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

Register

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

When do I register?

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

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
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 registration@naropa.edu
Tuition Cashier – 303-546-3554 tuition@naropa.edu
IT Support – 303-245-4609 support@students.naropa.edu