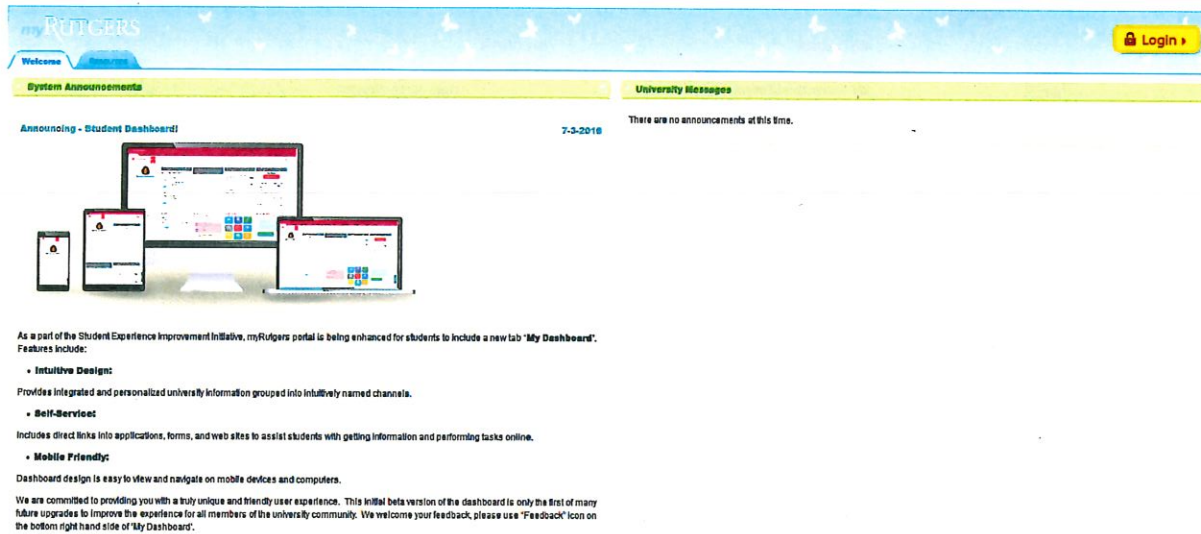


# Registration Instructions

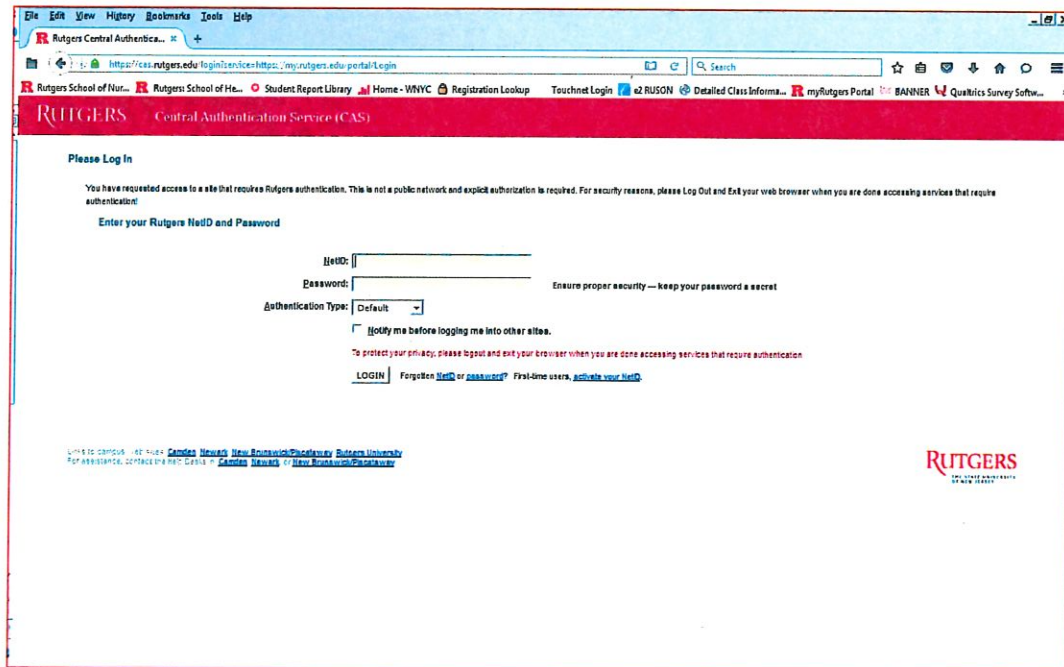
Step 1: Log onto: <https://my.rutgers.edu>

