

THE STUDENT GUIDE TO MYNAROPA

<https://my.naropa.edu/>

Get your Password

If you cannot remember your password, enter your student ID# under “User Name” and then click on the “Forgot my Password” link found next to “Login”. A new password will immediately be sent to your Naropa student email account.

Logging In (current students):

Username = your student ID #

Password = Assigned password which you can change once logged in

If you are having difficulty checking your student email, send an email to support@students.naropa.edu

When do I register?

- Go to the MyNaropa homepage
- Click “Registration Schedules and Catalog” on the left
- Click on appropriate “Registration Schedule”

Register

- Login to MyNaropa;
- Click on the “Student” tab;
- Click “Find and Register for Courses”, found under the **Registration** heading;
- See what classes are available, click on “Course Search”;
- Make sure to select the correct semester;
- Search by course code, title or dept., but keep your search simple to avoid turning out no results!

Change your Address

- Login to MyNaropa;
- Click “Personal Info” on the very top right next to your name;
- Click the gray tab called “Biographical Info”;
- Click the pencil icon to make changes;
- Click “Submit”;
- Click “Exit Admin”.

Find Registration Forms, Transcripts, etc.

- Click on the “Student” tab;
- Under the Registration heading, click on “Student Forms” to be taken to a list of printable forms;
- Find information on ordering transcripts under Transcripts and Verification.

OTHER IMPORTANT SITES:

- Academic Calendars: <http://www.naropa.edu/registrar/calendars.cfm>
- FAFSA: <http://www.fafsa.ed.gov/>
- Previous Catalogs: <http://www.naropa.edu/naropalibrary/catalog.cfm>
- Student Worker Positions on Campus: <http://www.naropa.edu/employment/student.cfm>

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Order Official Transcripts

- Login to MyNaropa
- Click on the purple “Student” tab
- Click on “Transcripts and Verifications”
- Click on link to National Student Clearinghouse (www.studentclearinghouse.org) to order an official transcript

View and Print Unofficial Transcripts

- Login to MyNaropa
- Click on the purple “Student” tab
- Click on “Transcripts and Verifications”
- Click on “Unofficial Transcript”
- At the bottom there is an option to view a printer friendly version

Make a Payment

- Login to MyNaropa and click on the Student tab;
- Click on the “Billing and Payments” link under the **Financial Aid and Tuition** heading;
- In the “MyAccount Info” box in the middle of the Screen click “My Account Balances”;
- Click the “Make a Payment” link;
- Enter the amount and click “Submit”.

View and Print Financial Aid Award Letter

- Login to MyNaropa, click on Student tab;
- Click on Financial Aid Information under the **Financial Aid and Tuition** heading;
- click “Financial Aid Awards”.

Find Financial Aid Checklist

- Login to MyNaropa, click on Student tab;
- Click on Financial Aid Information under the **Financial Aid and Tuition** heading;
- Click on the Financial Aid Checklist

Verify Enrollment or Degree

- Login to MyNaropa
- Click on the purple “Student” tab
- Click on “Transcripts and Verifications” under the Registration heading;
- Click on either **Degree Verification** or **Enrollment Verification** found on the left side of the page.

Questions?

Financial Aid – 303-546-3509

finaid@naropa.edu

Registration – 303-546-3500

regisration@naropa.edu

Tuition Cashier – 303-546-3554

tuition@naropa.edu

IT Support – 303-245-4609

support@students.naropa.edu