



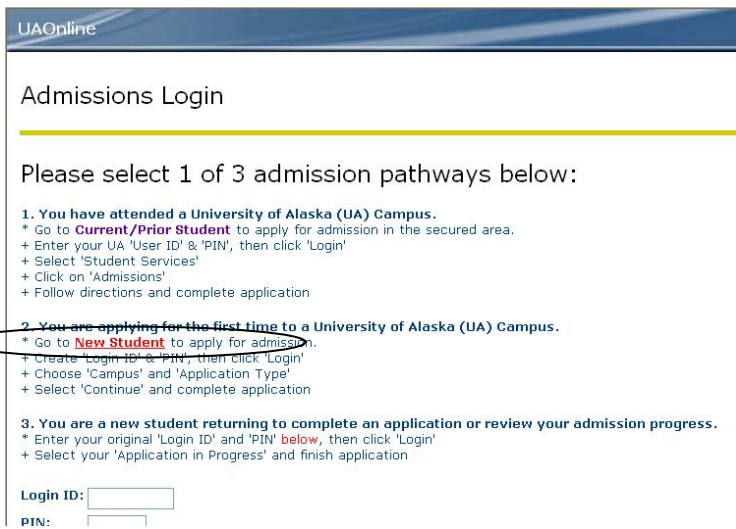
I AM FROM OUT OF STATE or NEW TO THE SYSTEM...HOW DO I REGISTER ONLINE?

A

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 the **New Student** link from pathway number 2.

3. Choose a **Login ID** and **PIN** and click ‘Login’

Your login ID is case sensitive; your PIN must be numbers only. Make note of your ID & PIN for future reference.



4. Select a Campus and Application Type. Choose **University of Alaska Anchorage** and **Non-Degree Seeking** from the choices and click Continue.

Apply for Admissions

5. Select **Spring 2008** from the admission term drop-down menu, enter your **Full Name** (first, last and middle) & click **'Fill Out Application'**

6. To begin the application, click on **Additional Name Information** from the Application Checklist (there are seven sections to the application). On the screens that follow, provide the requested personal information. Click **Continue** at the end of each page to move to the next section.

All fields marked with a red asterisk are required and must be completed.

* - indicates a required field. [HELP](#) [EXIT](#)

Application Checklist

- When you reach the **Planned Course of Study** section, confirm that **“Non Degree Seeking”** is listed or click “Change Program” to select it.

- Assure that you have checked the **“Yes”** box on the Agreement page.

Agreement (Checklist item 7 of 7)

All Applicants, please read the following. When finished, click **Continue** to navigate to the next section.

* - indicates a required field.

I acknowledge that the information provided on the application is correct. Eligibility for an AK Permanent Fund Dividend is used to determine residency. I understand I may be requested to provide documentation to verify eligibility. Yes

The University of Alaska provides equal education and employment opportunities for all, regardless of race, color, religion, sex, age, disability, status as a Vietnam era or disabled veteran, marital status, changes in marital status, pregnancy, or parenthood pursuant to applicable state and federal laws.*

7. After you have completed each section, a checkmark will appear by that section on the Application Checklist. To submit your application for processing, click **“Application is Complete.”**

- | | |
|---------------------------------|---------------------------|
| ✓ Additional Name Information | ✓ High School Information |
| ✓ Current Mailing Address/Phone | ✓ Planned Course of Study |
| ✓ Personal Information | ✓ Agreement |

8. The system will process your application immediately. If none of the information from your application requires verification, a Signature Page will be displayed. Click on **“Access Web for Student”** to continue.

Signature Page

Thank you for choosing the University of Alaska Anchorage. Your Non-Degree seeking application has been received.

As a Non-Degree seeking student, you plan on taking courses for any reason other than to obtain a degree (i.e., professional development, recreation, or personal interest).

Non-Degree seeking students are not eligible for financial aid.

To make sure your registration process runs smoothly,

- o be certain you have obtained all departmental and instructor approvals necessary for your classes.
- o follow up on your residency status. [Residency for Tuition Purposes](#)
 - Students coded for non-resident tuition may take up to four (4) credits per semester at the resident rate.
 - Students coded for non-resident tuition taking five or more credits per semester are charged the non-resident rate for all credits.