Click on the “LOGIN”



The screenshot shows the myRutgers portal dashboard. At the top, there is a blue header with the Rutgers logo and a yellow 'Login' button. Below the header, there are two yellow banners: 'System Announcements' and 'University Messages'. The 'System Announcements' section features a graphic of a laptop and a smartphone displaying the dashboard, with the text 'Announcing - Student Dashboard!' and the date '7-3-2016'. The 'University Messages' section states 'There are no announcements at this time.' Below the banners, there is a section titled 'As a part of the Student Experience Improvement Initiative, myRutgers portal is being enhanced for students to include a new tab "My Dashboard". Features include:' followed by a bulleted list: 'Intuitive Design: Provides integrated and personalized university information grouped into intuitively named channels.', 'Self-Service: Includes direct links into applications, forms, and web sites to assist students with getting information and performing tasks online.', and 'Mobile Friendly: Dashboard design is easy to view and navigate on mobile devices and computers.' At the bottom, there is a paragraph stating 'We are committed to providing you with a truly unique and friendly user experience. This initial beta version of the dashboard is only the first of many future upgrades to improve the experience for all members of the university community. We welcome your feedback, please use "Feedback" icon on the bottom right hand side of "My Dashboard".'

Type in your NetID and password



The screenshot shows the Rutgers Central Authentication Service (CAS) login page. The browser address bar shows 'https://cas.rutgers.edu/login?services=https://my.rutgers.edu/portal/Login'. The page has a red header with the Rutgers logo and the text 'Central Authentication Service (CAS)'. Below the header, there is a section titled 'Please Log In'. The text reads: 'You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.' Below this, there is a section titled 'Enter your Rutgers NetID and Password'. It contains two input fields: 'NetID:' and 'Password:'. To the right of the 'Password:' field, there is a note: 'Ensure proper security — keep your password a secret'. Below the input fields, there is a dropdown menu for 'Authentication Type:' with 'Default' selected. There is a checkbox labeled 'Hold me before logging me into other sites.' Below the checkbox, there is a note: 'To protect your privacy, please logout and exit your browser when you are done accessing services that require authentication.' At the bottom, there is a 'LOGIN' button and links for 'Forgotten NetID or password?' and 'First-time users, activate your NetID.' At the bottom left, there are links to 'Links to campus web sites' and 'Rutgers University'. At the bottom right, there is the Rutgers logo.

Step 2: Click on **BANNER SELF SERVICE** or Type in **BANNER** in the search box

The screenshot shows the Rutgers myRutgers Portal dashboard for user Kimberly C. Schorn. The page has a red header with the Rutgers logo and navigation tabs: My Dashboard, My Apps, Webinars, Banner Self Service, Financial Aid, Libraries, Research, Education, Healthcare, Technology, Affiliates, and Post Email. Below the header, the user's name and ID (ADD456804) are displayed, along with contact information. A 'BETA' badge is visible. The main content area is divided into several sections: 'My Courses' showing a schedule for 'SCI WRIT INTER FOR NUT DIET PR', 'My Grades' showing a grade of 'D-' for 'Weight Manag. & Dis Eating' in 'Fall 2010 (SHRP)', 'My Money' showing a 'Total Balance', 'My Financial Aid' with buttons for 'Apply', 'Track', and 'Award', and 'My Alerts' stating 'You currently do not have any alerts.' There are also links for 'Registration', 'Fall 2010 (SHRP)', 'Unofficial Transcript', and 'Transcript'. A 'Feedback' button is located on the right side of the page.

