



New Undergraduate Student Checklist

- **Log into the myAthens Portal from the main university homepage at <http://www.athens.edu>¹.**
 - Use your student email address and temporary PIN/password to log in (These are found on your admission letter).
 - Reset your password and make note of it.
 - Review your plan of study in Degree Works to ensure official transcripts have been received and evaluated
 - [Degree Works](#)² is located in the myAthens Portal in the “Tools” tab.
 - Review [Important Dates](#)³ for the upcoming semesters.

¹ <https://www.athens.edu>

² <https://myathens.athens.edu/pages/student-success-center>

³ <https://www.athens.edu/academics/calendars/>

- **Log in to establish your [Athens State Email](#)⁴.**
 - Important Note: Your Athens State Email is not available until 24 hours after admission.
 - Your temporary password is “Ath” followed by your 6-digit date of birth (ex. AthMMDDYY).
 - Reset your password and make note of it.
- **Complete your Financial Aid Requirements.**
 - If you are utilizing federal student aid, be sure to follow these [steps to complete the financial aid requirements](#)⁵.
- **Attend a New Student Virtual “Need to Know” Session and then Meet one on one with Your Success Coach.**
 - Attend a [New Student Session](#)⁶ covering need-to-know items for every student.
 - Schedule your one-on-one appointment with your [success coach](#).
- **Register for Classes**
 - Review the [step by step guide to register](#)⁷ for classes.
 - Be sure you have met with a success coach prior to registration for classes.

⁴ <https://www.athens.edu/current-student/>

⁵ <https://www.athens.edu/admissions/financial-aid/transfer-guide-and-process/>

⁶ <https://myathens.athens.edu/pages/new-student-info-session>

⁷ <https://myathens.athens.edu/pages/student-success-center>



Utilize the Student Success Center

The [Student Success Center](https://www.athens.edu/resources/student-services/successcenter/)⁸ is a central location to receive academic guidance, general support and degree advising.

⁸ <https://www.athens.edu/resources/student-services/successcenter/>