

Course Enrollment Guide Using Alternate PINs



You may access MyUpstate from any computer by clicking **iPage** located on the Upstate Medical University website at <http://www.upstate.edu> and then click the MyUpstate link or type <https://bannerweb.upstate.edu> in the address line.

HOW TO LOG IN TO MYUPSTATE

1. Click "Enter Secure Area".
2. Enter your User ID and PIN to log in to MyUpstate.
 - a. **User ID:** Student ID Number (located on your ID card) **OR** your Upstate email name
 - b. **Initial Login PIN:** Your PIN is your birth date as a 6-digit code, in the form of MMDDYY. (For example, if your birth date is September 2, 1975, your PIN would be 090275.) You will then be required to change your PIN during the first login. For your initial login only, you will also be prompted to complete a security question after changing your PIN. The security question feature is available to help you access the system should you forget your PIN.

- c. **Forgot PIN:** Enter your User ID and then click the "Forgot PIN?" link. Provide the correct answer to your security question and click "Submit Answer". You will then be required to change your PIN. Enter a password that you will remember for the "New PIN". Then retype the new PIN as directed.

- i. If you do not remember the answer to your security question, contact the IMT Help Desk at helpdesk@upstate.edu or 315-464-4115 to have your PIN reset. Once you have accessed MyUpstate, the reset PIN will expire immediately. You will then be required to change your PIN to a new password.

VIEW HOLDS

1. Click the "Student Academic Information" tab.
2. Click the "Student Academic Information" link on the Student Academic Information menu.
3. Click "View Holds on your Student Record" link.
 - a. If a Hold appears on your record, you must resolve the Hold before you will be able to enroll in courses.

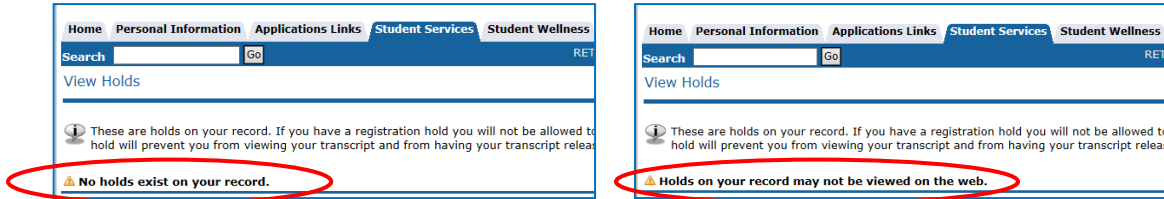
Hold Type	From Date	To Date	Amount	Reason	Originator Processes Affected
Admissions Hold	Jan 10, 2013	Dec 31, 2099		Final Transcript Degree Posted	Registration Accounts Receivable
Bursar Hold	Oct 29, 2012	Dec 31, 2099		Fall Tuition	Registration Transcripts Graduation Accounts Receivable Enrollment Verification
Registration Hold	Sep 17, 2012	Dec 31, 2099	\$40.00	Late Registration Fee	Registration Transcripts Graduation Grades Accounts Receivable Enrollment Verification Application Evaluation
Registrar Hold	Sep 17, 2012	Dec 31, 2099		Fall Registration Form	Registration Transcripts Graduation Accounts Receivable Enrollment Verification
Student Health Hold	Dec 05, 2012	Dec 31, 2099		Annual Health Assessment	Registration Transcripts Accounts Receivable Enrollment Verification

VIEW HOLDS (CONTINUED)

In order to resolve your Hold, please contact the appropriate office:

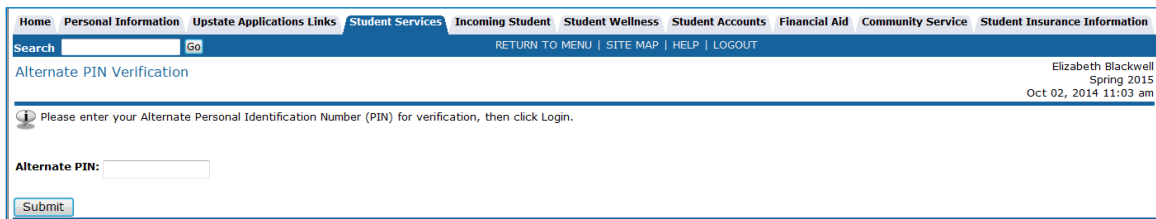
- **Admissions Hold** – Contact the Admissions & Financial Aid Office at 315-464-4570.
- **Bursar Hold** – Contact the Bursar’s Office at 315-464-5148.
- **Registrar and Registration Holds** – Contact the Registrar’s Office at 315-464-4604.
- **Student Health Hold** – Contact the Student Health Services Office at 315-464-5470.
- **Parking Hold** – Contact the Parking Office at 315-464-4801.

