My.sunyopt.edu – Overview for Students

My.sunyopt.edu is SUNY Optometry’s portal for the College community. For students, My.sunyopt.edu is used to access registration and financial information, including to view or print student schedules, grades, or unofficial transcripts.

To log onto the SUNY Optometry Portal:

1. Open up your favorite web browser, and go to the portal page: https://my.sunyopt.edu.

2. Log on to the portal using your SUNY Optometry Network User account (ex. USER1234) and your password. Please be patient while the portal home page reloads.

3. Verify that you logged in properly and that your personal information is accurate.
4. You should see several tabs running across the top of the portal page. Click on the **Academics** Tab.
5. On the Academics Tab, there are several clickable links on the left hand side:

- **Student Schedule** – find or print your current schedule of classes
- **Course History** – view complete course history
- **Unofficial Transcript** – view your academic work to date in more detail
- **Grade Reports and GPA Projection** – view your grades and calculate a what-if scenario
- **Helpful Links** – access to various links to other student academic resources
- **Task Manager** – Add personal tasks and to-do lists
- **Degree Audit** – track academic progress
- **Forms and Documents** – misc. downloadable forms and documents

6. To view your financial information, click on the **Finances** Tab.
7. On the Finances Tab, there are several clickable links on the left hand side:

- **My Account Info** – view account balances and transaction history; generate Course and Fee statement
- **Financial Aid Awards** – listing of all financial aid awards
- **Financial Aid Document Tracking** – track missing financial aid documents required for financial aid disbursement, etc.
- **Helpful Links** – access to various links to financial aid resources
- **My 1098-T Info** – view 1098-T tax information
- **Handouts** – misc. downloadable financial aid forms and documents

8. To log out of the portal, select **Logout** on the top of the portal page.

If you have a Network User account but cannot successfully log on to the portal, please contact the Information Technology Help Desk at x5730 or email helpdesk@sunyopt.edu.

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