

Web Registration Process

1. On the web, log in to <http://uaonline.alaska.edu>.
2. **Log on to the secured area** using your student ID number and your PIN. Your PIN was originally set to your date of birth. If this is the first time you have signed on to the web, you'll be asked to change your PIN if you haven't done so already. Remember your new PIN and choose your security question wisely! It can be changed to any six alphanumeric characters.
3. Select **Student Services and Financial Aid**.
4. Select **Registration** and follow the menu:
 - o **Select Term** (for the semester you are enrolling).
 - o **Check Your Registration Eligibility** (print your registration form, check registration eligibility, major, residency status, etc.).
5. Select **Register/Add/Drop**: To register for classes, enter the Course Reference Numbers (CRN) in the **Add Class** section. When you have entered all of the CRNs for your classes, press **Submit Changes**. Your current schedule will appear. If there are any errors, check the error message and then select **Submit Changes** to remove the error. Note: If you select "**Error?**" you will find an explanation of the type of error you have.
6. **Look up courses to add**: If you need to find a course to add, use this form. To assist your search, be sure to put F in the Campus field and select the subject. If you are looking for a specific course number, be sure to put an F in the first position of the course number (i.e., F101). If you need to limit the days of the week you can take the class, check the appropriate days. Check "any day" if you are flexible about course times.
7. **When your schedule is complete**: Select **Complete Your Registration** to tally your tuition and fees. Then select **Student Schedule by Day and Time** to see the times and classrooms for your classes in a weekly schedule format.
8. **Variable Credit Class/Auditing a Class**: If you register for a course that has variable credit or you want to audit a course, select **Change Class Options**. Enter the amount of credit you want. Press the grading system down arrow and highlight "audit" to select that option.
9. **Be sure to log out** of UAOnline when you are done.