



Office of
International Services

Tutorial

Using BOSS

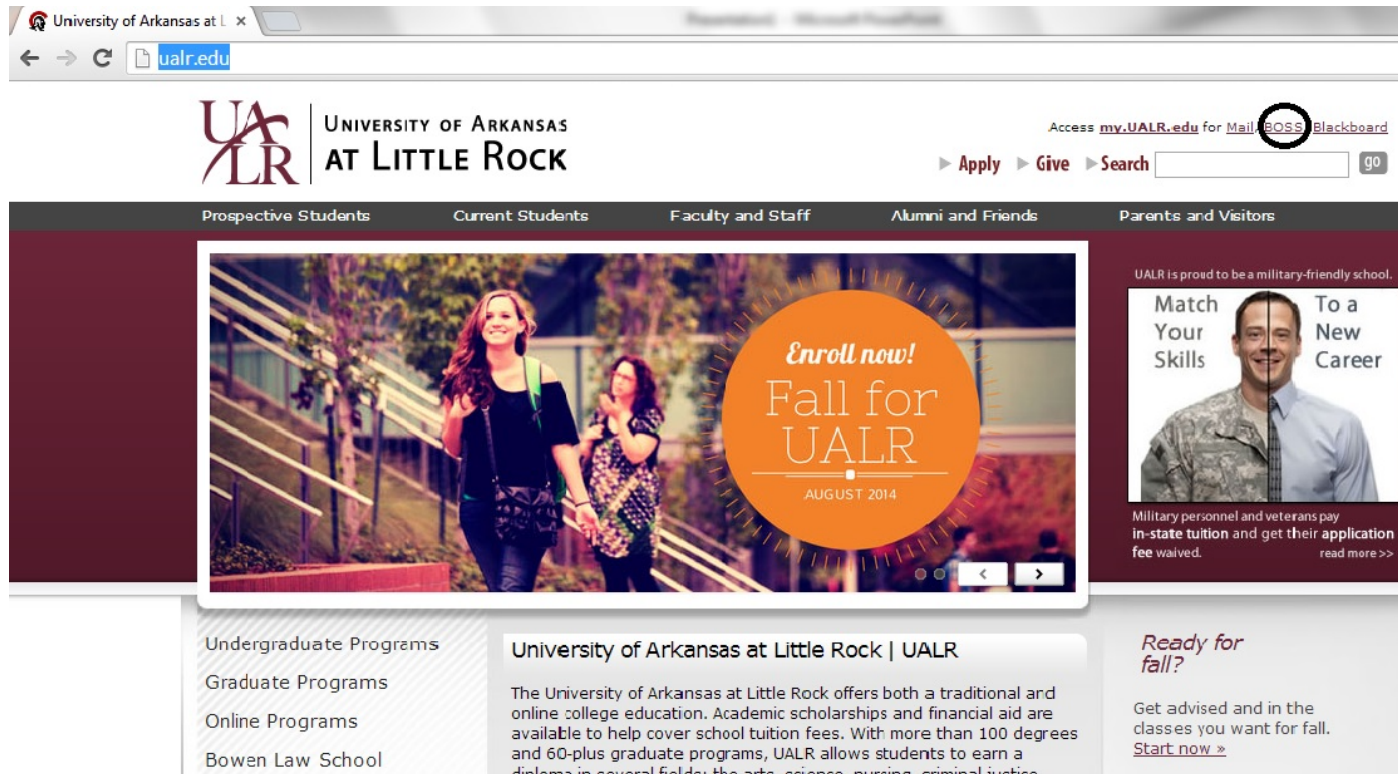
Links subject to change.

Contact IT Services for further assistance.

