Online Student Services - Main Menu: This is the page you will see when you first visit the new Online Student Services page.

Click “I’m new to Online Student Services” to obtain your user ID and password, which enables you to login to the new system. For most students, your user ID will be your first name, followed by a period, then your last name (example: frank.smith). Students who have the same first and last names will be assigned a number to provide them with unique user IDs (example: frank.smith1).

Click “Online Student Services” in the blue bar to login into the system. You will need your new user ID and password to access the main student page, where you can search, register and pay for courses, view transcripts, financial aid information, academic information and more.
First Step - I’m New to Online Student Services page: This is the page you will see after you click “I’m New to Online Student Services.” Click the “OK” button and follow the directions to obtain your user ID, password and login to the new system.
Enter your last name
Social Security Number
Or
University ID number
Click Submit
Enter your user Name (example: frank.smith) and Password

Click Submit
Second step - Online Student Services, Students Menu page: This is the page you will see after you login to the new system. This is the main student services page that enables you to search, register and pay for courses, view transcripts, view financial aid information, view academic information, change their password, update their address and much more.

Let’s start with searching and registering for a course.

Click “Search Register or Drop courses”
**Search, Register and Pay Courses** - Students Menu page: If you are ready to move forward using Online Student Services, scroll to the bottom and select “Search, Register and Pay for Courses” from the choices. You will notice a few other options here, including the “Register for Previously Selected Courses,” and “Drop Courses”. For the purposes of this guide, we will focus on searching and registering for a course.

Click “Search, register, and pay for courses”
Search & Register for Courses - Students Menu page: Below (left) is the next screen you will see. So next, select the term you wish to register for. Then, search for your course by subject, course number or title. Then, click the “Submit” button.
Search & Register for Courses - Students Menu page: After you click “Submit,” the screen below will appear. Next, move your cursor to the “Action” drop-down menu on the left side of the screen and select “Register.” Then, click on the “Submit” button at the bottom of the page. You will notice that any courses you are currently registered for will also appear on this screen, along with the option to drop a course.

The “Select” column on the far left, click the open box to pick your course(s). A check mark will appear in the box.

Click on “Submit” after courses have been selected.
Search & Register for Courses - Students Menu page: After you click “Submit,” the screen below will appear. Next, move your cursor to the “Action” drop-down menu on the left side of the screen and select “Register.” Then, click on the “Submit” button at the bottom of the page. You will notice that any courses you are currently registered for will also appear on this screen, along with the option to drop a course.
Search & Register for Courses - Students Menu page: After you click “Submit,” the screen below will appear that shows the course(s) you are registering for as well as those you have already registered for. At this point, you can add more courses by clicking on the “Click HERE to add more Courses” link. To complete online registration and pay for your course(s), click the “OK” button at the bottom of the page.
Next, click Make a Payment. This will take you to the University’s secure payment system called Touchnet, where you can pay for your course registration(s) with a credit card or electronic check.

Failure to continue with this step in registration will result in the courses you selected being deregistered the next business morning. This only applies to students paying out of pocket tuition. Students using Financial Aid or Tuition Assistance are not required to make payment at this point, unless paying applicable late fees.
The University’s secure payment system, Touchnet, will open in a new screen for you to proceed to make payment. Review the instructions on the left, and click Make Payment. Graduate and Nursing students can select Enroll in Payment Plan if they choose to set up a payment plan for their course tuition.
Review transaction details and click “Continue to PayPath” to make payment. After successful payment, you will receive email confirmation from the Office of the Registrar within 2 days. Students can also review their schedule anytime through Online Student Services.