- b. If you **do not have any holds on your student record** that will impact online enrollment, you will either receive the message “No holds exist on your record.” or “Holds on your record may not be viewed on the web.”

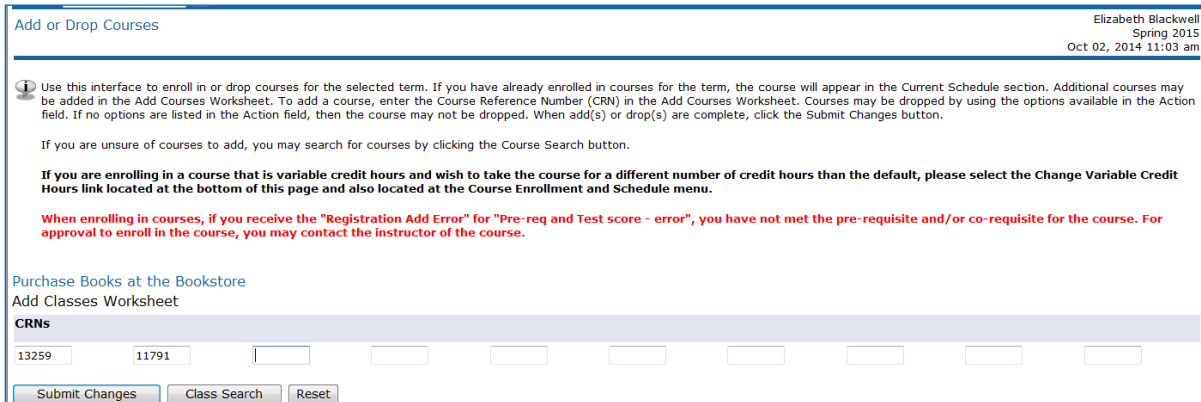


COURSE ENROLLMENT

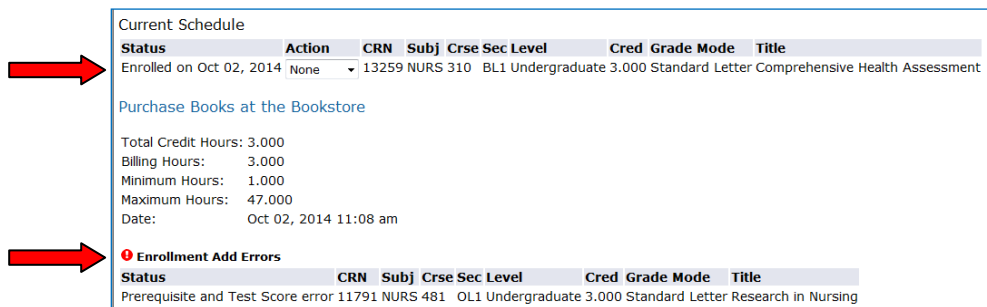
1. Click the “Student Academic Information” tab.
2. Click the “Course Enrollment” link from the Student Academic Information menu.
3. Then click the “Course Enrollment” link from the Course Enrollment and Schedule menu.
4. Select the appropriate term from the menu and click Submit.
5. Enter your **Alternate PIN** and then click Submit.



6. To add a course, enter the 5 digit Course Reference Number (CRN) in the “Add Classes Worksheet.”



7. Click the “Submit Changes” button located at the bottom of the page once you have completed the worksheet.
8. 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.

