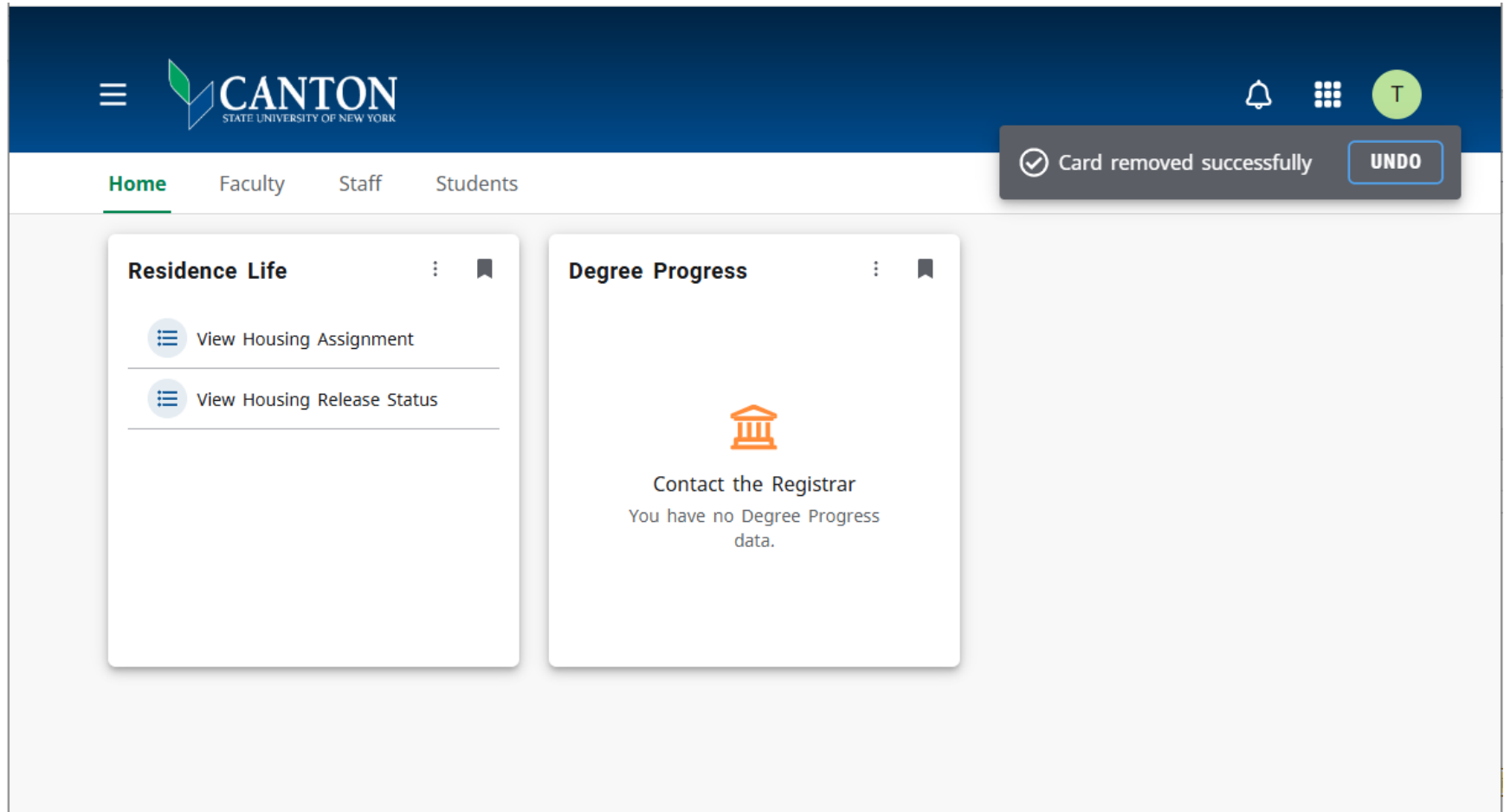
3. UCanWeb Cards has a Notification function. On the top right corner of the page, you will see the icon of a bell. Click on that to see your notifications.



