Accessing & Using
MyNewPaltz

Office of Graduate Studies & Extended Learning
First, go to www.newpaltz.edu. Under the ‘resources’ tab on the homepage, click 'my.newpaltz.edu' to be redirected to the login page.

From there, enter your New Paltz username and password. Your username is usually your last name, first initial followed by an assigned digit (i.e. John Smith might be smithj1). If you can't remember your login information, first select "Forgot Username/Password" bellow the Login box. Then follow the steps below to rest your username and/or password.
To recover your password, please enter your N#. If you do not remember your N# you can use your personal email address. This would be the email address you put on your registration form for the first class you took as a University in the High School Student. Once you’ve entered in your N# or your personal email, select “Continue.” If you do not remember your N# or your email, please reach out to our Program Coordinator, Dylan Hurley (hurleyd@newpaltz.edu) for assistance. Please note, that due to FERPA guidelines, once a student is 18 years of age, the Program Coordinator can only work directly with the student and not the parent.

If you have a security question set up, you will be prompted for a response. If you do not get a security question prompt, proceed to the next step.
You will be sent an email with instructions on how to set up/or access your account to the personal email address we have on file with your student record. In most cases, this is the email address you provided on your registration form when you first registered for a UHS course. For some students, it could be a family or a parent/guardian email. If you do not receive an email, please check with your parent/guardian to see if it went to their email address.

If you’ve sent a reset to your personal email but have not received an email from the college, please reach out to our Program Coordinator, Dylan Hurley (hurleyd@newpaltz.edu) for assistance. Please note, that due to FERPA guidelines, once a student is 18 years of age, the Program Coordinator can only work directly with the student and not the parent.
Navigating MyNewPaltz

Your Welcome page should look something like this. You will see on the left under 'Resources' a tab entitled 'Academic', where you can view grades and other information.

From here you can select from useful tools such as 'Final Grades' to view your final grades for a completed course, 'Official Transcript Request' to request for an official New Paltz transcript to be sent to another school or organization, and 'Unofficial Transcript' so that you can view the courses you've completed and your GPA to date.
To view your Final Grades for a course, first select the semester you took the course in the drop-down menu.

You will then be able to view the final letter grade for the course(s) you have taken.
If you select 'Request Official Transcript', you will be brought to this page on the SUNY New Paltz website.

Scroll down until you see the heading for ‘Place Your Order’, then click the TranscriptPlus logo.

If you select ‘Unofficial Transcript’, a PDF will automatically download showing your courses and grades to date.
Here, you can choose from ordering a digital PDF or paper hard-copy transcript to be sent to the school or organization of your choice.

Fill in the required information and follow the steps to order your official transcript. You will be guided through several more screens to select the schools you are sending the transcripts to, as well as a payment portal. Official transcripts are $10.00 per transcript.

The navigation of the transcript request portal is intuitive, however if you require further assistance, please reach out to our Program Coordinator, Dylan Hurley, via email: hurleyd@newpaltz.edu
Questions or Concerns

If you have any questions or concerns regarding your MyNewPaltz account, contact Dylan Hurley at: hurleyd@newpaltz.edu or call 845-257-3947 for assistance.

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