

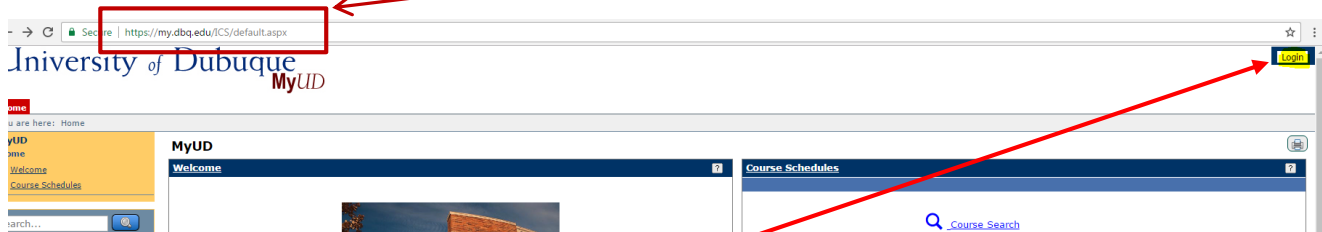
UNIVERSITY of DUBUQUE

Registrar's Office

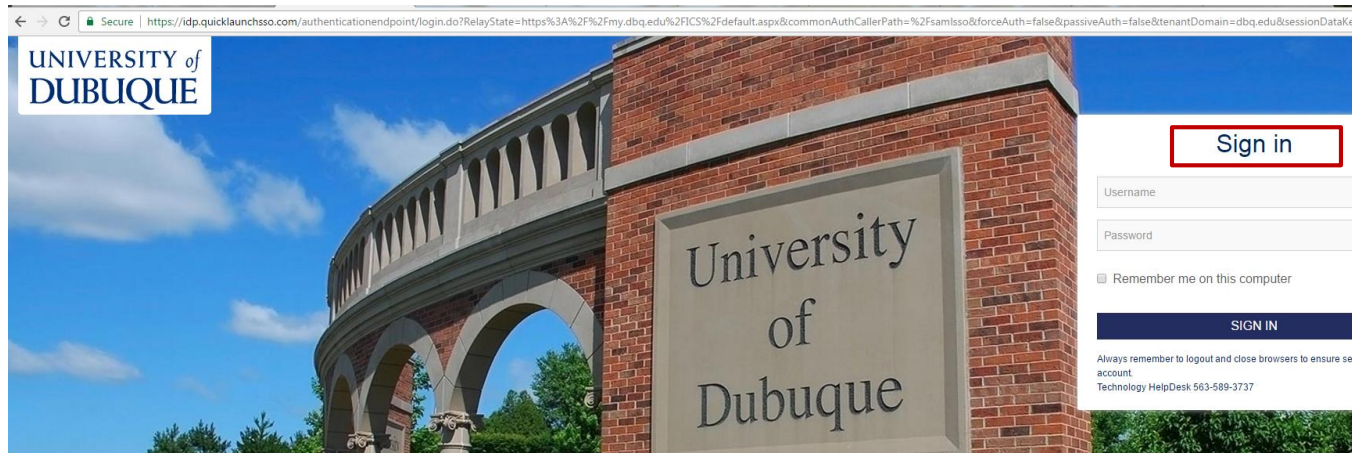
Advisor Registration Clearance

1. Accessing MyUD:

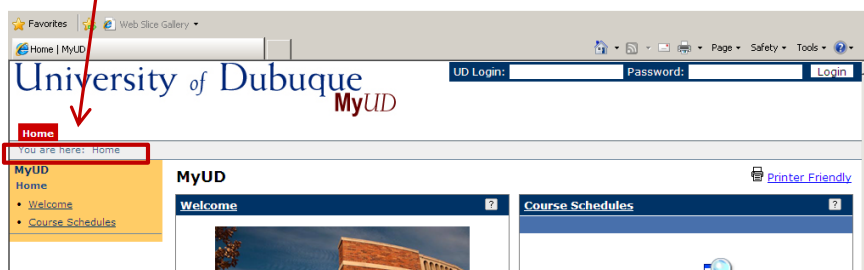
- To access the MyUD login screen, type "my.dbq.edu" in your web browser navigation bar. (We encourage you to use Mozilla Firefox or Google Chrome.)



- 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).

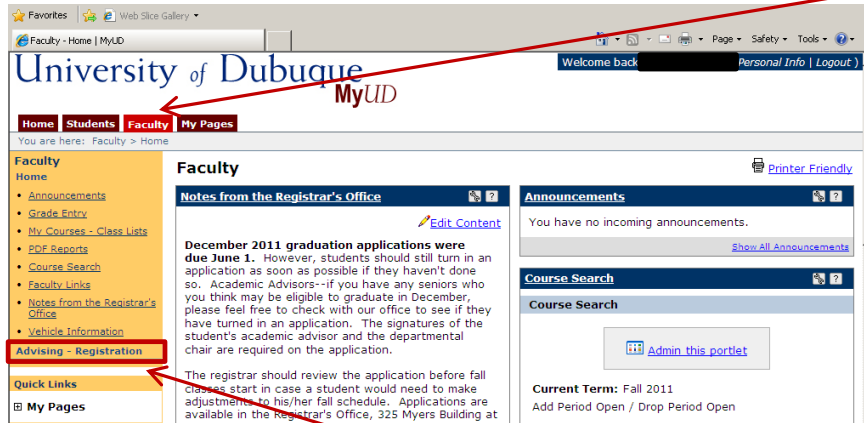


- If you are unsure of your Network login information, you can call the HelpDesk at 589-3737 or contact them via e-mail at HELPDESK@dbq.edu.
- Please note: the "Back" button of your web browser will not work in MyUD. Always use the path links at the top of the page.**

