Registering for Lab Access via MySVA

MySVA is an online portal that allows students to access their SVA email and to see announcements and information from the College. It also provides seamless access to WebAdvisor, where students may view grades, financial aid information, request transcripts, and more.

Note that MySVA has compatibility issues with Apple’s Safari browser. For the best experience, use a browser such as Internet Explorer, Chrome, or Firefox. You may also log in to the standalone WebAdvisor site if you continue to experience issues.

Students may follow the steps below to register and pay for Lab Access courses. Note that many departments have specific requirements that must be fulfilled before you will be allowed to register. If you are unable to register online, contact the respective department or the Registrar’s Office to inquire about registration requirements.

1. Log in to MySVA.

The MySVA portal can be accessed at https://my.sva.edu.

Enter your MySVA username and password and click Login.

If you encounter difficulty logging in, visit myaccount.sva.edu or contact the Help Desk at helpdesk@sva.edu or 212.592.2400.
2. Navigate to the Lab Registration page.

Once you are logged in, click on the **Registration Menu** link under the **WebAdvisor** menu on the right side of your browser window.

A new menu will appear. Click **Register and Pay for LAB classes**.
From the window that appears, enter any optional limiting criteria and click **Submit**. If you wish to see all available lab access courses, simply click **Submit**.

From the search results, select your desired lab access course(s) and click **Submit**.
From the **General Registration Info** screen, select **Laboratory Access** from the drop-down menu, then select **Continue**.

![General Registration Info](image)

From **Additional Registration Info** screen, add any optional information that you wish, then click **Continue**.

![Additional Registration Info](image)

From the **Pay for Classes** screen, verify your lab access course details. When you're ready to pay, select **Register Now (check out)** from the drop-down menu next to “Choose one of the following”. Select your **Payment Type**, then click **Check Out**.

![Pay for Classes](image)
On the **Confirm Payment** screen, click **Pay Now** to pay the access fee.

![Confirm Payment](image)

You will be directed to PayPal, where you can enter your credit card information. Once you have entered all payment details, click **Pay Now** at the bottom of the page.

![PayPal Payment Screen](image)

If your payment is successful, you will be directed back to MySVA and will receive a confirmation email.

Note that individual departments may have different requirements and/or prerequisites that must be satisfied before you may use a particular lab. Make sure to check with the respective lab manager prior to and after registering to ensure that you are able to use the lab upon successful registration.