Created August 1, 2014

Getting Started in Boss

1. Type **ualr.edu** in the search bar
2. Click **Boss** (Top right corner in the home page)



University of Arkansas at Little Rock

Access [my.UALR.edu](#) for Mail, **Boss**, Blackboard

► Apply ► Give ► Search go

Prospective Students Current Students Faculty and Staff Alumni and Friends Parents and Visitors

Enroll now!
Fall for UALR
AUGUST 2014

Match Your Skills To a New Career

Military personnel and veterans pay in-state tuition and get their application fee waived. [read more >>](#)

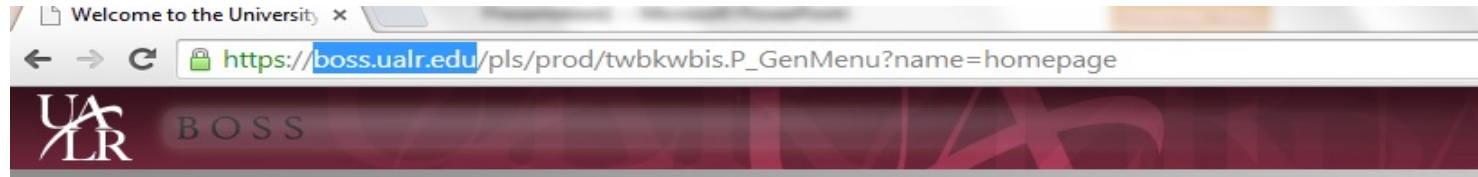
Undergraduate Programs
Graduate Programs
Online Programs
Bowen Law School

University of Arkansas at Little Rock | UALR

The University of Arkansas at Little Rock offers both a traditional and online college education. Academic scholarships and financial aid are available to help cover school tuition fees. With more than 100 degrees and 60-plus graduate programs, UALR allows students to earn a diploma in several fields: the arts, science, nursing, criminal justice.

Ready for fall?
Get advised and in the classes you want for fall. [Start now >](#)

Welcome to Boss Homepage



[HELP](#) | [EXIT](#)

Secure Login

Please check your UALR e-mail account regularly to ensure timely receipt of official university information.

Students: Important Dates, Admissions, Registration, Financial Aid and Student Account Information.

Employees: Leave Reports, Pay Information, Tax Forms, Leave Balances and Personal Information.

Apply for Admission

Begin, complete, or check the status of a submitted application.

Apply for Law School

Begin, complete, or check the status of a submitted application.

Class Search

Search classes in current schedule(s).

Course Catalog

View course information and descriptions, as well as historical catalog.

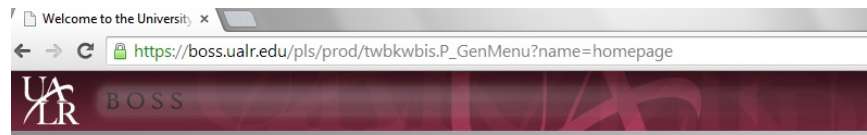
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Alternate Method

Type **boss.ualr.edu** in the search bar to land up directly in Boss Homepage!

BOSS Login

Select **Secure Login** >> Enter **User ID** (Your T#) and **PIN** >> Click **Login**



HELP | EXIT

Secure Login

Please check your UALR e-mail account regularly to ensure timely receipt of official university information.

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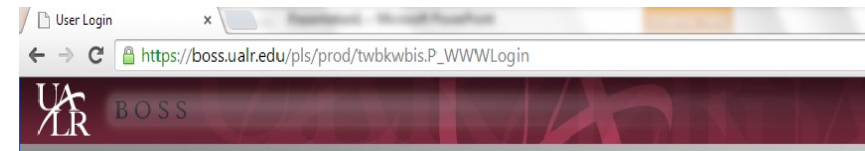
Class Search

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Course Catalog

View course information and descriptions, as well as historical catalog.

RELEASE: 8.6



HELP | EXIT

User Login



Login to BOSS using your T-Number and 6-digit PIN.

User ID:

PIN:

Login

Forgot PIN?



