1. Go to soa.utexas.edu.
2. In the upper right hand corner of the page, click 'login':

3. You will then be directed to login with your EID and password. Now you should see the black Admin Menu at the top of your screen.

Now let's look at My Workbench

**Students:** If you are unable to login, it may be because you have restricted all of your information, causing the website to not recognize you as enrolled. To update those restrictions go here:

http://registrar.utexas.edu/students/records/restrictmyinfo