

Bear Tracks Navigation Quick Reference Guide

What do you need to do?

I need to:

- 1. Determine what classes I want to take:**
 - a. To search courses go to “Manage Classes>Browse Course Catalog”
 - b. To search for classes (specific offering of a course in a specific term) go to “Manage Classes>Class Search and Enroll”
 - c. See [the Class and Course Search Quick Reference Guide](#) for more guidance.
- 2. Plan my class schedule for the next couple of terms and enroll in classes.**
 - a. Go to “Manage Classes>Class Search and Enroll> Select Class>Add to Cart” to plan your next couple of terms using the Shopping Cart. The terms you can plan for using the Shopping Cart will become available at different times.
 - b. See [the Enrollment, Shopping Cart and Watchlist QRG for more details](#)
- 3. Check my grades or apply for graduation.**
 - a. Go to Academic Records>My Grades to view grades.
 - b. Go to Academic Records>Graduation>Apply for Graduation to apply for graduation.
- 4. Check the balance of my university account and/or make a payment. How much do I owe and when is it due?**
 - a. To see when particular charges are due go to “Financial Account>Charges Due>Summary by Due Date.”
 - b. To make a payment go to “Financial Account>Make a Payment.”
 - c. See [the Student Financials Guide](#) for more details
- 5. Update my personal information**
 - a. Go to “Profile>Personal Details.”
 - b. For more details see [the Maintain Personal Information Quick Reference Guide.](#)
- 6. Generate an Enrollment Verification document**
 - a. To generate an Enrollment Verification document go to Academic Records>Verification Documents
 - b. *Note: You will not be able to complete generation of your Enrollment Verification document, if you have a pop-up blocker on. You will need to enable pop-ups temporarily to generate your document. This same logic applies for other reports/documents.*

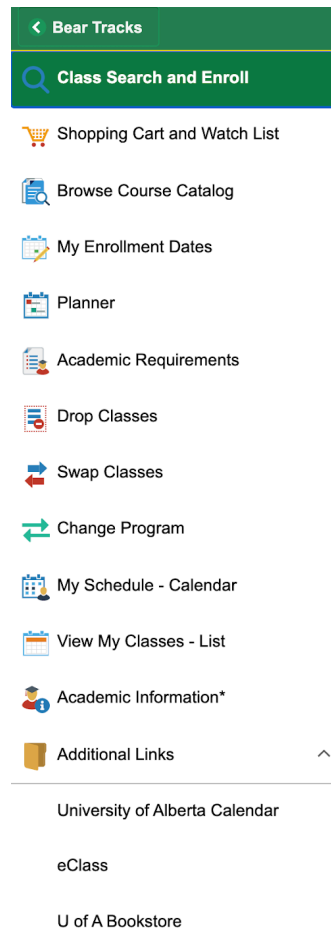
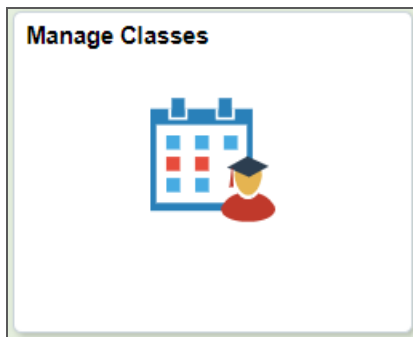
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Homepage Overview

This section provides a quick overview of student tiles and what they're used for.

Manage Classes:

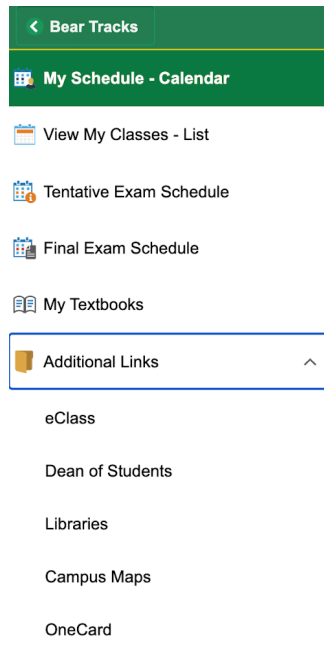
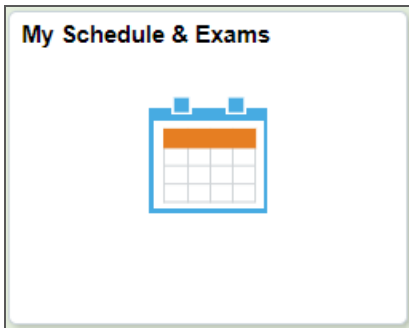
Use this tile to access the tools you need to determine the classes you want to take and plan future terms.



