

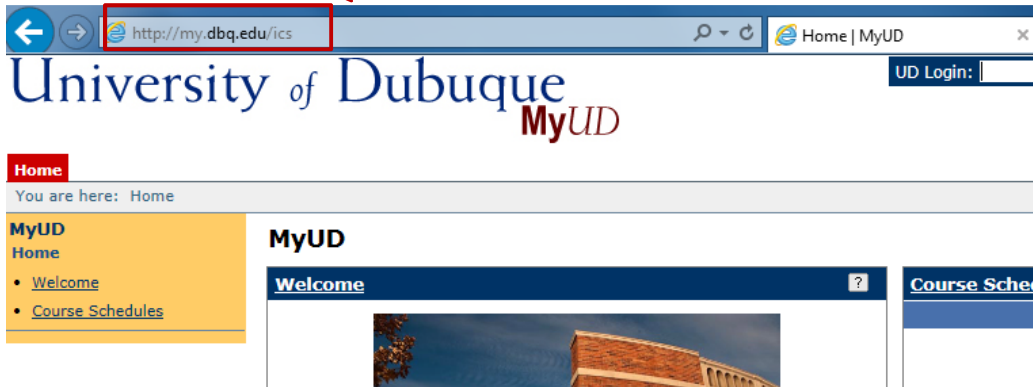
# UNIVERSITY of DUBUQUE

## Registrar's Office

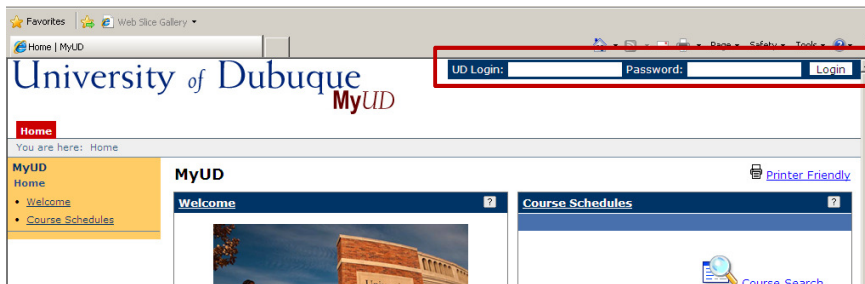
### Advisor Registration Clearance

#### 1. Accessing MyUD:

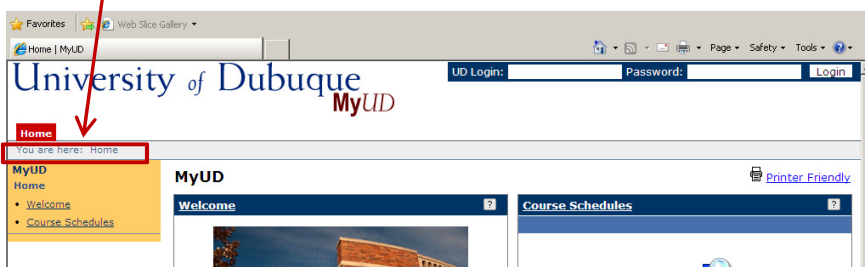
- To access the MyUD login screen, type "my.dbq.edu" in your web browser navigation bar. (We encourage you to use Mozilla Firefox or Google Chrome.)



- Once you reach the login screen, you can review additional instruction links, or you can login at the upper-right corner of the screen. The **UD Login** is your Network User Login (your first name initial and your last name). The **Password** is your UD Network password (for first time users who have not changed their network password, this is your initials and your ID number).

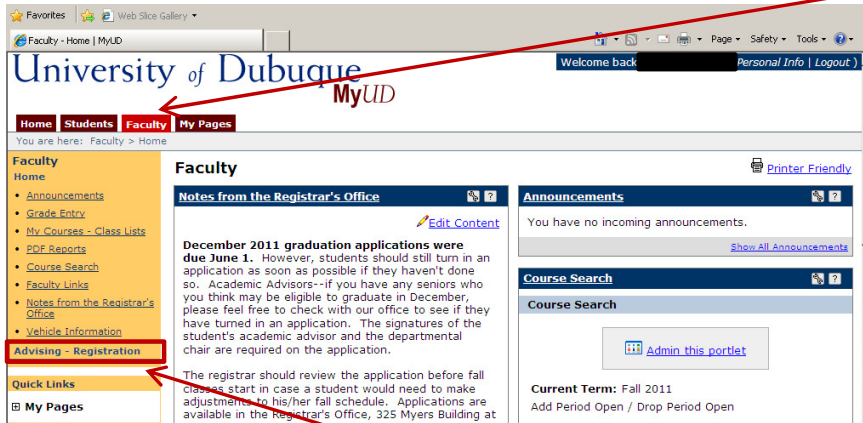


- If you are unsure of your Network login information, you can call the HelpDesk at 589-3737 or contact them via e-mail at HELPDESK@dbq.edu.
- Please note: the "Back" button of your web browser will not work in MyUD. Always use the path links at the top of the page.**