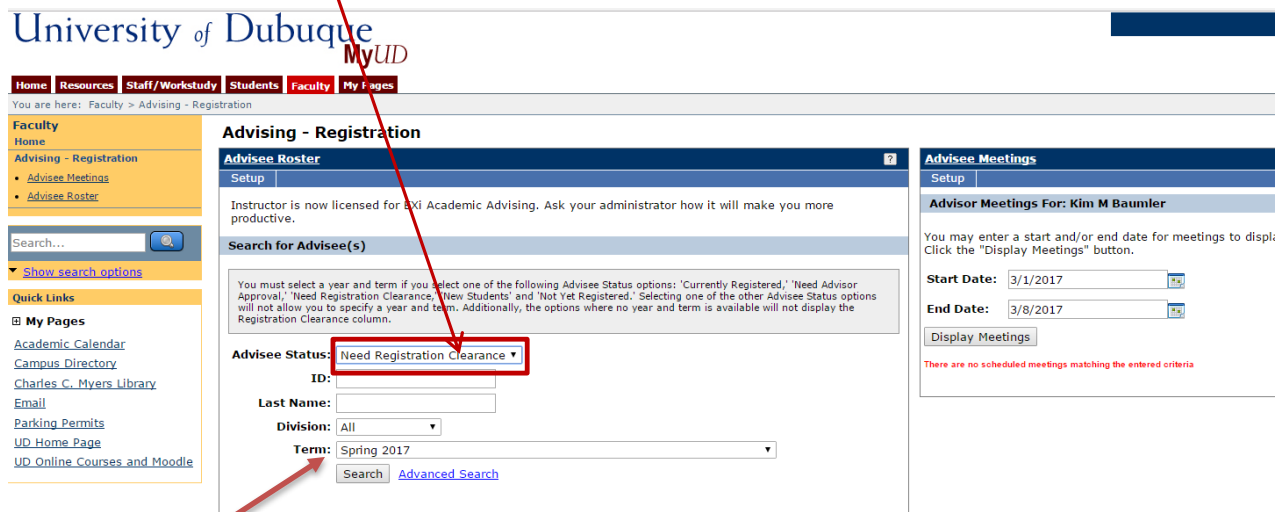


2. Granting Registration Clearance:

- 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. **NEW – Students will need Registration Clearance for Summer 2019.**

Seminary Terms in MyUD:

Fall Seminary Session I (intensive)
 Fall Seminary Session II
 Spring Seminary Session I (intensive)
 Spring Seminary Session II
 Summer

Undergraduate & Graduate 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)

Advising - Registration

Advisee Roster

Setup

Instructor is now licensed for EXi Academic Advising. Ask your administrator how it will make you more productive.

Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration' to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

Advisee Status:

ID:

Last Name:

Division:

Term:

[Advanced Search](#)

[Export to Excel](#) [E-mail All Advisees](#)

Advisee Roster for: Kim M Baumler (3 advisees)						
FERPA Restrict	Email	Name	Student ID	Needs to Register?	Registration Clearance	Advisors
<input type="checkbox"/>		[REDACTED]	[REDACTED]		Grant	[REDACTED]
<input type="checkbox"/>		[REDACTED]	[REDACTED]		Grant	Baumler, Kim M
<input type="checkbox"/>		Spartan, Joey A.	45962		Grant	Hayes, Gail D Cusick, Sherry J Baumler, Kim M

- A list of advisees that need registration clearance will appear (see screen above). 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.
- Once you have granted clearance, the student's name will be removed from this list. At this point, the student can now register themselves online through his own MyUD account.
- There are several helpful links found on the Home page of MyUD:

University of Dubuque

MyUD

Home
Resources
Staff/Workstudy
Students
Faculty
My Pages

You're here: Home

MyUD
 Home

- [Welcome](#)
- [Course Schedules](#)

Search...


[Show search options](#)

Quick Links

My Pages

- [Academic Calendar](#)
- [Campus Directory](#)
- [Charles C. Myers Library](#)
- [Email](#)
- [Parking Permits](#)
- [UD Home Page](#)
- [UD Online Courses and Moodle](#)

MyUD
 Welcome



Instructions:
 Enter your network username and password in the login boxes above.

If you have forgotten your login information, contact the Helpdesk at ext. 3737, or by [email](#).

(All Files Require [Adobe Acrobat Reader](#))

- [Student Instructions for Accessing & Using MyUD](#)
- [Faculty Online Grade Entry Procedure](#)
- [Seminary Student Online Registration Instructions](#)
- [Advisor Instructions for Registration Clearance](#)
- [Undergraduate Student Online Registration Instructions](#)
- [Advising Worksheet & Course Needs Access for Students](#)
- [Video for Reporting No-Show Students](#)

If you have any additional questions, please contact the Registrar's Office at Ext 3748.