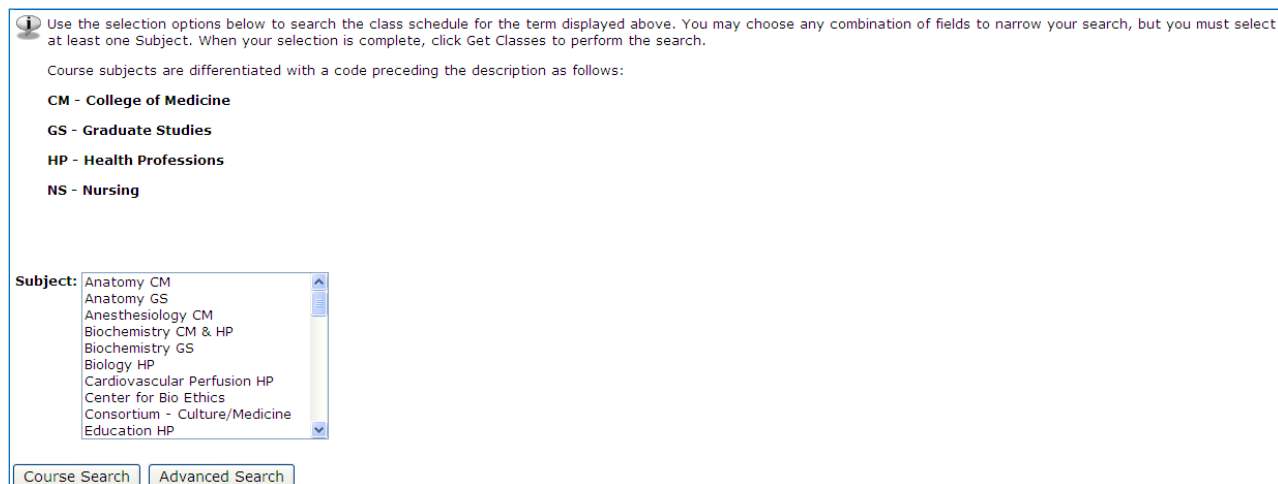


CLASS SEARCH

1. If you do not know the Course Reference Number (CRN), you may search for courses by clicking the "Class Search" button below the "Add Classes Worksheet."

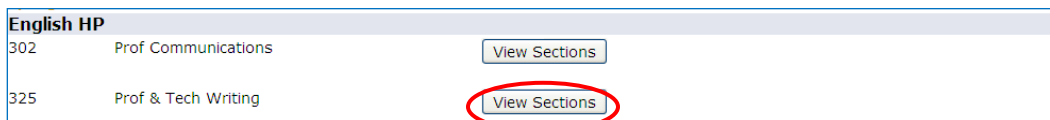


- You may also search for classes from the "Student Academic Information" tab. Click the "Course Offerings and Availability" link. Next, select the desired term from the drop down menu and click "Submit".

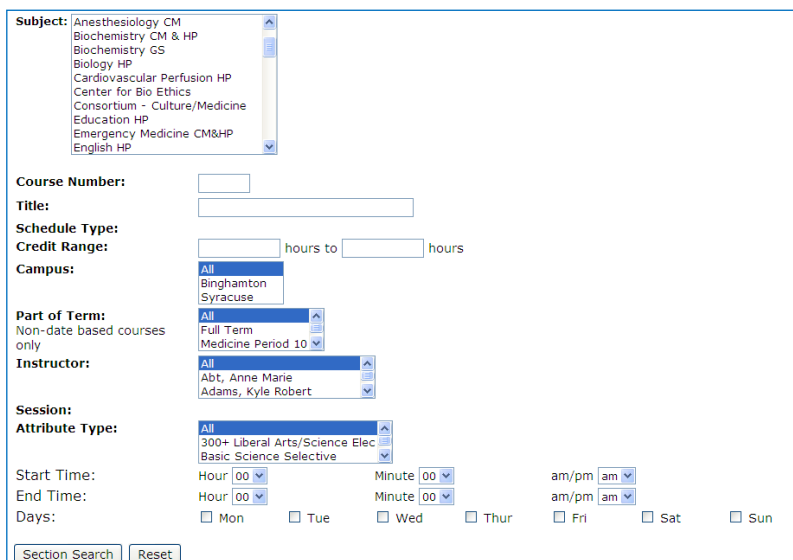


2. To search for course offerings and availability for the specified term, you may use either the "Course Search" or the "Advanced Search" options.

- **Course Search option**
 - i. Select a Subject from the drop down menu and then click the "Course Search" button.
 - ii. Click the "View Sections" button next to the course you would like to view for availability.