Proceed to registration by clicking on the 'Access Web for Student' button below or visit the [UAA website](#).

ak_jon/2

In processing your application, if the system finds missing or questionable information in your entries that require verification, your UA online account will need to be created manually; you will need to return to UAOnline in 24-72 hours and check on the status of your application.

Login Verification Change PIN

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

9. The PIN you created during the new user admission expires at this point and you will be required to create a new PIN (6 digits). **Please make note of your new PIN as this will be used to access the system from the secured area.**

10. You will also be prompted to create a security question and answer that will allow you to create a new PIN should you forget your PIN in the future. **Please choose a question that remains constant such as ‘City of Birth?’ or ‘Mothers maiden name?’**

Login Verification Security Question and Answer

 If you ever forget your PIN, you can reset it yourself, without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters.

Enter Question:

Answer:

11. Next, you will be prompted to agree to the **Terms of Usage**. Click **Continue**.

[HELP](#) [EXIT](#)

Terms of Usage

You are entering a secure information area. Unless otherwise noted, any information you enter or change will be effective immediately. You are responsible for any changes made using your ID. Please do not share your ID or PIN with others.

The online services provided by the University of Alaska are for the exclusive use of the University of Alaska students, faculty and staff. Account information is protected under federal statutes. Unauthorized access is prohibited. By logging in, you agree to follow the University of Alaska Board of Regents [Information Resource Policy](#).

If you agree to these terms of usage, click on the "Continue" button below. Otherwise, click on the "Exit" button.

By agreeing to the Terms of Usage, you will be brought to the main UAOnline menu. The Tabs located at the top of the screen are visible on all pages. Click on a tab to go directly to that menu.

Before you continue with registration, it is highly advised to record your UA Student ID number. To find your ID Number, click on Personal Information and then on UA Identification Number.

The number beginning with a '3' is your ID number. Your ID Number will be needed to login to UAOnline through the Secured Area.

Personal Information

- [Change PIN](#)
 - [Change Security Question](#)
 - [View Address\(es\) and Phone\(s\)](#)
 - [Update Address\(es\) and Phone\(s\)](#)
 - [View E-mail Address\(es\)](#)
 - [View Emergency Contacts](#)
 - [Update Emergency Contacts](#)
 - [Name Change Information](#)
 - [Social Security Number Change Information](#)
 - [Answer a Survey](#)
 - Some versions of Netscape will not work for the survey.
 - [UA Identification Number](#)
 - [Preferred First Name](#)
- RELEASE: 7.3

C REGISTRATION INSTRUCTIONS

1. Click on “**Student Services, Financial Aid & Account Information**” tab
2. Click on “**Registration**”
3. Click on “**Register / Add/Drop Classes**”

4. Choose **Spring 2008** from the drop down menu & click “**Submit**”
5. Scroll to the bottom of the page & locate the **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)

7. The page will refresh and the course should now appear under **current schedule**

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------

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

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

RELEASE: 6.2 [View Holds | Change Course Options | Complete your Registration]

powered by
SUNGARD HIGHER EDUCATION

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)

RELEASE: 6.2 [Week at a Glance | Student Detail Schedule | Account Detail for Term / Credit Card Payment | Bookstores]

powered by
SUNGARD HIGHER EDUCATION

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

- After clicking on Check or Credit Card, you will be prompted to enter the **Term** for your payment again. Choose the appropriate semester & click **Submit**. Follow the payment instructions on the screens that follow.

TO CONFIRM YOUR REGISTRATION

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

For security purposes, please be sure to logout of UAOnline & close your browser window.

TO LOGIN TO UA ONLINE IN THE FUTURE

Go to www.uaonline.alaska.edu and click on “Login to Secured Area (students, staff and faculty);” Enter your UA ID and PIN.
Click on ‘Look up my ID here’ if you forgot your UA ID or click ‘Forgot PIN’ if you forgot your PIN.