

Quick Reference Guide for MyUpstate



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 <https://bannerweb.upstate.edu> in the address bar.**

HOW TO LOG IN TO MY UPSTATE

- 1) Access MyUpstate at <https://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: For your first login, your PIN is your birthdate as MMDDYY. You will then be prompted to change your PIN to a new password as well as complete a security question and answer should you forget your PIN in the future.

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 315-464-4115 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 (REGISTRATION SURVEY)

- 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, complete the section concerning FERPA, and affirm policies and procedures outlined in the Upstate Medical University Student Handbook. Then verify your emergency contact information. 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 / Registration Survey 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 CAB 203 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 Academic Information" tab.
- 2) Click the "Course Enrollment" link.
 - A) **Detailed Schedule Format**
 - To view your schedule in additional detail, click the "**Student Detail Schedule**" link
 - 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 the "**Student Schedule by Day & Time**" link.
 - 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 Academic Information" 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 Academic Information" tab.
- 2) Click the "Student Academic Information" link.
- 3) Next click "View Holds on your Student Record" link.

COURSE ENROLLMENT

- 1) Click the "Student Academic Information" 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.
- 5) **College of Graduate Studies students** must then enter the semester specific **Alternate PIN** prior to adding or dropping courses. Students obtain their Alternate PIN by contacting their College.

Please Note: The Alternate PIN is for adding/dropping of courses only and does not replace the PIN to log into MyUpstate.

ADDING COURSES

- A) To add a course, enter the 5 digit Course Reference Number (CRN) in the "Add Classes Worksheet."
 - You may search for courses by clicking the "Class Search" button. To register for a class while viewing course offerings, check the box next to the desired CRN and click "Register".
- B) Click the "Submit Changes" button located at the bottom of the page once you have completed the worksheet.
- C) 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

- A) In the Current Schedule section, drop a course by selecting the "Dropped" option available in the Action field menu.
 - If no options are listed in the Action field, then the course may not be removed from your schedule online.
- B) Click the "Submit Changes" button located at the bottom of the page.
- C) 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.

CLASS SEARCH

- 1) Click the "Student Academic Information" tab.
- 2) Click the "Course Offerings and Availability" link to search for classes.
- 3) You may search by Term OR by date range. Please select only one option. Then click Submit.
- 4) Click the "Advanced Search" button.
- 5) 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 "Section Search" when your selection is complete.
 - To enroll a course, check the box next to the desired Course Reference Number (CRN) and click "Register."
 - College of Graduate Studies students will then be required to enter the term specific Alternate PIN to enroll

CHANGE CREDIT HOURS FOR VARIABLE HOUR COURSES

- 1) Click the "Student Academic Information" 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 for the desired course and then click "Submit Changes" located at bottom of the page.

VIEW MID-SEMESTER GRADES

- 1) Click the "Student Academic Information" 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 Academic Information" tab.
- 2) Click the "Student Academic Information" link.
- 3) Click the "Final Grade detail for a Term" link.
- 4) Select the desired term from the drop down menu and click "Submit" to view your final grades.

VIEW UNOFFICIAL TRANSCRIPT

- 1) Click the "Student Academic Information" 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.
 - 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