**myDashboard** **BETA**

**Kimberly Schorn**  
ID: ADD456804  
Email: schornki@rutgers.edu  
Student Email: kimberly.schorn@rutgers.edu

**My Courses** **My Grades**

**My Current and Future RBHS Schedule**

SCI WRIT INTER FOR NUT DIET PR  
Course #HSNUTR0100E Section:00W Credits: 3  
Instructor: Rena Zelig  
Time: N/A  
Location: N/A  
Campus: Web-based Course

**Fall 2010 (SHRP)**

Course	Dept/School	Grade
Weight Manag. & Dis Eating	Nutrition SHP - Graduate	D-

**My Money** **My Financial Aid** **My Alerts**

**Total Balance:**

**My Alerts**  
You currently do not have any alerts.

**Feedback**

## Step 5: Click on "Student Enrollment Services" tab and then "Registration"

The screenshot shows the Rutgers myRutgers Portal. At the top is the Rutgers logo. Below it is a navigation bar with tabs: Employee Services, Personal Information, and Student Enrollment Services. The Student Enrollment Services tab is selected. Below the tabs is a search bar and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Student Enrollment Services" and contains several links: Registration (highlighted with a red box and an arrow), Student Records, Admissions, and Pay Your Bill (a large red button). Below these links is a "RELEASE: 0.7" notice and a copyright notice for 2017 Ellucian Company L.P. and its affiliates.

## Step 6: Click on "Check Eligibility to Register"

The screenshot shows the Rutgers myRutgers Portal with the Registration page. The page has a header with the Rutgers logo and navigation tabs: Employee Services, Personal Information, and Student Enrollment Services. The Student Enrollment Services tab is selected. Below the tabs is a search bar and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Registration" and contains a yellow banner with the text: "Only those students who have alternate PINS are allowed to register on the web. If you have not been given an alternate PIN you may not register on the web at this time. All registrations are subject to final review and approval." Below the banner is a red box with the text: "Registration is not complete until tuition is paid in full or there is evidence of financial aid or installment plan." Below the red box is a section titled "To register for courses complete the following steps in order:" followed by a list of steps: Step 1: Check Eligibility to Register, Step 2: Select Term & Courses, Step 3: Calculate Tuition and Fees, and Step 4: Review Course Schedule. A callout box with an arrow points to Step 1, containing the text: "Select 'Check Eligibility to Register'. If there is no hold then select 'Select Term and Courses'". Below the steps is a "RELEASE: 0.7" notice and a copyright notice for 2016 Ellucian Company L.P. and its affiliates.

## Step 7: If there is no hold then select "Registration Menu"

myRutgers Portal

https://my.rutgers.edu/portal/render.userLayoutRootNode.upPuP\_root=root&uP\_spame=activeTab&activeTab=1

Rutgers School of Nur... Rutgers School of He... Student Report Library Home - WNYC Registration Lookup Touchnet Login e2 RUSON Detailed Class Informa... myRutgers Portal BANNER Qualtrics Survey Softw...

**Banner Self-Service**

**Personal Information**

- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update Marital Status
- View and Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information

**Employee Services**

- Benefits and Deductions
- Pay Information
- Tax and Payroll Forms
- Electronic Personnel Action Form (EPAF)
- Current and Past Jobs
- Time Off Current Balances and History

**Student Enrollment Services**

- Registration
- Student Records
- Admissions
- Financial Aid
- Apply for Admission
- Class Schedule

[Take a Survey](#)

**ellucian**

**Employee Services Personal Information Student Enrollment Services**

Search [Go] RETURN TO MENU SITE MAP HELP EXIT

### View Holds

Jun 14, 2016 10:06 am

Listed below are the holds on your record. If you have a registration hold you will not be able to register. If you have a grades hold you will not be able to view your grades. A transcript hold will prevent you from viewing your web transcript. Administrative holds can only be removed by the office that placed them. Continue Registration by clicking the Registration Menu link.

**No holds exist on your record.**

[ Financial Aid Holds | **Registration Menu** ]

RELEASE: 6.7.1

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If there is no hold then select "Registration Menu"

## Step 8: Select the term and click on "Submit"

myRutgers Portal

https://my.rutgers.edu/portal/render.userLayoutRootNode.upPuP\_root=root&uP\_spame=activeTab&activeTab=1

Rutgers School of Nur... Rutgers School of He... Student Report Library Home - WNYC Registration Lookup Touchnet Login e2 RUSON Detailed Class Informa... myRutgers Portal BANNER Qualtrics Survey Softw...

