



## How do I use UAOnline to register for classes???

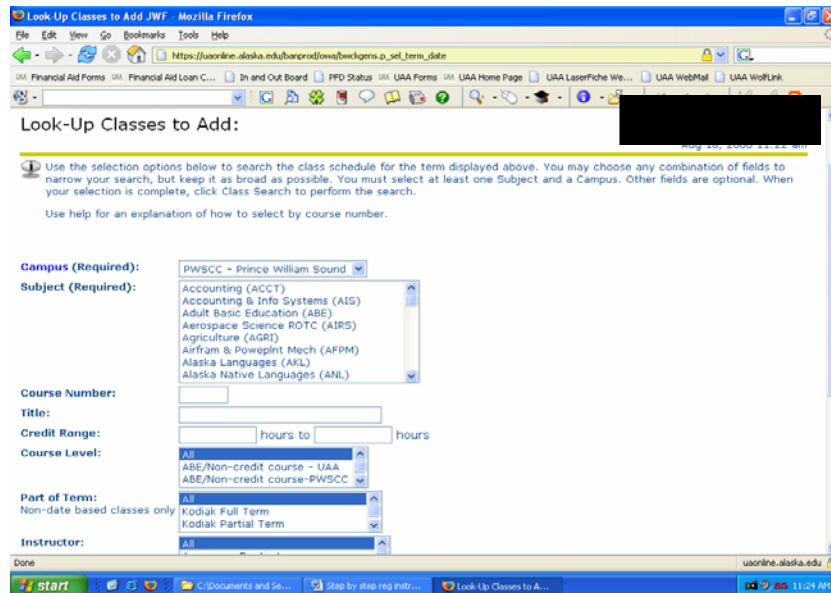
Using our online student database, UAOnline, to register for classes can be a bit tricky the first time around. Follow these step-by-step instructions and you'll be ready to go in no time!

1. You can access UAOnline in a couple different ways. Either visit our UAA homepage at <http://www.uaa.alaska.edu> and select the UAOnline "Quick Link" in the lower right hand corner of the screen or simply type <http://uaonline.alaska.edu/> into your web browser.
2. Click on "Login to Secured Area."
3. Your UA User ID is your eight digit student ID number, which begins with the number '3.'
4. When accessing UAOnline for the first time, your PIN will initially be set to your birth date (e.g. MMDDYY). For security purposes, your PIN will immediately expire and you will be prompted to change the PIN to a different six character password, which can include numbers, letters, and some symbols. Be sure to create a new PIN that you will REMEMBER!
5. 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 complete this step and choose a question that remains constant, such as "What is my mother's maiden name?" If you forget your PIN in the future, you can click on "Forgot PIN?" on the UAOnline User 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. However, if you initially skipped this step or can't remember the answer to your question, you must call Enrollment Management at (907) 786-1480 (select option 2) or Information Technology Services at (907) 786-4646 (select option 1 and then option 1 again) 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 One Stop Student Services at the University Center with picture ID to have your PIN reset a third time.

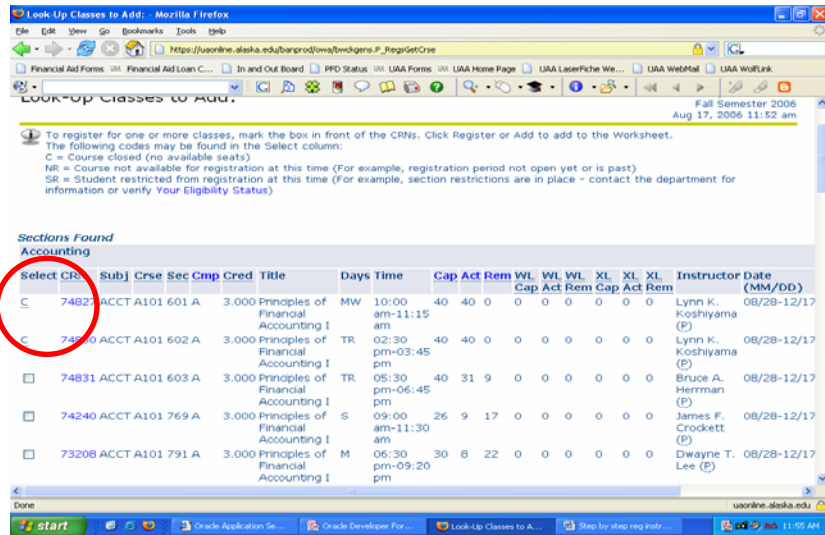
6. Once you have logged into UAOnline, select "Student Services, Financial Aid & Account Information."
7. Next, click on "Registration."
8. To search for classes, select "Look-up Classes to Add."

