

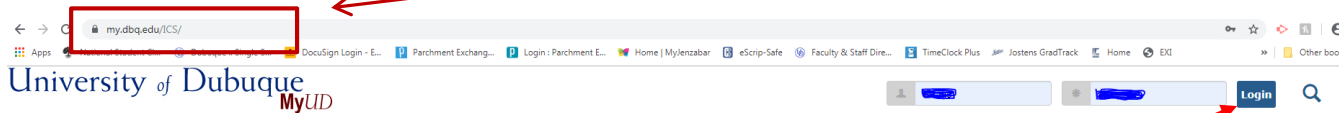
UNIVERSITY of DUBUQUE

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.)

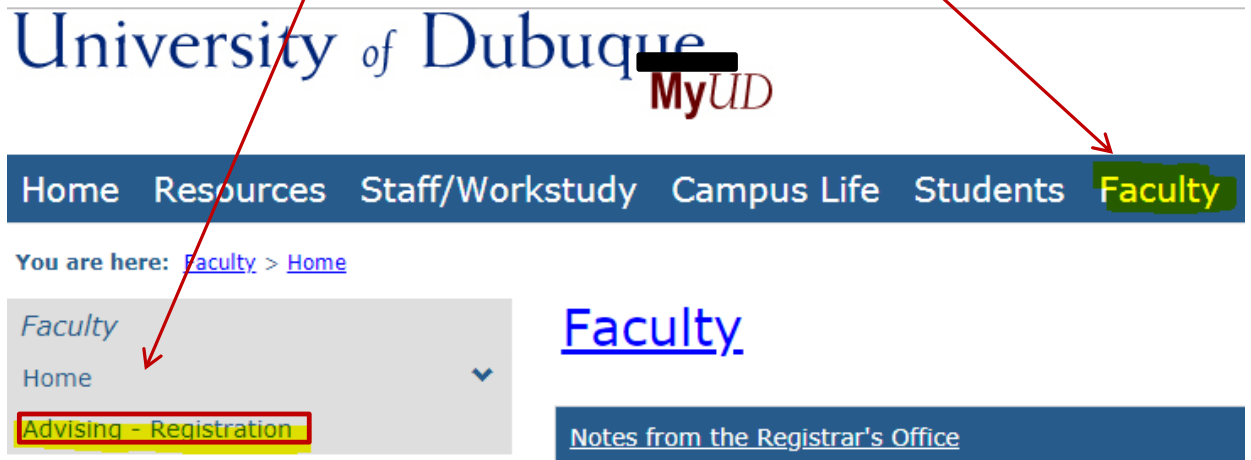


- Once you reach the login screen, you can review additional instruction links, or you can login at the upper-right corner of the screen. The **UD Login** is your Network User Login (your first name initial and your last name). The **Password** is your UD Network password.
- If you are unsure of your 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 **“Not Yet Registered.”**

Home Resources Staff/Workstudy Campus Life Students Faculty Admissions Alumni Employ

You are here: [Faculty](#) > [Advising - Registration](#)

Advising - Registration

Advisee Roster

Setup

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

Search for Advisee(s)

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

Advisee Status: **Not Yet Registered**

ID:

Last name:

Division: All

Term: Spring 2020

[Advanced Search](#)

- Once “Not Yet Registered” is selected as the **Advisee Status**, you want to make sure you have the correct **Term** selected. To grant clearance for the SPRING 2020 semester, select SPRING 2020.
- Then click on the **Search** button. **NEW – Students will need Registration Clearance for Summer 2020.**

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)

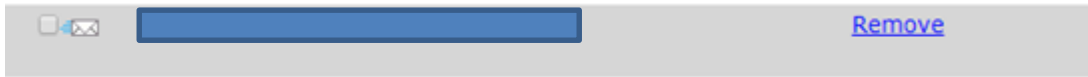
- Email
- Parking Permits
- UD Home Page
- UD Online Courses and Moodle

Advisee Status:
ID:
Last name:
Division:
Term:
 [Advanced Search](#)

[Export to Excel](#) [Email All Advisees](#) [Email Selected Student\(s\)](#) [Ai - Kn](#) | [Ku - Yo](#) | [N](#)

FERPA Restrict	Email	Name	Student ID	Needs to Register?	Registration Clearance	Advisors
<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]		Grant	[Redacted]
<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]		Grant	[Redacted]
<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]		Grant	[Redacted]
<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]		Grant	[Redacted]
<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]		Grant	[Redacted]
<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]		Grant	[Redacted]
<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]		Grant	[Redacted]
<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]		Grant	[Redacted]

- 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 to the right of the student’s name and ID number.
- Once you have granted clearance, the student’s status will change to “REMOVE”.



- At this point, the student can now register themselves online through his/her 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 are 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.