



2. Select "Log on to the secured area" and enter your student ID number and your PIN.
3. Select "**Student Services and Account Information**".
4. Select "**Registration**" and click "**Select Term**" (select the term you are enrolling)
5. Select "**Register/Add/Drop**": To register for classes, enter the Course Reference Number (CRN) in the **Add Class** section. When you have entered all of the CRNs for your classes, click **Submit Changes**. Your current schedule will appear.
6. When your schedule is complete, select "**Complete Your Registration**" to tally your tuition and fees. Then select "**Student Detail Schedule**" to see the times and classrooms for your classes in a weekly schedule format.
7. Be sure to **LOG OUT** of UAOnline when you are done.