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. <u>Initial Login PIN</u>: 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. <u>For your initial login only</u>, 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.

Login Verification Change PIN	${igoplus}$ Please enter your new Security Question and Answer and click Submit.
😵 Your PIN has expired. Please change it now	Please Confirm your Pin:
	Question: Not Selected
Re-enter Old PIN:	Answer:
New PIN:	OR
Re-enter new PIN:	Question:
	Answer:
Login	Submit Reset

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.

	Security Answer
User ID: 133221132	${oldsymbol P}$ Please provide the correct answer to your security question and then click Submit Answer.
PIN:	You will then be asked to enter a new PIN for future access.
	User ID: 133221132
Login Forgot PIN?	Question: what is your mother's maiden name Answer:
	Submit Answer Reset

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.

View Holds				Elizabeth Blackwei Feb 21, 2013 03:39 pr
				e allowed to register or add or drop courses. If you have a grades hold you will not be allowed to ript and from having your transcript released to a third party.
Administrative H	olds			
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."

Home Personal Information Applications Links Student Services Student Wellness	Home Personal Information Applications Links Student Services Student Wellness
Search Go RET	Search Go RET
View Holds	View Holds
These are holds on your record. If you have a registration hold you will not be allowed to hold will prevent you from viewing your transcript and from having your transcript releas A No holds exist on your record.	These are holds on your record. If you have a registration hold you will not be allowed to hold will prevent you from viewing your transcript and from having your transcript released holds on your record may not be viewed on the web.

COURSE ENROLLMENT

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

н	ome	Personal Information	Upstate Applications Links	Student Services	Incoming Student	Student Wellness	Student Accounts	Financial Aid	Community Service	Student Insurance Information
Se	arch		Go		RETURN TO	MENU SITE MAP	HELP LOGOUT			
A	terna	te PIN Verification	n							Elizabeth Blackwell Spring 2015 Oct 02, 2014 11:03 am
9	Plea	ise enter your Alternat	e Personal Identification Nun	nber (PIN) for verific	ation, then click Lo	gin.				
A	terna	te PIN:								
	Submit	:								

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

Add or Drop Courses	Elizabeth Blackw Spring 201 Oct 02, 2014 11:03 a
	in courses for the term, the course will appear in the Current Schedule section. Additional courses may RNI) in the Add Courses Worksheet. Courses may be dropped by using the options available in the Action s) or drop(s) are complete, click the Submit Changes button.
If you are unsure of courses to add, you may search for courses by clicking the Course Search but	utton.
If you are enrolling in a course that is variable credit hours and wish to take the course for	r a different number of credit hours than the default, please select the Change Variable Credit
Hours link located at the bottom of this page and also located at the Course Enrollment ar	nd Schedule menu.
When enrolling in courses, if you receive the "Registration Add Error" for "Pre-req and Tes approval to enroll in the course, you may contact the instructor of the course.	t score - error", you have not met the pre-requisite and/or co-requisite for the course. For
Purchase Books at the Bookstore Add Classes Worksheet	
CRNs	
13259 11791	
Submit Changes Class Search Reset	

- 7. Click the "Submit Changes" button located at the bottom of the page once you have completed the worksheet.
- If you have successfully enrolled in the class, the course will appear in the Current Schedule section. Otherwise, an 8. error message will appear that will explain why you were unable to add the course.

		tion	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title	
Enrolled on Oct 0	2, 2014 No	one 🔻	13259	NURS	310	BL1 Undergradua	te 3.000) Standard Lette	r Comprehensive	Health As
Purchase Books	at the B	ookstore	9							
Total Credit Hours	s: 3.000									
Billing Hours:	3.000									
Minimum Hours:	1.000									
Maximum Hours:	47.000									
Date:	Oct 02, 2	2014 11:	08 am							

	CLASS SEARCH	
1.	f you do not know the Course Reference Number (CRN), you may search for courses by clicking the "Class	s Search"
	putton below the "Add Classes Worksheet."	
	Submit Changes Class Search Reset	
	• You may also search for classes from the "Student Academic Information" tab. Click the "Course Offer	rings and
	Availability" link. Next, select the desired term from the drop down menu and click "Submit".	
	Duse the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Get Classes to perform the search.	
	Course subjects are differentiated with a code preceding the description as follows:	
	CM - College of Medicine	
	GS - Graduate Studies	
	HP - Health Professions	
	NS - Nursing	
	Subject: Anatomy CM Anatomy GS Anesthesiology CM Biochemistry CM & HP	
	Biochemistry GS Biology HP Cardiovascular Perfusion HP Center for Bio Ethics	
	Consortium - Culture/Medicine	
	Course Coards Advanced Coards	

- 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.

