



HOW DO I REGISTER ONLINE?



LOGIN TO UA ONLINE: WWW.UAONLINE.ALASKA.EDU

Click on **“LOGIN TO SECURED AREA.”** Enter your User ID and PIN:

* **User ID:** Your UAOnline User ID is your UA Student ID#. If you do not know your UA ID#, click on the **“look up your ID here”** link. When the results display, your UA ID# is the 8-digit number beginning with a 3. The letters displayed below your ID are NOT your PIN. See below for PIN information. If you are unable to retrieve your ID, please contact the pace office so we can verify your information.

If you have never taken classes from UA (UAA, UAF or UAS), you must create a temporary login – skip to the last page of this handout for instructions.

* **PIN:** If you have accessed UAOnline before but do not know your PIN, enter your User ID and click on “Forgot PIN?” If you previously set up a security question, you will be able to choose a new PIN at this time.

* When accessing UAOnline for the first time, your default PIN will be set to your birth date (in the format MMDDYY). For security purposes, your birth date PIN will immediately expire and you will be prompted to change your PIN to a different six character string (numbers, letters, and some symbols). **Be sure to create a new PIN that you will REMEMBER!** Following the creation of your new PIN, you will be asked to enter a security question and the answer to that question. We **STRONGLY** recommend that you choose a question that remains constant, such as “What is my mother’s maiden name?” or “City of Birth?”

* If your initial PIN (birth date) does not work, enter your ID and click on “Forgot PIN?” Frequently, students do not realize they have accessed the system before and set-up a security question.

* If you forget your PIN in the future, you can click on “Forgot PIN?” from the UAOnline login page and answer the security question you provided. If the system receives the correct answer, your PIN will be reset to your birth date once again. * **If you do not have a security question set up or can’t remember the answer to your question, you must call UAA IT Services at (907) 786-4646 (select option 1 and then option 1 again) -or- Enrollment Services at (907) 786-1480 (select option 2) to have your PIN reset.** You may also stop by the University Center with picture ID to have your PIN reset for you.

***Please note that if your PIN is reset more than twice in a six month period, you will be required to come to the University Center kiosk with picture ID to have your PIN reset a third time.

2. DETERMINE YOUR REGISTRATION ELIGIBILITY

- Once successfully logged in, click on “**Student Services, Financial Aid & Account Information**”, then on “**Registration**,” and next on “**Check your Registration Eligibility.**”
- From the dropdown menu, select the term in which your course begins and click **submit**

Select Term

Your current educational level and goal are listed below.

Education Level: Associate Degree

Education Goal: Masters

Select a Term: Summer 2007

Submit

- * On the next screen, if you receive this message:

- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Non-Degree Seeking.

You should be eligible to register and can proceed with registration (see Section C, page 5).

- * On the next screen, if you receive the following message:



You require re-admission prior to registration.

You must first apply for non-degree seeking admission before you will be permitted to register. (See Section B, page 4).

- * On the next screen, if the information displayed states that you have Holds, you can view your holds by clicking on the “**Student Services, Financial Aid & Account Information**” tab, next on “**Student Records**,” and then on “**View Holds.**” For Holds due to:
 - * **Financial** obligations, you will need to call UAA Accounting: 786-1475 -or- 786-6146.
 - * **Library** fines, you will need to call the UAA Consortium Library: 786-1374.
 - * **Parking** fines, you will need to call the UAA Parking Services: 786-1119.
 - * If your hold is due to another reason not listed above, you will need to contact UAA Enrollment Services (786-1480) to determine what needs to be done to resolve the issue.

Your Hold(s) must be resolved (any account balances/fines paid, etc.) and your hold released before you will be permitted to register.

B

NON-DEGREE SEEKING ADMISSION INSTRUCTIONS

** DO NOT APPLY for **NON-DEGREE-SEEKING** admission if you are *currently* admitted to a degree program at a UA campus (UAA, UAF, UAS); doing so will change your status in the UA system and may remove you from your program. Login to UA Online & proceed with registration (section C). **

1. Click on the “**Student Services, Financial Aid & Account Information**” tab at the top of the page.
2. Choose “**Admissions**” from menu.
 - a. Select “University of Alaska Anchorage”, “Non-Degree Seeking” from the lists at right
 - b. Select the current UAA semester in the admission term drop-down menu.
 - c. Enter your name & click Fill Out App.

