

# Quick Reference Guide for



MyUpstate is Upstate Medical University's online student information system. By accessing MyUpstate, students may enroll in courses, update personal information, view academic records and account summaries. You may access MyUpstate from any computer by clicking **iPage** located on the Upstate website at <http://www.upstate.edu> and then click the MyUpstate link. **Or obtain direct access by typing <http://bannerweb.upstate.edu> in the address bar.**

## HOW TO LOG IN TO MY UPSTATE

- 1) Access MyUpstate at <http://bannerweb.upstate.edu>
- 2) Click the "Enter Secure Area" link.
- 3) Enter your User ID (use your Student ID Number OR Upstate email name) and PIN to log in to MyUpstate.
- 4) Click the Submit button.

**Please Note:** You will be prompted to change your PIN and complete a security question during the first login.

## RESET LOST OR FORGOTTEN PIN

- 1) Click the "Enter Secure Area" link.
- 2) Enter your User ID (use your Student ID Number OR Upstate email name).
- 3) Click the "Forgot PIN?" link.
- 4) Provide the correct answer to your security question and then click "Submit Answer".
- 5) Your PIN will be reset. Enter a different password that you will remember for the "New PIN". Then retype the new PIN.

**Please Note:** If you do not remember the answer to your security question, contact the IMT Help Desk at 464-4115 to reset your PIN. Once you have accessed MyUpstate, the reset PIN will expire immediately. To continue, enter the "Old PIN" (Reset PIN), create a different password that you will remember for the "New PIN", then retype new PIN.

## COMPLETE THE ONLINE REGISTRATION FORM

- 1) Click the "On-Line Registration Form" link located in the "Outstanding Tasks" section of the Main Menu.
- 2) Review "Personal Information" as well as update your Permanent Address if needed. Then click Continue.
  - o The Registrar's Office will review the residential information that you have supplied via the On-line Registration Form because updating your permanent address may have tuition ramifications. You will receive further notification if your permanent address cannot be updated as entered online.
- 3) Input your Mailing Address and complete sections concerning FERPA, Health Insurance and the Student Code of Conduct. Next click Continue.
- 4) Once you have successfully completed the Online Registration Form, you will receive a confirmation message that your registration is now complete.

**Please Note:** If you receive an error message, please correct the section prior to completing the remainder of the survey. Otherwise, you may need to click the "OnLine Registration Form" link again on the Main Menu to submit the corrections and successfully complete the Form. If you are unable to edit the information online, you must submit the corrections in writing with your signature to the Registrar's Office at Upstate Medical University, 155 Elizabeth Blackwell Street, Syracuse NY 13210 or by fax to (315) 464-8822.

## VIEW YOUR SCHEDULE OF CLASSES

- 1) Click the "Student Services" tab.
- 2) Click the "Course Enrollment" link.
  - A) **Detailed Schedule Format**
    - To view your schedule in additional detail, click "Student Detail Schedule"
    - Select the appropriate term from the drop down menu and click Submit to view your schedule.
  - B) **Weekly Format**
    - To view your schedule in a weekly format, click "Student Schedule by Day & Time."
    - To view additional weeks, enter a specific date in the "Go to (MM/DD/YYYY)" box and click Submit OR click the "Previous Week" and "Next Week" links.

## ENROLLMENT VERIFICATION CERTIFICATE

- 1) Click the "Student Services" tab.
- 2) Click the "National Student Clearinghouse" link.
- 3) Click the "Click here" link to access the National Clearinghouse page, which will cause a new window to emerge.
- 4) Select either "Current enrollment" or "All enrollment," and then click the "Obtain an enrollment certificate" link.
- 5) The National Student Clearinghouse Enrollment Verification Certificate will appear, which is printable.

## VIEW HOLDS

- 1) Click the "Student Services" tab.
- 2) Click the "Student Academic Information" link.
- 3) Next click "View Holds on your Student Record."