English	НР		
302	Prof Communications	View Sections	
325	Prof & Tech Writing	View Sections	

• 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.

Subject: Anesthesiology CM	^						
Biochemistry CM &							
Biochemistry GS							
Biology HP Cardiovascular Per	iusion HR						
Center for Bio Ethio							
Consortium - Cultu	re/Medicine						
Education HP							
Emergency Medicin	e CM&HP						
English HP	<u>×</u>						
Course Number:							
Title:							
Schedule Type:							
Credit Range:	ho	urs to	hou	irs			
Campus:	All						
	Binghamton						
	Syracuse						
Part of Term:	All Full Term	^					
Non-date based courses only	Medicine Period 1						
Instructor:	All	×	1				
Instructor:	Abt, Anne Marie						
	Adams, Kyle Robe	ert 💌					
Session:							
Attribute Type:	All		~				
	300+ Liberal Arts						
	Basic Science Sel	lective	*	_		_	
Start Time:	Hour 00 💌		Minute 00 🛩	•	am/pm am 🖻	-	
End Time:	Hour 00 💌		Minute 00 🛩		am/pm 🛛 am 🖻	-	
Days:	Mon 🗌	Tue	Wed	Thur	🗌 Fri	Sat	🗌 Sun
Section Search Reset							

- 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)

Section	is Four	nd															
Nursin	g NS																
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title		Days	Time	Сар	Act	Rem	Instructor	Date (MM/DD)	Location	Attribut
V	11790	NURS	387	BL1	S	3.000	Health Care P	Policy and Politics	т	09:00 am-11:50 am	40	0	40	Mara Kaufmann (P)	01/05-05/01	SETNOR 3509	
	13526	NURS	387	BL2	S	3.000	Health Care P	Policy and Politics	т	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 -	1325	9 NURS	310	BL1	Undergraduate	3.000	Standard Letter	Comprehensive Health Assessment	
	Enrolled on Oct 02, 2014	None -	1326	0 NURS	415	BL1	Undergraduate	3.000	Standard Letter	Management in Nursing	
۰	Enrolled on Oct 02, 2014	None •	1179	0 NURS	387	BL1	Undergraduate	3.000	Standard Letter	Health Care Policy and Politics	

DELETING COURSES FROM SCHEDULE

- 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.
 - a. Select term from the menu, if you have not previously selected a term while using MyUpstate, and click Submit.
 - b. Enter your **Alternate PIN**, if you have not yet provided it, and then click Submit.
- 4. Courses may be dropped by selecting the "Dropped" option available in the Action field menu.

Current Schedule										
Status	Action	N	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Enrolled on Oct 02, 20	4 None	-	3259	NURS	310	BL1	Undergraduate	3.000	Standard Letter	Comprehensive Health Assessm
Enrolled on Oct 02, 201	4 Dropped	•	3260	NURS	415	BL1	Undergraduate	3.000	Standard Letter	Management in Nursing
Enrolled on Oct 02, 201	None	/ 1	1790	NURS	387	BL1	Undergraduate	3.000	Standard Letter	Health Care Policy and Politics

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

Status		Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Enrolled on Oct 02,	2014	None	 1325 	9 NURS	310	BL1 Undergradu	ate 3.000	Standard Letter	Comprehensive Health Assessmer
Enrolled on Oct 02,	2014	None	1179	0 NURS	387	BL1 Undergradu	ate 3.000	Standard Letter	Health Care Policy and Politics
Purchase Books a		Booksto	re						
		Booksto	re						
Total Credit Hours: (Booksto	ire						
Total Credit Hours:	6.000	Booksto	ire						
Total Credit Hours: (Billing Hours: (Minimum Hours:	6.000 6.000		ire						

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

- 1. Click the "Student Academic Information" tab.
- 2. Click the "Course Enrollment" link.
- 3. Click the "Student Detail Schedule" link.
- 4. 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

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