

# 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 [it.works@arcadia.edu](mailto:it.works@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>) and access Canvas for class information posted by the instructor and participate in course activities. *(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 (Switchboard)</b>	215-572-2900
Main Number	215-572-2100	<b>Business Office Email</b>	<a href="mailto:busoffice@arcadia.edu">busoffice@arcadia.edu</a>
Registrar Fax	215-572-2126	<b>KnightCard Services</b>	<a href="mailto:knightcardservices@arcadia.edu">knightcardservices@arcadia.edu</a>
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
		<b>Division of Student Success Email</b>	<a href="mailto:studentsuccess@arcadia.edu">studentsuccess@arcadia.edu</a>
		<b>Not sure who to ask?</b>	<a href="mailto:austudentlink@arcadia.edu">austudentlink@arcadia.edu</a>