**Quick Reference Card - Basic**

**Add Courses**

**Process:** Courses may be added to a student’s schedule either through the Quick Registration or through Course Search. Steps for both types of booking are provided in this Quick Reference Card.

| Role: Authorized Personnel | Frequency: When Needed |

BEGINNING

Go to the **Welcome to myUK** web page [http://myuk.uky.edu/](http://myuk.uky.edu/)

**myUK PORTAL**

Enter your Link Blue **User ID**

Enter your **Password**

Click on the **Sign on** button

**Welcome to myUK**

Use your link blue ID to Sign On to this portal.

| User ID: myUserID | Password: ************** |

**myUK HOME PAGE**

Click on the **Student Administration** tab (Your webpage may look different based on your roles in the system)

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QRC Add Courses v2

myHelp Website: [http://myhelp.uky.edu/rwd/HTML/index.html](http://myhelp.uky.edu/rwd/HTML/index.html)
STUDENT ADMINISTRATION

Click on Advising Services

Click on the Registration folder in the Detailed Navigation area

ADMIN BOOKING

In the Search for a student box, enter either the student’s Username, Last Name, First Name, and/or Student Number

Click on the Search button

In the Select a Year/Term field, select the appropriate Academic Year and Term

Note: This field will default to the most current academic year and term
If the student is currently booked into courses, the schedule will be displayed.

**ADDING VIA QUICKBOOK**

Using the **Quick Registration** section, enter the following information for up to 5 courses:

- **Course Subject**: Enter the courses 2- or 3-digit course subject; for example, ENG for English. As you type, a drop-down menu will appear, you may select from the list or continue typing the course subject.

- **Course Number**: Enter the 3-digit course number; for example, 101.

- **Section Number**: Enter the 3-digit course section number; for example, 003.

- **Grade Option**: Use the **Drop-down** icon in the **Grade Option** field to select the appropriate type of grade, such as Normal, Pass/Fail, or Audit (Normal is relevant to the course; if the course is a Letter Grade course, Normal is Letter Grade; if the course is a Pass/Fail course, Normal is Pass/Fail).
Click on the **Add Courses** button to add the classes to the student’s schedule.

When you add a course, the system may display a **Processing** box to let you know it is processing your request.

When the system has finished, a message will be displayed letting you know if the process was successful or unsuccessful.

The course or courses will be displayed in the student’s schedule.

**ADD VIA COURSE SEARCH**

In the **Search for a student** box, enter either the student’s **Username**, **Last Name**, **First Name**, and/or **Student Number**.
Click on the **Search** button

In the **Select a Year/Term** field, select the appropriate Academic Year and Term

**Note:** This field will default to the most current academic year and term

If the student is currently booked into courses, the schedule will be displayed

Click on the **Class Search** tab

**Search Classes**

Enter either the Course Subject, the Course Subject & Number, or a part of the course title
Click on the **Go** button or press **Enter**

To select the course, click on the **Course Subject/Number** link; for example ECO 201

When the list of course sections displays, click on the **Add** button to the left of the section you want to add

The course will be added to the student’s schedule