9. Select the term in which you would like to register for classes.
10. You will be directed to a page titled “Look-up Classes to Add.” This search tool is extremely useful! It not only provides up-to-date class availability information, but also allows you to view the different sections offered for a course at one time. You can search by subject, by course number, or even by the course title.



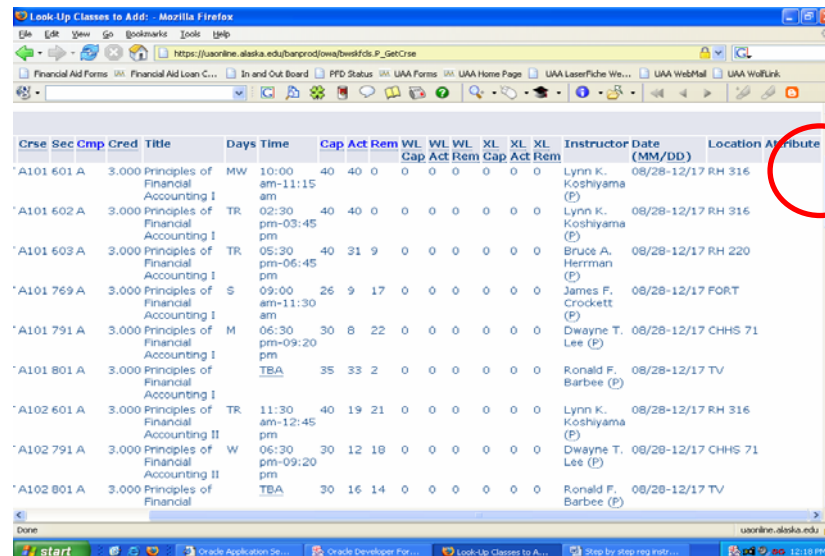
11. First, select your campus from the dropdown list provided. If you would like to take a UAA course in Anchorage, select “UAA – Main Campus.”
12. Next, select the course subject. The subject acronyms are provided in parenthesis next to each subject.
13. You can narrow your class search even further by entering the course number, title of the course, or even the time slot of a course you would like to register for. If you would prefer a broader search, select the campus and subject and leave the remaining fields blank.
14. If you choose to use the course number feature in your search, please note that you must enter a letter before the course number. That letter will correspond to the campus where the class is offered. For example, if you wanted to register for English 111 on the Anchorage campus, you would select English as your subject and enter “A111” as your course number.
15. Once you have entered the information pertaining to your search, click the “Class Search” button at the bottom of the screen.

16. The search will then return all classes that fit your search criteria. Your screen will look similar to the picture below.



17. The furthest left column titled "Select" is an important one. A "C" in the column stands for 'closed,' which means the class has reached its pre-determined capacity listed under the column titled "Cap." A box, however, represents a course that students can still register for and that has not filled up. The number listed beneath the "Rem" column represents how many available slots remain in the course.

18. Another important column, "Location," is located on the far right of the screen as displayed below. This column lists the location of each course. It is important to make a note of where each class you register for is offered *and* when. Give yourself plenty of time in between classes to travel about campus. There's no need to add unnecessary stress to your life! A campus map is available online at <http://www.uaa.alaska.edu/map/>.



19. Once you have decided on an available course you would like to register for, click inside the box on the left-hand side of the screen under the "Select" column.
20. After selecting the box, scroll to the bottom of the screen and click on "Register."
21. You'll be directed to a page titled "Register/Add/Drop Classes." If the class you registered for was available and the system did not recognize any other conflicts, you will notice a list of classes below the "Current Schedule" heading. Those are the classes you are registered for. However, if a course was full or Wolfink identified a problem (a time conflict, etc.), you will be notified of the issue(s) and can then proceed to register for a different section of the class or a different course altogether.
22. To search for more classes, scroll to the bottom of the page and click on "Class Search."
23. Once you are satisfied with your schedule, **click on the "Complete your Registration"** link at the very bottom of the page. You will be directed to a page that lists your tuition and fee costs for the applicable semester.
24. To review your total cost for the semester (which would include housing costs, etc.) or to make a payment online, click on the "Account Detail for Term / Credit Card Payment" link at the bottom of the page. You can choose to pay from a checking or savings account or by credit card. All payments are due by the first day of every term.
25. Don't forget to click "Exit" at the top right of the page when you are finished at UAOnline. Completely logging off each time you access UAOnline better ensures that another individual will not be able to access your personal information.
26. If you experience any difficulties while trying to register for classes, feel free to call UAA Enrollment Management at (907) 786-1480 and select option 2. You can also stop by the University Center where a staff member would be happy to assist you in our computer lobby.