You can now log into BOSS, Email, and Blackboard all at once using your [NetID!](#)

Visit [myUALR!](#)

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First time users click **Forgot Pin** to set your 6-digit PIN prior to **Login**

Resetting BOSS PIN

Select **Personal Information** from the list >>Select **Change BOSS PIN**

Personal Information Men x

← → ↻ https://boss.ualr.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_GenMnu

UALR BOSS

Personal Information Student Services Financial Aid Employee

Search Go Module Navigation Links

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

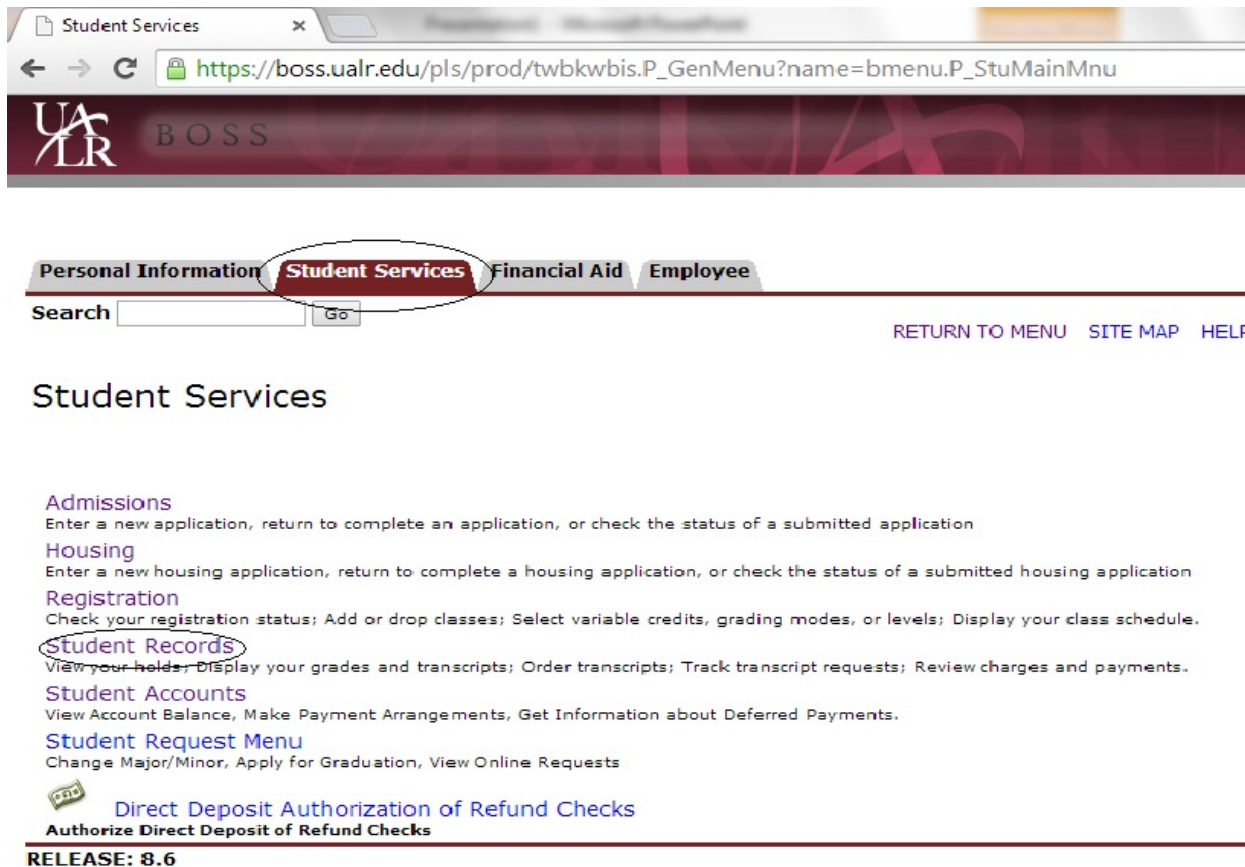
Personal Information

- [Change Passwords or View Usernames and IDs](#)
Managing your account access is important. Email, NetId, Facstaff, etc.
- [Change BOSS PIN](#)
Your PIN must be 6 digits. If you have a 4-digit PIN, please add "00" to the end.
- [Change Security Question](#)
