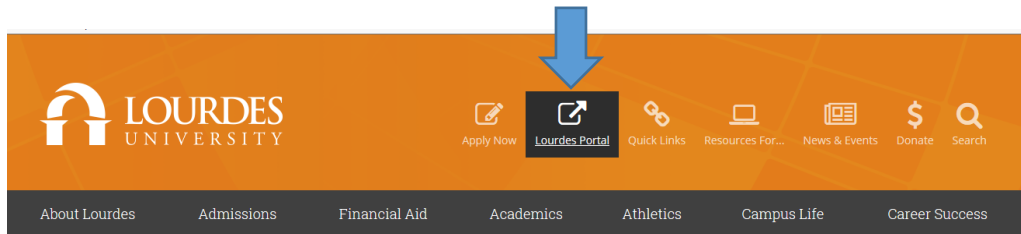


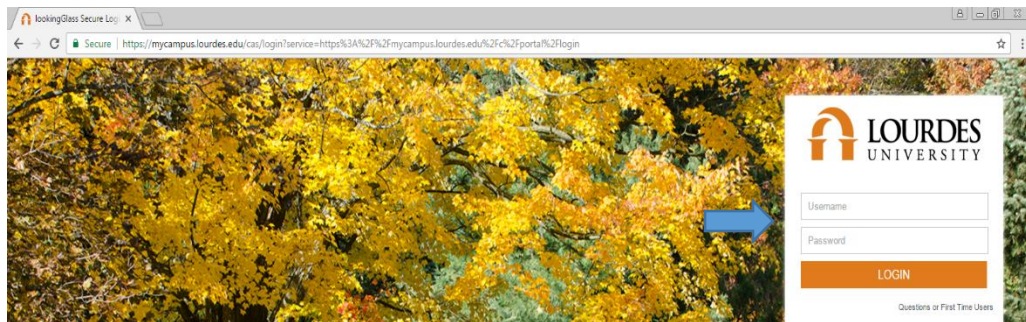
Online Registration

Follow the steps below to register for courses online.

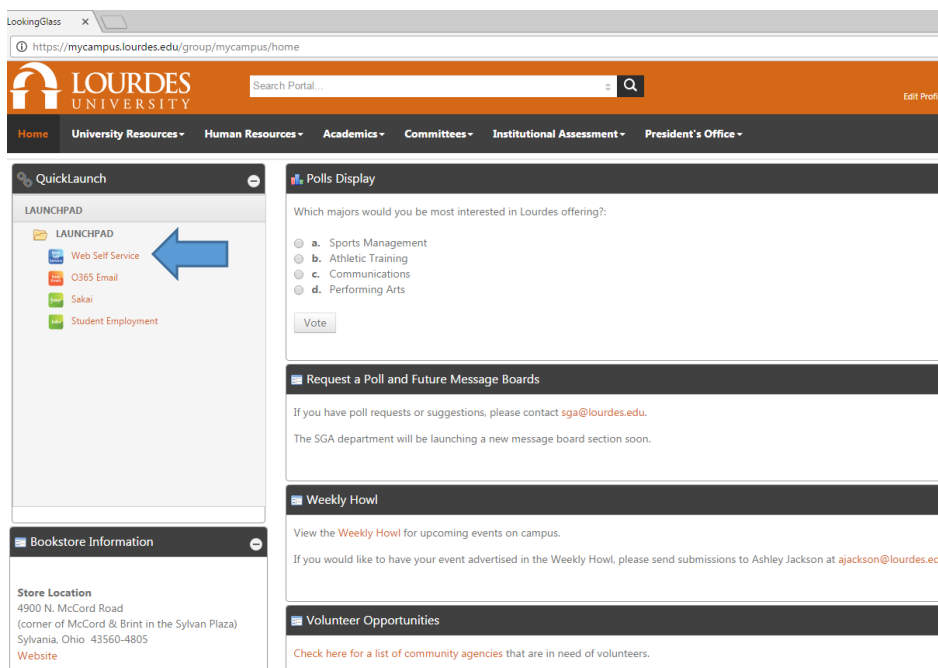
1. Go to www.lourdes.edu
2. Click on **Lourdes Portal**



3. Enter your **name/password** and click **login**



4. Click on **Web Self Service** tab



- If you don't go straight in to your account you may see a screen like below and you will have to enter your **user ID** (Student 900 number) and **PIN** (birthdate MMDDYY) and click **login** (go to step 6 if not applicable)

HELP EXIT

LOURDES UNIVERSITY

USER LOGIN

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

Your assigned user ID is your Lourdes ID number. If you have not yet set your PIN, please first use your birth date in MMDDYY format (e.g. January 20, 1976 becomes 012076). If you don't have birth date in our system, your PIN will be the last six digits of your Lourdes ID number. For security reasons, please change your PIN immediately upon entering Lourdes University Web Services for the first time. If you have difficulty in login, please contact the Helpdesk at (419) 824-3807 for help.