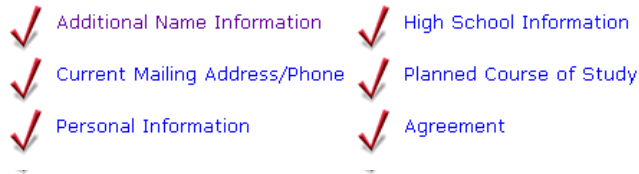
Campus:

Bristol Bay Campus
 Chukchi Campus
 Interior-Aleutians Campus
 Kenai Peninsula College
 Ketchikan Campus
 Kodiak College
 Kuskokwim Campus
 Mat-Su College
 Northwest Campus
 Sitka Campus
 Tanana Valley Campus
 University of Alaska Anchorage
 University of Alaska Fairbanks
 University of Alaska Southeast

Application Type:

Associate/Cert - No College
 Associate/Cert - Prior College
 Bachelor - No College
 Bachelor - Prior College
 Graduate (Bachelors Req'd)
 Intl 2yr Degree-No College
 Intl 2yr Degree-Prior College
 Intl 4yr Degree-No College
 Intl 4yr Degree-Prior College
 Non-Degree Seeking
 Occupational Endorsements
 Secondary School

- To begin the application, click on additional name information. On the following screens, fill in/update the requested personal information (address and phone, and high school information, etc).
*All fields marked with a red asterisk are required and must be completed. * - indicates a required field.*
- When you reach Planned Course of Study, select “**Non Degree Seeking**” from the drop-down menu and click “**continue.**”
- On the Application Checklist, be sure there is a red checkmark by each section and click “**Application is Complete.**”



- If there is a blue “i” circle next to any section, you will need to go back and complete that section before clicking “**Application is Complete**”.



- When you reach the **Signature Page**, you have completed the application successfully and should now be able to proceed with registration (Section C, below).

C REGISTRATION INSTRUCTIONS

- Click on “**Student Services, Financial Aid & Account Information**”
- Click on “**Registration**”
- Click on “**Register / Add/Drop Classes**”



If you receive a message stating “You are not permitted to register at this time,” after clicking Register / Add/Drop Classes, your non-degree seeking admission is out of date. To update your information, you can re-apply for non-degree seeking admission (See Section B, page 4), or call/email the PACE office with your student ID# and we can update your status.

4. Choose the appropriate **Semester** from the drop down menu & click “**Submit**”

5. Scroll to the bottom of the page & locate the **Add Classes Worksheet**

Add Classes Worksheet

6. Enter the **CRN** & click “**Submit Changes**”
(see the **Course, Registration & Transcript Information** on page 1 of this packet for the CRN and Semester)


CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. The page will refresh and the course should now appear under **current schedule**

Current Schedule

Status	Change?	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Registered - Web on Nov 21, 2006		37837	OSH	A112	AES Undergraduate	- UAA	3.000	Letter Grades Introduction to Injury Epidemiology

 If you receive an error message stating that there is a time conflict or the section is closed (full), please send an email to pace@uaa.alaska.edu with your Student ID# and CRN for the course for which you are trying to register and we will enter an override in the system that will allow you to register, if acceptable.

8. At the bottom of the page, below the horizontal line, click “**Complete your Registration**”

[[View Holds](#) | [Change Course Options](#) | [Complete your Registration](#)]

RELEASE: 6.2

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9. The screen that follows displays the fees & charges on your UAA account
Please note: this is a summary of charges for **all courses enrolled in for selected semester**

10. At the bottom of the page, below the horizontal line, click on “**Account Detail for Term / Credit Card Payment**” (even if you will be paying by e-check or savings)

Total Charge: \$785.00

[[Week at a Glance](#) | [Student Detail Schedule](#) | [Account Detail for Term / Credit Card Payment](#) | [Bookstores](#)]

RELEASE: 6.2

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11. The next screen shows the detail of all charges and payments for the selected semester, as well as the total amount due on your account. Click on “**Check**” to pay through your checking or savings account; click on “**Credit Card**” to pay with a credit card and follow the prompts. You must pay the **entire balance due** on your account for the selected term -- The system does not support partial payments.

Account Detail for Term

 Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

Questions? Contact the appropriate office(s).

If ready to pay, click **Check** to make online payment from your checking or saving account, or click **Credit Card** to pay online by credit card.

If you would like to add a sports pass, parking decal or health insurance charge to your account before making payment, click on the appropriate link
[Sports Pass - for UAF students only](#)
[Parking Decal](#)
[Health Insurance - for UAF students only](#)

200703 Fall Semester 2007 Term Detail

Detail Code	Description	Charge	Payment	Balance
	Net Term Balance			\$0.00
	Net Balance for Other Terms:			\$0.00
	Account Balance:			\$0.00
	Current Amount Due:			\$0.00

TO CONFIRM YOUR REGISTRATION

Click on “**Student Services, Financial Aid & Account Information,**” then “**Registration,**” then “**Student Detail Schedule.**” If your course is listed, your registration was successful.

D

NEW USER ADMISSIONS WWW.UAONLINE.ALASKA.EDU

If you have **NEVER** taken classes from the University of Alaska (UAA, UAF or UAS), follow the steps below to create a new student login in the UA system.

1. From the main UAOnline menu, select “**Apply for Admission or Check on Status of Application.**”



2. Next, from the Admissions Login menu, click on **New Student** from choice number two on the list.

3. Choose a login ID and PIN and click Login.

4. Go back to section B (page 5 of this packet) and follow the non-degree seeking application instructions.

5. After you have completed and submitted the application, you will need to come back to UAOnline (allow 24-72 hours for account creation) and follow the instructions beginning with Section A for returning students.