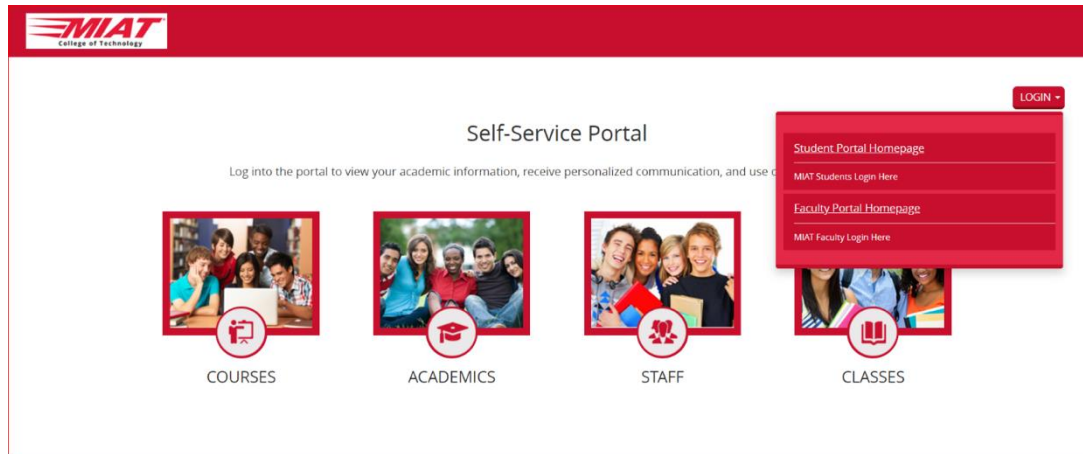


Setting up your MIAT Student Portal account

Once you setup your account and begin classes, you will use the student portal to view your MIAT student information. Some information that you may see if your current grades, attendance, make payments, see your current classes, and view your end of year.

- Navigate to <https://portal.miat.edu>
- Select Login > Student Portal Homepage



- Select Create a New Account
- Fill in the required fields and click next
 - **All fields are required, you must fill all fields.**
 - Social security # is checked by default but you can select and enter the Student ID

The screenshot shows the MIAT New Account Creation form. At the top is the MIAT College of Technology logo. Below it, the text "New Account Creation" is centered. Underneath, it says "Please enter the following information to create your account." There is a "Required Field" section with a red asterisk. The form contains several fields: "Social Security #" (selected with a radio button) and "Student ID" (with a radio button), both with input fields showing "999-88-7777" and "000-00-0000" respectively. Below these are "First Name" (input field with "John") and "Last Name" (input field with "Smith"). Further down are "Year of Birth (YYYY)?" (input field with "1998") and "Last 4 or SSN?" (input field with "7777"). At the bottom right are "Back" and "Next" buttons.

- If the information was entered correctly and matches the data in the system, you will see the following page

-
- Select Yes
- Enter and confirm your password
 - **Your username is auto populated with your *FirstName.LastName@students.miat.edu***

-
- Enter and confirm your password and click Submit.
- **Login to your MIAT student email at <https://outlook.office.com> and look for the verification email to authorize your account**
 - When you go to login, your username will be your student email!
 - **FirstName.LastName@students.miat.edu**