- **Advanced Search option**
 - i. Click the "Advanced Search" button.
 - ii. Use the selection options to search the class schedule. After selecting a Subject from the menu, you may choose any additional combination of fields to narrow your search. Then click "Section Search" at the bottom of the page when your selection is complete.



3. To register for classes while viewing course offerings, check the box next to the desired CRN and click "Register."
 - You will be directed to enter your **Alternate PIN**, if you have not yet provided it, and then click Submit.

CLASS SEARCH (CONTINUED)

Sections Found																
Nursing NS																
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	11790	NURS	387	BL1	S	3.000	Health Care Policy and Politics	T	09:00 am-11:50 am	40	0	40	Mara Kaufmann (P)	01/05-05/01	SETNOR 3509	
<input type="checkbox"/>	13526	NURS	387	BL2	S	3.000	Health Care Policy and Politics	T	04:00 pm-06:50 pm	40	0	40	Barbara Fero (P)	01/05-05/01	TBA	

4. If you have successfully enrolled in the class, the course will appear in the Current Schedule section.

Current Schedule										
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Enrolled on Oct 02, 2014	None	13259	NURS	310	BL1	Undergraduate	3.000	Standard	Letter	Comprehensive Health Assessment
Enrolled on Oct 02, 2014	None	13260	NURS	415	BL1	Undergraduate	3.000	Standard	Letter	Management in Nursing
Enrolled on Oct 02, 2014	None	11790	NURS	387	BL1	Undergraduate	3.000	Standard	Letter	Health Care Policy and Politics

DELETING COURSES FROM SCHEDULE

- Click the "Student Academic Information" tab.
- Click the "Course Enrollment" link from the Student Academic Information menu.
- Then click the "Course Enrollment" link from the Course Enrollment and Schedule menu.
 - Select term from the menu, if you have not previously selected a term while using MyUpstate, and click Submit.
 - Enter your **Alternate PIN**, if you have not yet provided it, and then click Submit.
- Courses may be dropped by selecting the "Dropped" option available in the Action field menu.

Current Schedule										
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Enrolled on Oct 02, 2014	None	13259	NURS	310	BL1	Undergraduate	3.000	Standard	Letter	Comprehensive Health Assessment
Enrolled on Oct 02, 2014	Dropped	13260	NURS	415	BL1	Undergraduate	3.000	Standard	Letter	Management in Nursing
Enrolled on Oct 02, 2014	None	11790	NURS	387	BL1	Undergraduate	3.000	Standard	Letter	Health Care Policy and Politics

- Then click the "Submit Changes" button located at the bottom of the page.
- The course will be removed from the Current Schedule section once you have successfully dropped the class.

Current Schedule										
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Enrolled on Oct 02, 2014	None	13259	NURS	310	BL1	Undergraduate	3.000	Standard	Letter	Comprehensive Health Assessment
Enrolled on Oct 02, 2014	None	11790	NURS	387	BL1	Undergraduate	3.000	Standard	Letter	Health Care Policy and Politics

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Total Credit Hours: 6.000
 Billing Hours: 6.000
 Minimum Hours: 1.000
 Maximum Hours: 47.000
 Date: Oct 02, 2014 11:25 am

Please Note: If no options are listed in the Action field or you receive a message that you are not permitted to register at this time, the course may not be removed from your schedule via MyUpstate. To remove the course(s) from your schedule, the Registrar's Office will accept a completed Add/Drop Form that includes the appropriate signatures. Please see the Academic Calendar concerning Add/Drop deadlines.

VIEW SCHEDULE OF CLASSES

- Click the "Student Academic Information" tab.
- Click the "Course Enrollment" link.
- Click the "Student Detail Schedule" link.
- Select the term from the menu, if you have not previously selected a term while using MyUpstate, and click Submit to view your schedule.

SELECT DIFFERENT TERM

- To view information and/or enroll in courses for a different semester than first selected, click the "Student Academic Information" tab.
- Click the "Course Enrollment" link
- Click the "Select a Term of Fall, Spring or Summer" link.
- Click the new desired semester from the drop down menu and then click "Submit".
- Click the "Student Academic Information" tab again to then access information for the newly selected term.