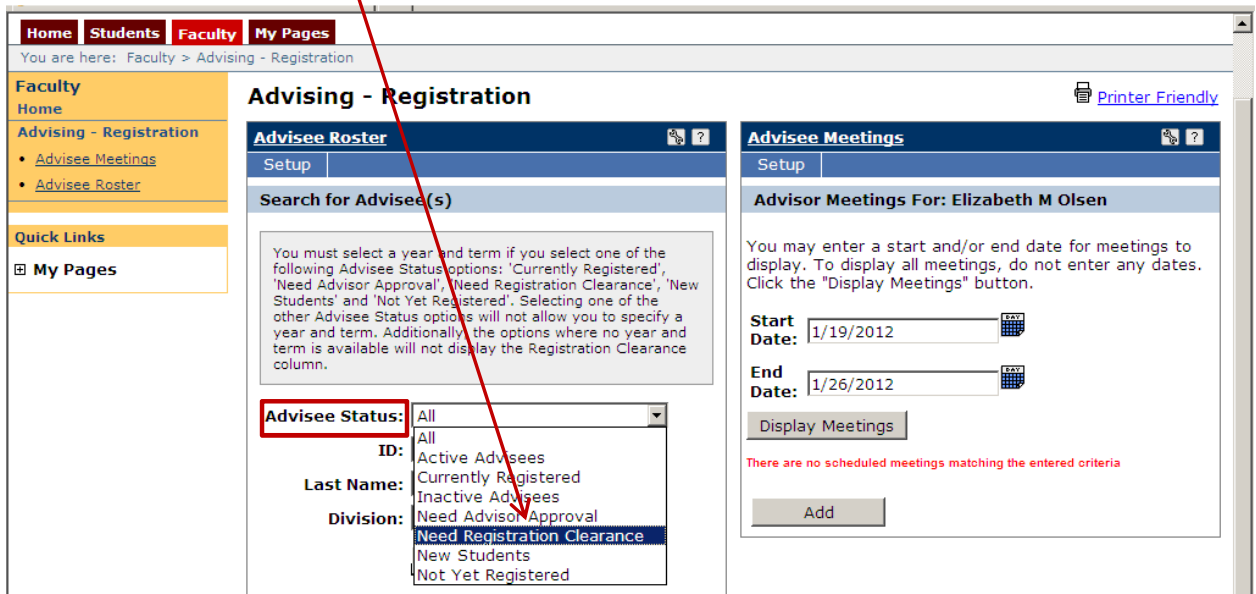


## 2. Granting Registration Clearance:

- Faculty can access the Registration Clearance function under the **Faculty Tab** (see below):



- Once on the faculty page, select the **Advising-Registration** link on the left side of the screen.
- You will then see the screen below. Search for Advisee(s) that need Registration Clearance by changing the Advisee Status to "Need Registration Clearance."



- Once "Need Registration Clearance" is selected as the **Advisee Status**, you want to make sure you have the correct **Term** selected. Then click on the **Search** button.

The screenshot shows the 'Advising - Registration' page. The 'Advisee Roster' section has a search form with the following fields: Advisee Status (Need Registration Clearance), ID, Last Name, Division (All), and Term (2011-12 -JTerm Undergrad). A red box highlights the 'Term' dropdown, and a red arrow points to it from the text above. The 'Search' button is visible below the form. To the right, the 'Advisee Meetings' section shows 'Advisor Meetings For: Elizabeth M Olsen' and a 'Display Meetings' button. A message below the button states: 'There are no scheduled meetings matching the entered criteria'.

**Seminary Terms in MyUD:**

- Fall UDTS Distance Prog (includes August intensive)
- Fall UDTS Resident Prog
- Spr UDTS Distance Prog (includes January intensive)
- JTerm UDTS Resident Prog
- Spr UDTS Resident Prog
- UDTS Summer

**Undergraduate Terms in MyUD:**

- Fall (includes First 8-week & Second 8-week sessions)
- J-Term Undergraduate
- Spring (includes First 8-week & Second 8-week sessions)
- Summer (includes both sessions)

- A list of advisees that need registration clearance will appear (see screen below). If you are ready to allow a student to register online, you will click on the **Grant** button below to the right of the student's name and ID number.

The screenshot shows the 'Advisee Roster for: Elizabeth M Olsen (2 advisees)'. The search criteria are: Advisee Status (Need Registration Clearance), ID, Last Name, Division (All), and Term (JTerm UDTS 2012 Residentl Pr). Below the search form are links for 'Export to Excel', 'E-mail Listed Advisees', 'E-mail All Advisees', and 'E-mail Selected Student(s)'. The table below shows two students:

FERPA Restrict	Email	Name	Student ID	Needs to Register?	Registration Clearance	Advisors
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Spartan, Jane A.</a>	45963	<input type="checkbox"/>	<input type="button" value="Grant"/>	Olsen, Elizabeth M
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Spartan, Joseph A.</a>	45962	<input type="checkbox"/>	<input type="button" value="Grant"/>	Olsen, Elizabeth M

A red box highlights the 'Grant' button for 'Spartan, Joseph A.', and a red arrow points to it from the text above.

- Once you have granted clearance, the student's name will be removed from this list. At this point, the student can now register himself online through his own MyUD account.

If you have any additional questions, please contact Liz Olsen at Ext 3178 or Julie Heckmann at Ext 3176.