

Registering for Lab Access via MySVA

MySVA is an online portal that allows students to access their SVA email and to see announcements and information from the College. It also provides seamless access to WebAdvisor, where students may view grades, financial aid information, request transcripts, and more.

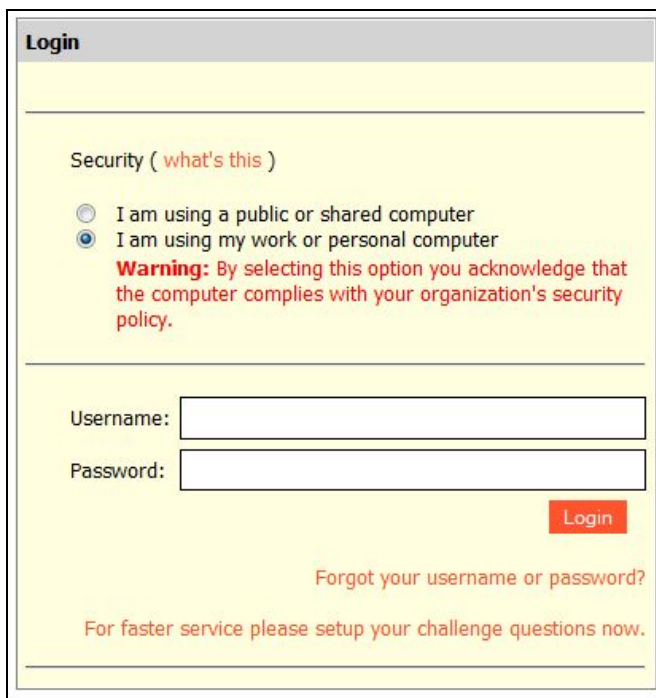


Note that MySVA has compatibility issues with Apple's Safari browser. For the best experience, use a browser such as [Internet Explorer](#), [Chrome](#), or [Firefox](#). You may also log in to the standalone [WebAdvisor site](#) if you continue to experience issues.

Students may follow the steps below to register and pay for Lab Access courses. Note that many departments have specific requirements that must be fulfilled before you will be allowed to register. If you are unable to register online, contact the respective department or the Registrar's Office to inquire about registration requirements.

1. Log in to MySVA.

The MySVA portal can be accessed at <https://my.sva.edu>.



The screenshot shows the MySVA Login page. At the top, it says "Login". Below that is a "Security (what's this)" section with two radio button options: "I am using a public or shared computer" and "I am using my work or personal computer". A red warning message states: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." Below the security options are two input fields for "Username:" and "Password:". A red "Login" button is positioned to the right of the password field. At the bottom of the form, there are two links: "Forgot your username or password?" and "For faster service please setup your challenge questions now."

Enter your MySVA username and password and click **Login**.



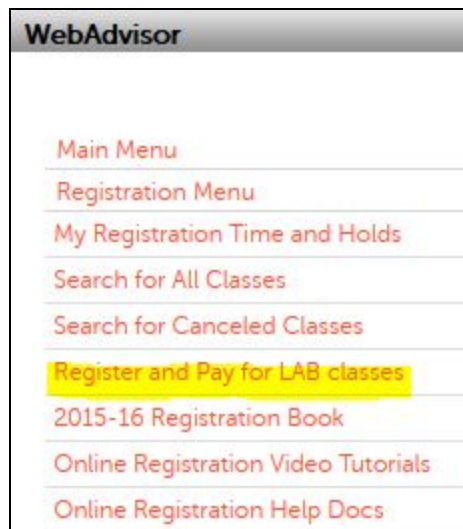
If you encounter difficulty logging in, visit myaccount.sva.edu or contact the Help Desk at helpdesk@sva.edu or 212.592.2400.

2. Navigate to the Lab Registration page.

Once you are logged in, click on the **Registration Menu** link under the **WebAdvisor** menu on the right side of your browser window.



A new menu will appear. Click **Register and Pay for LAB classes**.



From the window that appears, enter any optional limiting criteria and click **Submit**. If you wish to see all available lab access courses, simply click **Submit**.

Register and Pay for LAB classes ✕

Search For (Key Word)

Course Code Number

Starting On/After Date Ending By Date

Classes Meeting After

Classes Ending Before

Mon Tue Wed Thu Fri Sat Sun

From the search results, select your desired lab access course(s) and click **Submit**.

Select Classes ✕

Note that this does not reflect our complete course catalog. For a complete search, including classes available to degree-seeking students, use [Search for All Classes](#).