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My Schedule & Exams:

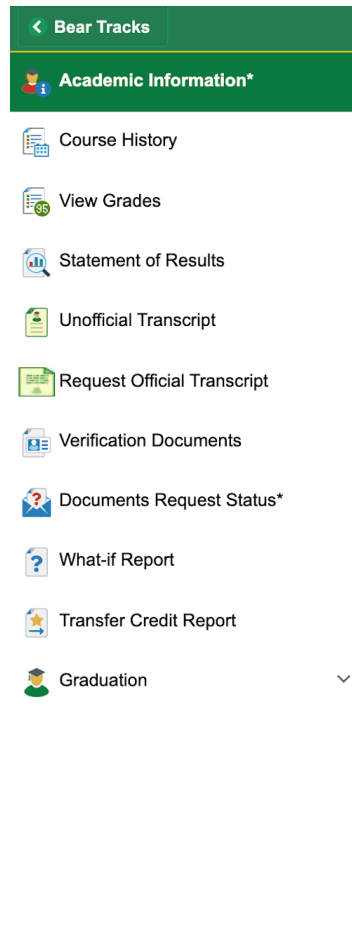
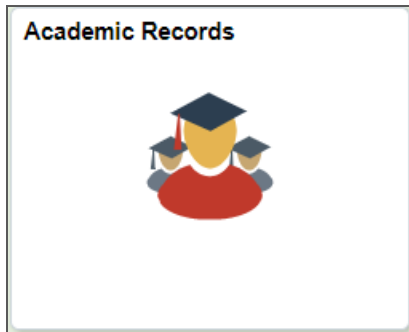
Use this tile to access your class and exam schedule once you've completed registration.



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Academic Records:

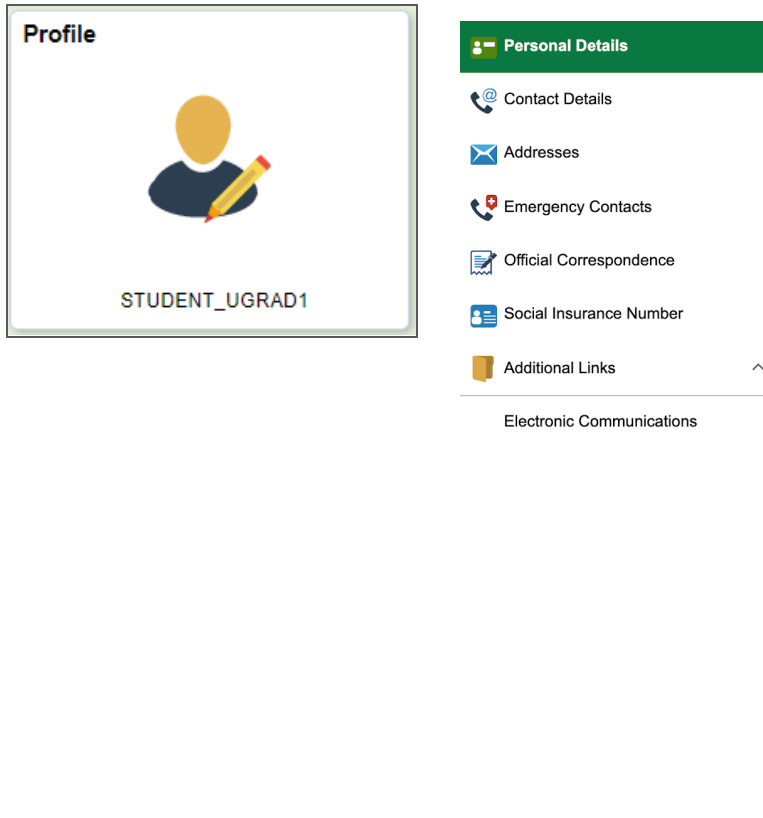
Use this tile to view grades, course history and apply for graduation.



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Profile

Use this tile to update your personal information, contact details and emergency contacts.



The screenshot shows the 'Profile' section of the Bear Tracks interface. On the left is a profile card with a person icon and the text 'STUDENT_UGRAD1'. On the right is a menu titled 'Personal Details' with the following items: Contact Details, Addresses, Emergency Contacts, Official Correspondence, Social Insurance Number, and Additional Links. Below the menu is a section for 'Electronic Communications'.