User ID:

PIN:

Login Forgot PIN?

- Click on the **Student** tab or **Student** link

LOURDES UNIVERSITY

Personal Information Alumni and Friends **Student** Financial Aid Employee Faculty Services LUAccess

Search Go SITE MAP HELP EXIT

Welcome, Lisa Mattin Last web access on Feb 25, 2016 at 02:39 pm

Personal Information
Update address, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni and Friends
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student
Apply for Admission, Register On-Line, View your Course Schedule, View your academic records.
YOU MUST MEET WITH YOUR ACADEMIC ADVISOR TO RECEIVE YOUR ALTERNATE PIN FOR ON-LINE REGISTRATION. SCHEDULES AND GRADES ARE ONLY AVAILABLE ONLINE. Online Payment now available!

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Return to Homepage

RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.

- Click on **Registration**

LOURDES UNIVERSITY

Personal Information Alumni and Friends **Student** Financial Aid Employee Faculty Services LUAccess

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Services

Registration
Check your registration. **YOU MUST MEET WITH YOUR ACADEMIC ADVISOR TO RECEIVE YOUR ALTERNATE PIN FOR ON-LINE REGISTRATION. SCHEDULES ARE ONLY AVAILABLE ONLINE.**

Student Records
View your holds; Display your grades and transcripts;
FINAL GRADES WILL NOW ONLY BE AVAILABLE ONLINE Fall 2015 GRADES WILL BE FINALIZED December 16 AT 5PM.
Review charges and payments.
Online Payment now available!


Degree Works
Degree Works Link for Students


RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.

8. Choose **Term** from drop-down box and click **Submit**

RETURN TO MENU SITE MAP HELP EXIT

 LOURDES UNIVERSITY



SELECT TERM

Select a Term: | Fall 2016

Submit

Mar 18, 2016 01:29 pm

(A blue arrow points to the 'Fall 2016' dropdown menu.)

9. Enter **Alternate PIN** and click **Submit**

RETURN TO MENU SITE MAP HELP EXIT

 LOURDES UNIVERSITY



LOURDES UNIVERSITY

ALTERNATE PIN VERIFICATION

TERMS AND CONDITIONS: You are entering a secure information area. Unless otherwise noted, any information you enter or change will be effective immediately. By clicking SUBMIT, you are responsible for any changes made using your ID. Please do not share your ID or PIN with others.

You must meet with your academic advisor to receive your Registration PIN.
Please enter your Registration PIN for verification, then click Login.

Alternate PIN:

Submit

Fall 2016
Mar 18, 2016 01:33 pm

(A blue arrow points to the 'Alternate PIN' input field.)

10. Scroll down the page and **enter all CRN numbers** for classes you want to register for and click **submit changes**.

ADD CLASSES WORKSHEET

CRNs

Submit Changes Class Search Reset

11. Your classes should then be listed under the **Current Schedule** section of the web registration page.

Mar 18, 2016 02:59 pm

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table or click on the CLASS SEARCH link to find a course. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. If you select a class which has variable credits for which you can register, and you would like to change the credit hour range, you may do so by clicking on the highlighted credit hour. When add/drops are complete click Submit Changes.

To find courses, click CLASS SEARCH to view the class schedule.

Upon Clicking SUBMIT, I accept sole responsibility for registering for the following course(s), as approved by my academic advisor. I understand that failure to register for the course(s) for which I have been approved may delay my degree progress.

A student incurs a legal obligation to pay all applicable tuition and fees. This obligation will be cancelled only if the student officially cancels the registration before the freeze date. Registration may be cancelled by using web registration or contacting your advisor. After the freeze date, a student is responsible for paying 100% of the tuition and fees. The second half accelerated classes have a different schedule for cancellation, and a student's financial aid may be affected by cancellation.

IF YOU USED "ADD TO WORKSHEET" REMEMBER TO CLICK SUBMIT AT BOTTOM OF PAGE TO REGISTER FOR CLASSES.

Please remember to Register for the lab associated with a lecture. (i.e. Biology)

CURRENT SCHEDULE


Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 14, 2016	None	1340	ART	447	A	Undergraduate	3.000	Standard Letter Grade	H&I Women Artists
Web Registered on Mar 14, 2016	None	1099	MUS	305	A	Undergraduate	1.000	Standard Letter Grade	Piano
Web Registered on Mar 14, 2016	None	1264	BUS	450	A	Undergraduate	3.000	Standard Letter Grade	Business Ethics

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 16.000
Date: Mar 18, 2016 02:59 pm

ADD CLASSES WORKSHEET

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------



Any questions or problems with registration can be directed to advising by calling 419-824-3882 or emailing us at advising@lourdes.edu