4. UCanWeb Cards has links to popular social media sites as well. On the top left corner of the screen, you will see the hamburger icon. If you click that, the SUNY Canton socmed links are at the bottom of the left-hand panel.



5. In the Home tab, you may notice that, when you move the cards around, you may see a message in a gray box on the top right corner. That popup will eventually go away after a few seconds and you will see the View All Cards link again.



**Map of UCanWeb 8 Menu Options and Corresponding UCanWeb 9 Card Location (Note: to help ease the transition, the menu option name is often the same or very similar for both versions):**

**\*\* Menu Option Name is preceded by “UCanWeb 9” in the current menu system**

## **STUDENTS**

### **UCanWeb 9 Card Category – Student**

<b>UCanWeb 8 Menu Option Name **</b>	<b>UCanWeb 9 Card Name</b>	<b>UCanWeb 9 Menu Option Name</b>
My Required Surveys	My Required Surveys	N/A
Student Profile	Student Profile	N/A
Registration Menu	Registration Services	Register for Classes
Request for Course Override	Registration Services	Request for Course Override
Course Change Request (Beyond Last Day, Permission/s Now Required)	Registration Services	Course Change Request
Course Change Request Outcome	Registration Services	Course Change Request Outcome
Request to Withdraw this Semester	Break in Attendance	Withdraw this Semester
Registration History	My Classes	N/A
Financial Aid	Financial Aid	N/A
View Housing Release Status	Residence Life	View Housing Release Status
View Housing Assignment	Residence Life	View Housing Assignment
View Grades	View Grades	View Grades
View Grades Tutorial	View Grades	View Grades Tutorial
Apply to Graduate/RSVP for Commencement	Graduation and Transcript Services	Apply to Graduate/RSVP for Commencement
View Application to Graduate	Graduation and Transcript Services	View Application to Graduate

View Academic Transcript	Graduation and Transcript Services	View Academic Transcript
Account Information	Student Accounts	Account Information
Account Summary	Student Accounts	Account Summary
Account Detail for Term	N/A	Found in Account Summary
Tax Notification (1098-T)	Student Accounts	Tax Notification (1098-T)
Payment and Deposit Processing	Student Accounts	Payment and Deposit Processing
Transact Payments Portal	Student Accounts	Transact Payments Portal
Change of Major Request for Selective Programs (Nursing, LPN, Vet Tech and PTA)	Curriculum Change – Majors	Change Major (Selective Programs)
Change of Major Request for Programs other than Selective	Curriculum Change – Majors	Change Major (Non-Selective Programs)
Elect a Microcredential	Curriculum Change – Majors	Elect a Microcredential
Double Major Request	Curriculum Change – Majors	Double Major
Elect a Minor	Curriculum Change – Minors	Elect a Minor
Rescind a Minor	Curriculum Change – Minors	Rescind a Minor
Leave of Absence Request	Break in Attendance	Leave of Absence
Summer Financial Aid Application	N/A	Found in Required Surveys if eligible
Transact Payments Portal	Student Accounts	Transact Payments Portal
New Student Checklist	New Student-Enrollment Steps	New Student Checklist
My Required Surveys Menu	New Student-Enrollment Steps	My Required Surveys (Housing/Meal)
Financial Aid Menu	New Student-Enrollment Steps	Financial Aid
N/A	New Student-Enrollment Steps	Set Up Advising Appointment
N/A	Brightspace	N/A
N/A	Degree Progress	N/A



**ALL USERS:**

**UCanWeb 9 Card Category – View All Cards**

UCanWeb 8 Menu Option Name **	UCanWeb 9 Card Name	UCanWeb 9 Menu Option Name
General Information Menu	Personal Information	Personal Information Dashboard
Email Office of the Registrar to Request an Address Change	Personal Information	Change of Address
Browse Classes	Browse Classes	Browse Classes
Browse Catalog	Browse Classes	Browse Catalog