Profile

STUDENT_UGRAD1

Personal Details

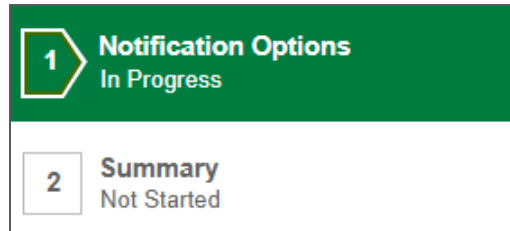
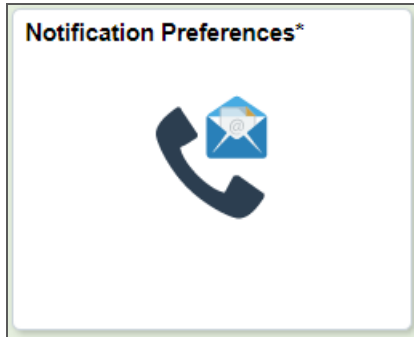
- Contact Details
- Addresses
- Emergency Contacts
- Official Correspondence
- Social Insurance Number
- Additional Links

Electronic Communications

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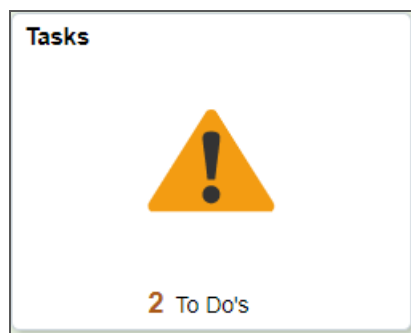
Notification Preferences

Use this tile to identify the phone number and email where you want to receive grade and watchlist notifications.



Tasks

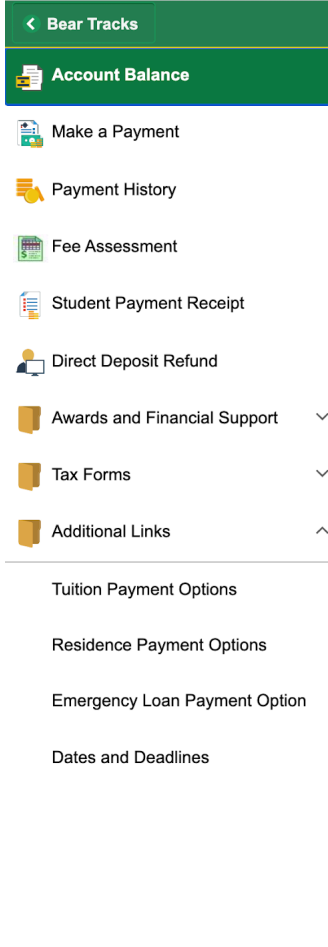
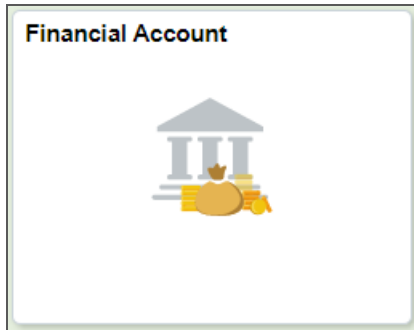
Use this tile to view and take action on any tasks that have been assigned to you, or holds on your account. If you have no tasks or holds you will not be able to click into this tile.



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Financial Account

Use this tile to view your account balance and make payments to the University.

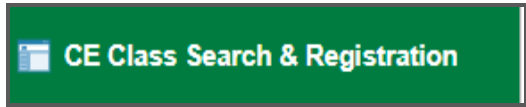
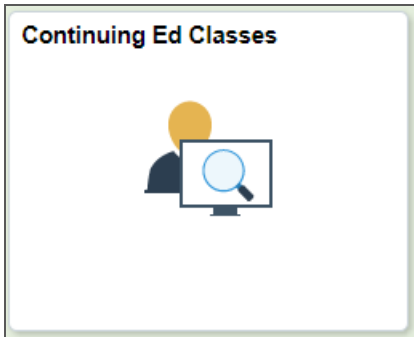


The screenshot shows a mobile application interface. At the top is a green header with a back arrow and the text "Bear Tracks". Below this is a sub-header "Account Balance" with a document icon. The main menu consists of several items, each with an icon and a dropdown arrow: "Make a Payment" (credit card icon), "Payment History" (hand holding coins icon), "Fee Assessment" (calendar icon), "Student Payment Receipt" (receipt icon), "Direct Deposit Refund" (person and laptop icon), "Awards and Financial Support" (award icon), "Tax Forms" (document icon), and "Additional Links" (document icon). Below the menu items, there are four text links: "Tuition Payment Options", "Residence Payment Options", "Emergency Loan Payment Option", and "Dates and Deadlines".

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Continuing Education

Use this tile to access classes and programs that are part of the Continuing Education career.



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