This question provides an extra level of security to your BOSS PIN / Password.
- [View/Update Address\(es\) and Phone\(s\)](#)
- [View/Update E-mail Address\(es\)](#)
- [View UALR Library Card ID Number](#)
Use this ID number to check out books or access specific library tools.
- [Directory Profile](#)
- [View/Update Emergency Contacts](#)
Please provide us with information for someone you would want the University to contact in an emergency.
- [Name Change/Update Marital Status](#)
- [Social Security Number Change Information](#)

Update your current mailing address using **View/Update Address(es) and Phone(s)**

View Holds

Select **Student Services**>>Click **Student Records**



You can also view your Final grades, unofficial transcripts , and order official transcripts using **Student Records**.

Registering for Classes

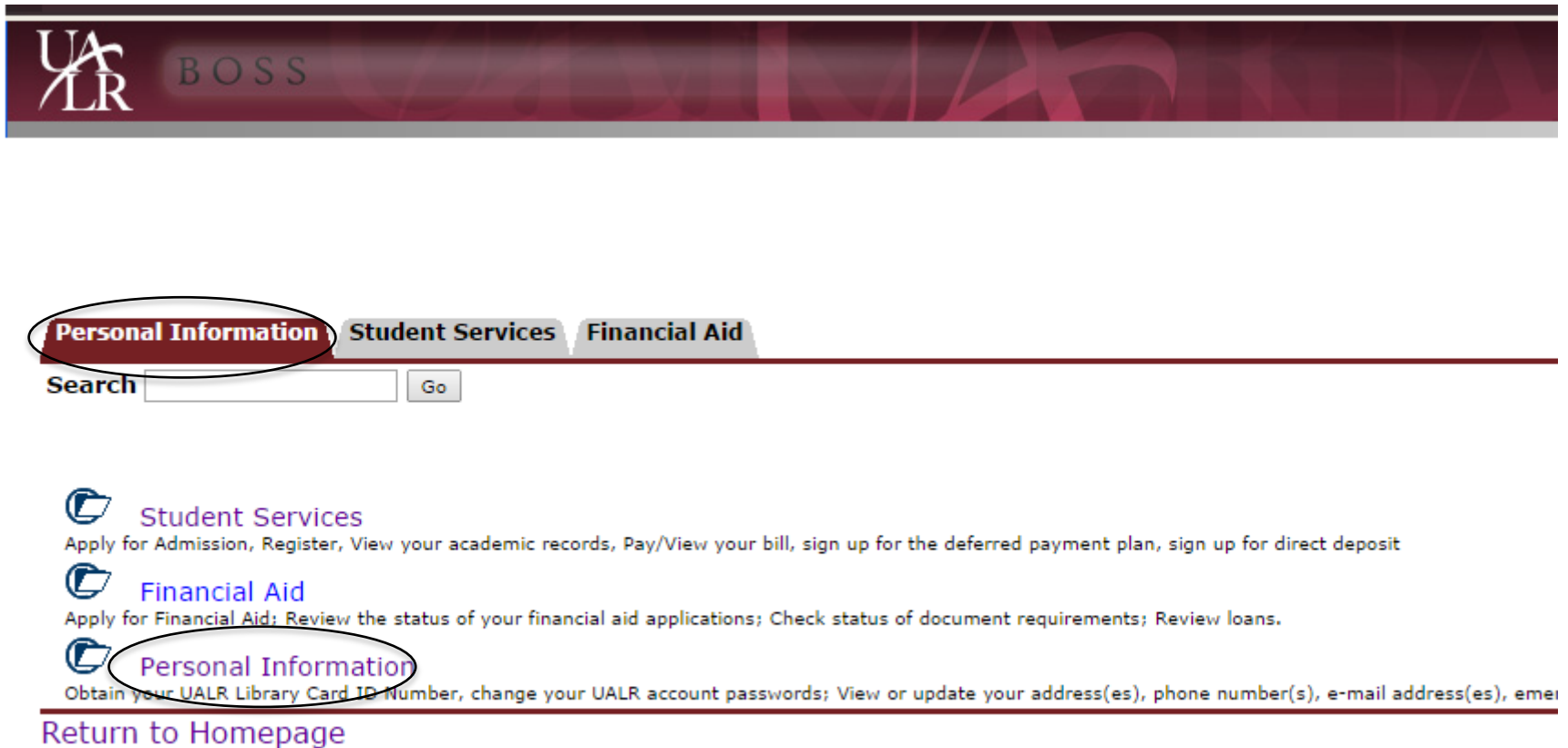
Select **Student Services**>>Click **Registration**

