

Web Registration Instructions

Course Registration

- 1) Access the Internet through a web browser (Netscape, Internet Explorer, etc.).
- 2) Type in the following URL (web page address): uaonline.alaska.edu
- 3) Click on: "Login to Secured Area" link.
- 4) Login by entering your User ID (which is your UA Student ID) and your PIN.
Note: Your default PIN is your birth date, for example 011099 (no spaces or dashes or slashes).

Important: If this is the first time you have signed on to UAOnline or if your PIN has been reset, the system will ask you to change your PIN. You can change it to any 6 characters including spaces and special characters. When you change your PIN, you should write it down in a secure place. This will be the PIN that you use for future UAOnline access.

- 5) Click on: "Login" button.
- 6) Click on: "Student Services, Financial Aid & Account Information" link.
- 7) Click on: "Registration" link.
- 8) Click on: "Select Term" link.
- 9) Select the registration term by clicking on the desired term from the drop-down menu.
- 10) Click on: "Submit" button.
- 11) Click on: "Check Your Registration Eligibility"
- 12) Review your registration status and determine if you have any holds which would prevent you from registering. To check your holds, click on the "View Holds" link at the bottom of the page.
- 13) If you have the ability to register, click on: "Look Up Classes" link at the bottom of the page. If you have holds, clear those with the office indicated before proceeding.
- 14) Select the registration term for class look-up purposes by clicking on the desired term from the drop-down menu. This takes a few seconds to respond.
- 15) Click on: "Submit" button.
- 16) Enter "F" in the Campus field and select additional course criteria.
NOTE: You must select at least one subject. If you are looking for specific course numbers, be sure to start the course number with an "F" and the "F" MUST be capitalized. The majority of the remaining fields contain drop down menus for you to make your selection. The campus and title fields are not case sensitive, so all lower case or upper case will work.
- 17) Click on: "Class Search" button.

- 18) Check the box in the "Select" column for desired class(es). Make note of all the course CRNs. Ensure there are no time conflicts with other courses you are registering for.
- 19) When finished selecting course(s), scroll to the bottom of the page and click on: "Add to Worksheet" button to add the selected CRN's, if any, to your class schedule worksheet.
- 20) To continue searching for additional courses, scroll down and click on: "Class Search" button and continue with step 18 above.
- 21) If still on Look Up Classes to Add page, click on: "Add to Worksheet" to go to the Register/Add/Drop page or click "Register" to immediately register for this course.
- 22) Ensure the CRNs listed in the Add Classes Worksheet section are the correct ones.
- 23) Click on: "Submit Change" button to actually register for your classes.
- 24) Scroll down to check the list of your registered courses. Verify that the courses are correct before completing your registration.
 - A. If you encountered registration errors, you can find an explanation of those errors by scrolling down and clicking on "Registration Errors" link.

NOTE: If pop-ups are blocked on your browser, this window may not appear.
 - B. If it is not correct, you can drop a course by clicking on the "Drop – Web" option in the drop down menu in the "Change?" field for that specific course(s). Then click on: "Submit Change" button again. Verify that the courses are correct.
 - C. Once all information is correct, scroll to the bottom of the page.
 - i. To change a course to audit status (does not count toward any degree) or to select the correct number of credits for a variable credit course, click on: "Change Course Options" link at the bottom of the page, or
 - ii. Click on: "Complete your Registration" link.
- 25) Review your fees for the semester.
 - A. To select parking decal, health insurance, and/or sports pass and/or to pay your outstanding balance by check or credit card online, click on "Account Summary by Term/Credit Card Payment" link.
 - B. To view your schedule by week, click on: "Week at a Glance" link, or by course, click on: "Student Detail Schedule" link.

Important: You must pay all outstanding balances by the 2nd Friday after the 1st day of instruction (Last Day to Pay Fees). Be sure to log out of the system (Click on "Exit" in the top right hand corner) when you are finished. If you do not log out, others may be able to access your personal information.