**Banner Self-Service**

**Personal Information**

- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
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**Employee Services**

- Benefits and Deductions
- Pay Information
- Tax and Payroll Forms
- Electronic Personnel Action Form (EPAF)
- Current and Past Jobs
- Time Off Current Balances and History

**Student Enrollment Services**

- Registration
- Student Records
- Admissions
- Financial Aid
- Apply for Admission
- Class Schedule

[Take a Survey](#)

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**Employee Services Personal Information Student Enrollment Services**

Search [Go] RETURN TO MENU SITE MAP HELP EXIT

### Select Term

Jun 14, 2016 10:10 am

**Search by Term:**

None

Continuing Education - NJDS (View only)

Summer (I) 2017 (SPH) (View only)

Spring 2017 (57) (View only)

Spring 2017 (55) (View only)

Fall 2016 (BIOPHARM)

Fall 2016 (17)

Fall 2016 (15) (View only)

Fall 2016 (SHRP)

Fall 2016 (12) (View only)

Academic Year 2016-2017 (View only)

Default Payment Term 2016 (View only)

Summer 2016 (BIOPHARM) (View only)

Summer (I) 2016 (SPH) (View only)

Summer 2016 (SN) (View only)

Summer 2016 (SHRP) (View only)

Summer 2016 (72) (View only)

Spring 2016 (BIOPHARM) (View only)

Spring 2016 (57) (View only)

Spring 2016 (SN) (View only)

Select the term: e.g. Fall 2017 (SN)

File Edit View History Bookmarks Tools Help

myRutgers Portal

https://my.rutgers.edu/portal/render.setUserLogoutRecNode.up?up\_recNodeRec&up\_spzparm=activeTab&activeTab=1

Rutgers School of Nur... Rutgers School of He... Student Report Library Home - WNYC Registration Lookup Touchnet Login e2 RUSON Detailed Class Informa... myRutgers Portal BANNER Qualtrics Survey Softw... Add Content Sina More Options

**Banner Self-Service**

**Personal Information**

- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update Marital Status
- View and Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information

**Employee Services**

- Benefits and Deductions
- Pay Information
- Tax and Payroll Forms
- Electronic Personnel Action Form (EPAP)
- Current and Past Jobs
- Time Off Current Balances and History

**Student Enrollment Services**

- Registration
- Student Records
- Admissions
- Financial Aid
- Apply for Admission
- Class Schedule

[Take a Survey](#)

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**Employee Services | Personal Information | Student Enrollment Services**

Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

**Course Search:**

Summer 2016 (SN)  
Jun 14, 2016 10:16 am

**Highlight all the subject codes you wish to search by holding down the control key and clicking on each subject area. You may choose any combination of additional fields displayed below to narrow your search, but you must select at least one subject. For the Course Number field, enter the Subject's Course Number (Crse) - not the CRN (is: for course: BINP 5005E, you would enter: 5005).**

When your selection is complete, click Class Search button at the bottom of the page.

**Subject:**

- Any All
- Mental Health/Fych
- Public Health/Hspla
- Int. Minority & Women's Health
- Gen. & Zoa. Hlth
- Learning Education & Services
- Nursing Information
- Podiatric Nurse Practitioner
- Public Health Core
- Pod. Ex. Registration/Contn

**Course Search | Advanced Search**

The screenshot shows the Rutgers Self-Service portal. At the top, there's a navigation bar with links like 'Banner Self-Service', 'Personal Information', 'Employee Services', and 'Student Enrollment Services'. Below this, there's a search bar and a list of courses for Summer 2016. A helpful tip box is visible on the right side of the page.