Paying Tuition

Select **Student Services**>>Click **Student Accounts**

Update Your Address

Select **Personal Information** >> Click **Personal Information**





The screenshot shows the top navigation bar of the UALR BOSS website. The bar has a dark red background with the UALR logo and the text "BOSS" on the left. Below the bar, there are three tabs: "Personal Information", "Student Services", and "Financial Aid". The "Personal Information" tab is highlighted with a red border and a black oval. Below the tabs, there is a search bar with the label "Search" and a "Go" button. Below the search bar, there are three links, each with a blue folder icon: "Student Services", "Financial Aid", and "Personal Information". The "Personal Information" link is highlighted with a red border and a black oval. Below the links, there is a red horizontal line, and below that, a link labeled "Return to Homepage".


UALR BOSS

Personal Information Student Services Financial Aid

Search Go

 **Student Services**
Apply for Admission, Register, View your academic records, Pay/View your bill, sign up for the deferred payment plan, sign up for direct deposit

 **Financial Aid**
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

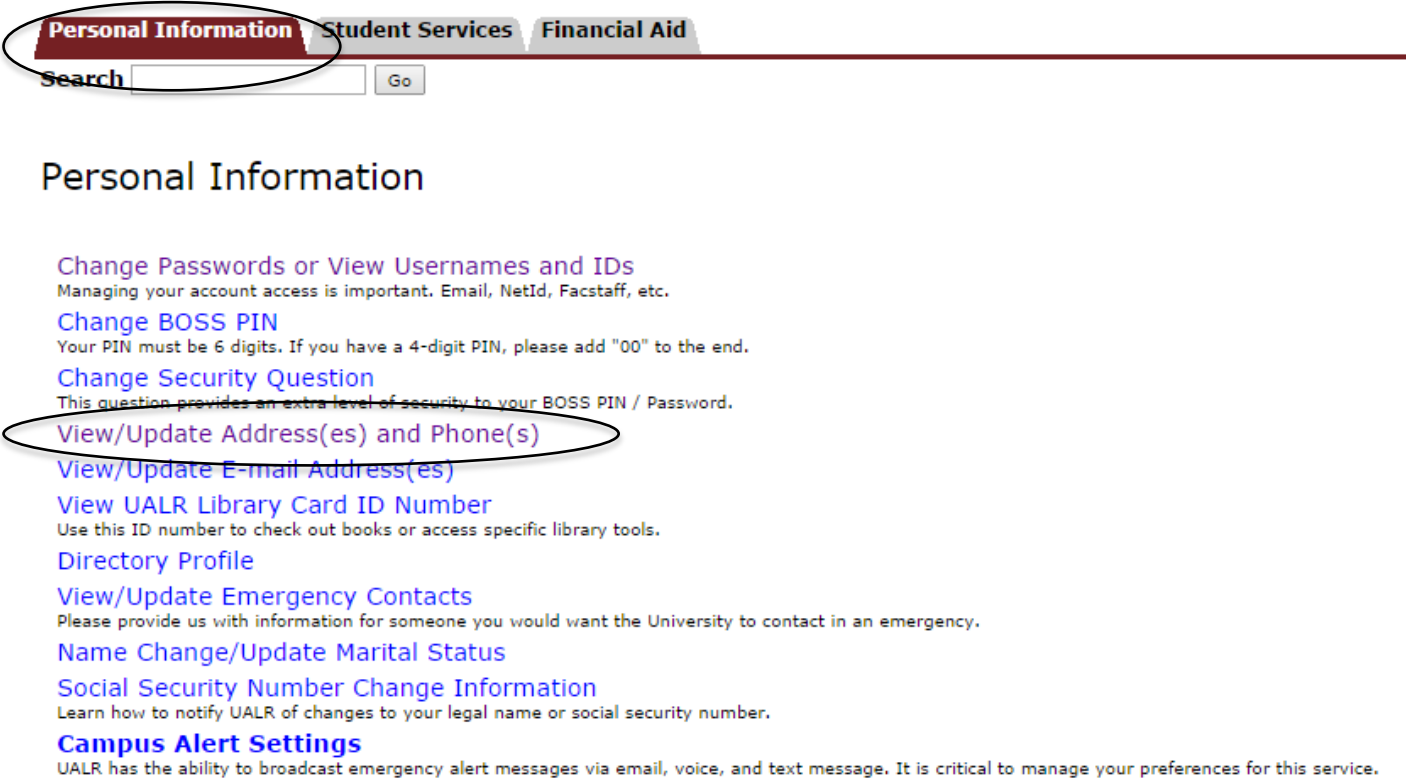
 **Personal Information**
Obtain your UALR Library Card ID Number, change your UALR account passwords; View or update your address(es), phone number(s), e-mail address(es), email