### VIEW COURSE OFFERINGS

- 1) Click the "Student Services" tab.
- 2) Click the "Class Search" link to look up course offerings and availability.
- 3) You may search by term OR by date range. Please select only one option. Then click Submit.
- 4) Next, use the selection options to search the class schedule for the desired term or date range. You may choose any combination of fields to narrow your search. Then click "Class Search" when your selection is complete.

### COURSE ENROLLMENT

- 1) Click the "Student Services" tab.
- 2) Click "Course Enrollment" from the Student Academic Information menu.
- 3) Then click "Course Enrollment" from the Course Enrollment and Schedule menu.
- 4) Select the appropriate term and click Submit.

**Please Note:** *College of Graduate Studies students must enter the semester specific Alternate Personal Identification Number prior to adding or dropping courses. Students may obtain their Alternate PIN by contacting the Graduate Studies Office. The Alternate PIN is for adding/dropping of courses only and does not replace your PIN to log into MyUpstate.*

### ADDING COURSES

- 1) To add a course, enter the Course Reference Number (CRN) in the "Add Classes Worksheet."
  - A) You may search for courses by clicking the "Class Search" button. To register for classes while viewing course offerings, check the box in front of the CRN and click "Register".
- 2) Click the "Submit Changes" button located at the bottom of the page once you have completed the worksheet.
- 3) If you have successfully enrolled in the class, the course will appear in the Current Schedule section. Otherwise, an error message will appear that will explain why you were unable to add the course.

### REMOVING COURSES

- 1) Courses may be dropped by using the options available in the Action field.
    - A) If no options are listed in the Action field, then the course may not be removed from your schedule online.
  - 2) Click the "Submit Changes" button located at the bottom of the page.
  - 3) The course will be removed from the Current Schedule section once you have successfully dropped the class.
- Please Note:** If you cannot add or drop courses via MyUpstate, the Registrar's Office will accept completed Add/Drop Forms that include the appropriate signatures. Please see the Academic Calendar to obtain course enrollment dates as well as deadlines pertaining to adding, dropping and withdrawing from courses. Late fees will also be charged for each add or withdrawal that occurs after the Add/Drop deadline. Additionally, enrollment in classes does not constitute registration. Consequently, you must pay your bill as well as complete the "On-Line Registration Form" via MyUpstate.

### CHANGE CREDIT HOURS FOR VARIABLE HOUR COURSES

- 1) Click the "Student Services" tab.
- 2) Click "Course Enrollment" from the Student Academic Information menu.
- 3) Click the "Change Credit Hours for Variable Hour Courses" link.
- 4) Update the Credit Hours field and then click "Submit Changes."

### VIEW MID-SEMESTER GRADES

- 1) Click the "Student Services" tab.
- 2) Click the "Student Academic Information" link.
- 3) Click the "Midterm Grades" link.
- 4) Select the current semester from the drop down menu and click Submit to view your mid-semester grades.

### VIEW FINAL GRADES

- 1) Click the "Student Services" tab.
- 2) Click the "Student Academic Information" link.
- 3) Click the "Final Grades" link.
- 4) Select the appropriate term from the drop down menu and click Submit to view your final grades.

### VIEW UNOFFICIAL TRANSCRIPT

- 1) Click the "Student Services" tab.
- 2) Click "Student Academic Information" link
- 3) Click the "Academic Transcript" link.
- 4) Select the transcript level and transcript type. Then click Submit to display the transcript.

### UPDATE MAILING ADDRESS AND PHONE NUMBER AFTER COMPLETING ONLINE REGISTRATION FORM

- 1) Click the "Personal Information" tab.
- 2) Click "View and Update Address(es) and Phone(s)."
- 3) To add or change information, click the "Update Address(es) and Phone(s)" link located at the bottom of the page.

**Please Note:** Entering overlapping dates may change the effective dates on existing address records.  
To update your permanent address, you will need to complete a Change of Address Form in the Registrar's Office.