**Look-Up Classes to Add:**

Summer 2016 (SN)  
Jun 14, 2016 10:22 am

**Summer 2016 (SN)  
Acute/Critical Care**  
5308G ADL GER ACU/CRIT CR TH PRA III [View Sections](#)

**Summer 2016 (SN)  
Adlt/Gero Acute**  
6360G PATHOPHARMACOLOGY [View Sections](#)

**Summer 2016 (SN)  
Adult Gerontology Primary Cre**  
5307G ADLT GERONTOLOGY PRIM CARE III [View Sections](#)

**Summer 2016 (SN)  
Advanced Health Assessment**  
5107G ADVANCED HEALTH ASSESSMENT [View Sections](#)

**Summer 2016 (SN)**

Helpful tip for searching for a course on a PC: Hold down CTRL and F. A find box should appear on the bottom or top right. Type in the course number and hit enter

## Step 11: Click on the "View Sections" to view sections for the course

The screenshot shows the myRutgers Portal interface. On the left, there are navigation menus for Banner Self-Service, Personal Information, Employee Services, Student Enrollment Services, and Take a Survey. The main content area displays a list of courses with their IDs and titles. Each course entry has a 'View Sections' link. An arrow points to the 'View Sections' link for the course '5104G Advanced Pathophysiology'.

Course ID	Course Title	Action
342G	HLT & ILL ADLT & OLDER ADLT II	<a href="#">View Sections</a>
370G	MENTAL HEALTH NURSING	<a href="#">View Sections</a>
380G	THE CHILDREARING FAMILY	<a href="#">View Sections</a>
390G	HLTH, ILLN OF INF CHIL & ADOL	<a href="#">View Sections</a>
395G	PHARMACOTHERAPEUTICS	<a href="#">View Sections</a>
411G	APP OF RSCH IN FVD BSD NRS PR	<a href="#">View Sections</a>
444G	COMMUNITY HEALTH NURSING	<a href="#">View Sections</a>
5104G	Advanced Pathophysiology	<a href="#">View Sections</a>
5105G	ADVANCED CLIN PHARMACOLOGY	<a href="#">View Sections</a>
5640G	Comprehensive Systematic Revw	<a href="#">View Sections</a>
6010G	CLINICAL SCHOLARSHIP	<a href="#">View Sections</a>
6020G	MNG & ANLS HLT DATA FOR DNP	<a href="#">View Sections</a>
6040G	SOCIAL DETERMINANTS OF HEALTH	<a href="#">View Sections</a>

## Step 12: Search for the section of the course

The screenshot shows the 'Look-Up Classes to Add' page in the myRutgers Portal. The page has a red header with the Rutgers logo and navigation links. Below the header, there are tabs for Employee Services, Personal Information, and Student Enrollment Services. The 'Student Enrollment Services' tab is selected. The page contains a search bar, a 'Go' button, and a 'RETURN TO MENU SITE MAP HELP EXIT' link. Below the search bar, there is a section titled 'Look-Up Classes to Add:' with a date and time stamp 'Summer 2016 (SN) Jun 14, 2016 11:42 am'. The page also includes instructions for registering for courses and a table of sections found.

**Look-Up Classes to Add:** Summer 2016 (SN) Jun 14, 2016 11:42 am

To register for courses, check the box in front of the CRN (Course Reference Number). A 'C' in front of the CRN indicates a closed course. If the 'WL Rem' number is greater than 1, you may be waitlisted by writing down the CRN for the class you want to waitlist, click Add to Worksheet, Type in the CRN you wrote down in the CRN box, then Click Submit Changes. The screen will say "Registration Add Errors" from the Action Dropdown menu, choose "wait list", click Submit Changes. "NR" in front of the CRN indicates you are not allowed to register. "SR" in front of the CRN indicates a student restriction. And no box indicates you have previously registered for that course. To submit your course selections, Click on the REGISTER button at the bottom of the page. DO NOT USE THE WORKSHEET.

You will be prompted for a Registration PIN.

If you have forgotten your Registration PIN see the help page.

Review any error messages by scrolling through the page.

**Sections Found**

**Nursing Education & Services**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Item	WL	WL	WL	XL	XL	Inst

### Step 13: Click on course 'CRN' to view course comments

Campus reference:

N: Newark

W: Web-based

**Step 14:** Once you have reviewed the course comments, syllabus, professor, dates and times. If it is the course that you wish to take and this course is available, there will be a box next to the course. Select **'Register'** at the bottom of the page. You have now been registered for courses, repeat the steps for each course that you wish to register for.