[Return to Homepage](#)

Update your address within 10 days of moving.

Update Your Address

Under **Personal Information** >> Click
View/Update Address(es) and Phone(s)



Personal Information Student Services Financial Aid

Search Go

Personal Information

[Change Passwords or View Usernames and IDs](#)
Managing your account access is important. Email, NetId, Facstaff, etc.

[Change BOSS PIN](#)
Your PIN must be 6 digits. If you have a 4-digit PIN, please add "00" to the end.

[Change Security Question](#)
This question provides an extra level of security to your BOSS PIN / Password.

[View/Update Address\(es\) and Phone\(s\)](#)

[View/Update E-mail Address\(es\)](#)

[View UALR Library Card ID Number](#)
Use this ID number to check out books or access specific library tools.

[Directory Profile](#)

[View/Update Emergency Contacts](#)
Please provide us with information for someone you would want the University to contact in an emergency.

[Name Change/Update Marital Status](#)

[Social Security Number Change Information](#)
Learn how to notify UALR of changes to your legal name or social security number.

[Campus Alert Settings](#)
UALR has the ability to broadcast emergency alert messages via email, voice, and text message. It is critical to manage your preferences for this service.

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Update Your Address

On **Update Address(es) and Phones(s) >>**
Select **Mailing** under **Type of Address to**
Insert

Personal Information Student Services Financial Aid

Search

Update Address(es) and Phone(s) - Select Address



To **update** an existing address, click the **link** next to the corresponding address.

To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.

Note: Entering overlapping dates may change the effective dates on existing address records.

Please remember it is not necessary to enter your name when changing your address.

For change of address information and USPS forms, [click here](#). Use your browser's Back button to return to this page.

! There are no addresses available for you to update.

Type of Address to Insert:

[Vi

RELEASE: 8.6

Keep your home country address as your permanent address and update your mailing address with your current US address.

Update Your Address

Type in **Your Current Address**

Update Address(es) and Phone(s) - Update/Insert



When updating or inserting an address, **Address Line 1, City, State/Province, and ZIP/Postal Code** are required fields; all other fields are optional.

Please remember when changing your address it is not necessary to enter your name.

Mailing

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

☐

Valid From = Approximately when you moved into your current address.

Until this Date = Can be blank

Further Information

- Always keep your mailing address updated in BOSS.
- Check your BOSS account at least once a month to view if you have any holds or payment to make.