You are not enrolled in any selected classes until you are shown a Class/Payment Confirmation form listing the classes in which you successfully enrolled.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs
<input type="checkbox"/>	VND-ACCESS-A RisoLAB Access for Undergraduate and Continuing Education Students	09/06/2016-12/21/2016 Lab Access Days to be Announced. Times to be Announced136 W 21 St, Room 1105F		09/06/16	12/21/16	P. Terzis N. Fox	0.00	
<input checked="" type="checkbox"/>	VNG-ACCESS-A RisoLAB Access for Graduate Students, Faculty, and Staff	09/06/2016-12/21/2016 Lab Access Days to be Announced. Times to be Announced136 W 21 St, Room 1105F		09/06/16	12/21/16	P. Terzis N. Fox	0.00	
<input checked="" type="checkbox"/>	VNG-ORIENT-A RisoLAB Orientation for Graduate Students, Faculty, and Staff	09/06/2016-12/21/2016 Lab Access Days to be Announced. Times to be Announced136 W 21 St, Room 1105F		09/06/16	12/21/16	P. Terzis N. Fox	0.00	

From the **General Registration Info** screen, select **Laboratory Access** from the drop-down menu, then select **Continue**.

General Registration Info (required) ✕

Which of the following are you working toward? (Choose one.)

From **Additional Registration Info** screen, add any optional information that you wish, then click **Continue**.

Additional Registration Info (optional) ✕

Educational Goal

Course Name and Title	Reason For Taking	How You Learned of This Class
VNG-ACCESS-A RisoLAB Access for Graduate Students, Faculty, and Staff	<input type="text"/>	<input type="text"/>
VNG-ORIENT-A RisoLAB Orientation for Graduate Students, Faculty, and Staff	<input type="text"/>	<input type="text"/>

From the **Pay for Classes** screen, verify your lab access course details. When you're ready to pay, select **Register Now (check out)** from the drop-down menu next to "Choose one of the following". Select your **Payment Type**, then click **Check Out**.

Pay for Classes ✕

Before you register, you can remove a class from this list by checking the "Remove" box on the right and choosing "Recalculate total amount."
 * = Required

Course Name and Title	Meeting Information	Start Date	End Date	Faculty
VNG-ACCESS-A RisoLAB Access for Graduate Students, Faculty, and Staff	09/06/2016-12/21/2016 Lab Access Days to be Announced, Times to be Announced 21 St, Room 1105F	09/06/16	12/21/16	P. Terzis N. Fox
VNG-ORIENT-A RisoLAB Orientation for Graduate Students, Faculty, and Staff	09/06/2016-12/21/2016 Lab Access Days to be Announced, Times to be Announced 21 St, Room 1105F	09/06/16	12/21/16	P. Terzis N. Fox

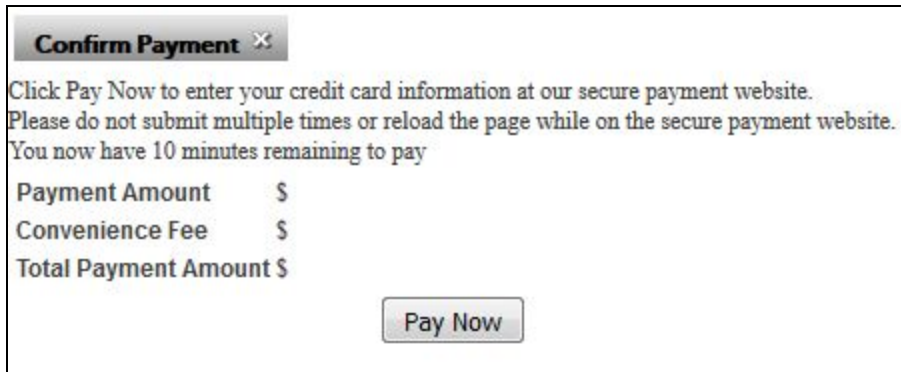
Total Amount Due

Choose one of the following: *

Select a payment method to complete registration (check out)

Payment Type

On the **Confirm Payment** screen, click **Pay Now** to pay the access fee.



Confirm Payment ✕

Click Pay Now to enter your credit card information at our secure payment website.
Please do not submit multiple times or reload the page while on the secure payment website.
You now have 10 minutes remaining to pay

Payment Amount \$
Convenience Fee \$
Total Payment Amount \$

Pay Now

You will be directed to PayPal, where you can enter your credit card information. Once you have entered all payment details, click **Pay Now** at the bottom of the page.



SVA NYC
SCHOOL OF VISUAL ARTS

Pay with credit or debit card

Card Number



Expiration Date /

CSC (optional)

[What is this?](#)

Order summary
Total (USD):

If your payment is successful, you will be directed back to MySVA and will receive a confirmation email.



Note that individual departments may have different requirements and/or prerequisites that must be satisfied before you may use a particular lab. Make sure to check with the respective lab manager prior to and after registering to ensure that you are able to use the lab upon successful registration.