**myRutgers Portal**

https://my.rutgers.edu/portal/render.userLayoutRootNodeUp?uP\_root=root&uP\_sparam=activeTab&activeTab=1

Rutgers School of Nur... Student Report Library Home - WINYC Registration Lookup Touchnet Login e2 RUSON Detailed Class Informa... myRutgers Portal BANNER Qualtrics Survey Softw... Registry - Rutgers Uni...

**RUTGERS**

Banner Self-Service Welcome My Apps Financial Aid Libraries Employee Resources Research Education Healthcare Technology Scarlet Knights Add Content Skins More Options

**Banner Self-Service**

**Personal Information**

- [View Address\(es\) and Phone\(s\)](#)
- [Update Address\(es\) and Phone\(s\)](#)
- [View E-mail Address\(es\)](#)
- [Update Marital Status](#)
- [View and Update Emergency Contacts](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)

**Employee Services**

- [Benefits and Deductions](#)
- [Pay Information](#)
- [Tax and Payroll Forms](#)
- [Electronic Personnel Action Form \(EPAF\)](#)
- [Current and Past Jobs](#)
- [Time Off Current Balances and History](#)

**Student Enrollment Services**

- [Registration](#)
- [Student Records](#)
- [Admissions](#)
- [Financial Aid](#)
- [Apply for Admission](#)
- [Class Schedule](#)

[Take a Survey](#)

**Sections Found**  
**Nursing Education & Services**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instr
<input type="checkbox"/>	76020	NURS	5104G	00W	W	3.000	Advanced Pathophysiology	TBA	20	19	1	0	0	0	0	0	0	0	Gerti Helde Merce Echei , Patr Matth
<input type="checkbox"/>	76125	NURS	5104G	01W	W	3.000	Advanced Pathophysiology	TBA	20	19	1	0	0	0	0	0	0	0	Brian Thor Hegga (P), Merce Echei , Patr Matth

Click on course 'CRN' to view course comments

Click on the box and select register

5104 Highlight All Match Case 1 of 1 match

## Step 15: Final confirmation

myRutgers Portal

[Rutgers School of Nur...](#)
[Student Report Library](#)
[Home - WNYC](#)
[Registration Lookup](#)
[Touchnet Login](#)
[e2 RUSON](#)
[Detailed Class Informa...](#)
[myRutgers Portal](#)
[BANNER](#)
[Qualtrics Survey Softw...](#)
[Registry - Rutgers Uni...](#)

[Add Content](#)
[Skins](#)
[More Options](#)

**Banner Self-Service**

**Personal Information**

- [View Address\(es\) and Phone\(s\)](#)
- [Update Address\(es\) and Phone\(s\)](#)
- [View E-mail Address\(es\)](#)
- [Update Marital Status](#)
- [View and Update Emergency Contacts](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)

**Employee Services**

- [Benefits and Deductions](#)
- [Pay Information](#)
- [Tax and Payroll Forms](#)
- [Electronic Personnel Action Form \(EPAF\)](#)
- [Current and Past Jobs](#)
- [Time Off Current Balances and History](#)

**Student Enrollment Services**

- [Registration](#)
- [Student Records](#)
- [Admissions](#)
- [Financial Aid](#)
- [Apply for Admission](#)
- [Class Schedule](#)

[Take a Survey](#)

The word "None" in the Action column means that no further action needs to be taken unless you wish to drop the course.

When all add/drops are completed, click Submit Changes.

Scroll through the page to review any error messages. Review your charges by clicking on Fee Assessment.

**Current Schedule**

Status	Action	CRN	Subj Crse	Sec Level	Cred Grade Mode	Title
**Web Registered** on Jun 14, 2016	None	13392	S145E 001		3.000 Normal	DISEASE PROCESSES & SYSTEMS

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Jun 14, 2016 12:58 pm

**Add Classes Worksheet**

CRNs

--	--	--	--	--	--	--	--	--	--

Submit Changes | Class Search | Reset

5100

[Highlight All](#)
[Match Case](#)
1 of 2 matches
Reached end of page, continued from top