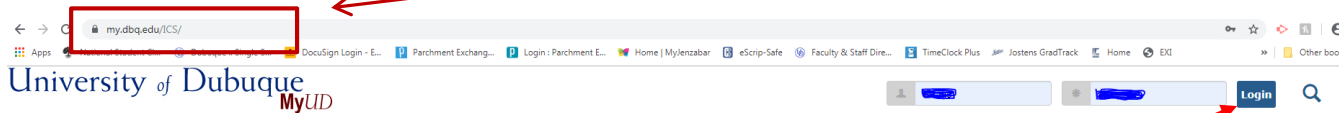# UNIVERSITY *of* DUBUQUE

## 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):
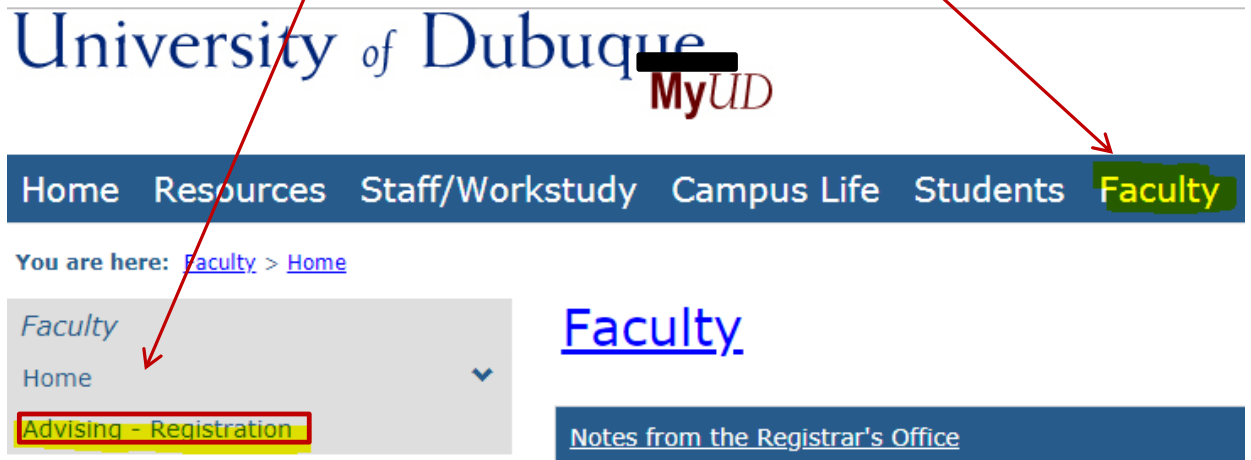
    

- Once on the faculty page, select the **Advising-Registration** link on the left side of the screen.
- You will then see the screen below. Search for Advisee(s) that need Registration Clearance by changing the Advisee Status to "**Not Yet Registered**."



- 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)
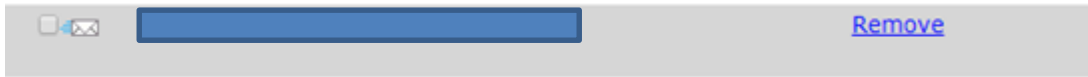Summer (includes both sessions)

- 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".



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- 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:



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