Process: Students are booked into courses using the Student Administration section on the myUK portal.	
Role: Authorized Personnel	**Frequency:** When Needed

BEGINNING	
Go to the **Welcome to myUK** web page	http://myuk.uky.edu/

myUK PORTAL	
Enter your Link Blue **User ID**	Welcome to myUK Use your link blue ID to Sign On to this portal. User ID: myUserID Password:
Enter your **Password**	User ID: myUserID Password: •••••••••••• Sign On
Click on the **Sign on** button	User ID: myUserID Password: •••••••••••• Sign On

myUK HOME PAGE	
Click on the **Student Administration** tab (Your webpage may look different based on your roles in the system)	myUK Launch Pad Student Services Student Administration IRIS Systems

STUDENT ADMINISTRATION	
Click on **Advising Services**	*(screenshot: Student Administration navigation with Advising Services highlighted)*
Click on the **Registration** folder in the **Detailed Navigation** area	*(screenshot: Advising Services Overview — Advising Services Overview, Advisee Record, Unofficial Transcript, Historical Course Changes, Registration, Print Student Schedule)*
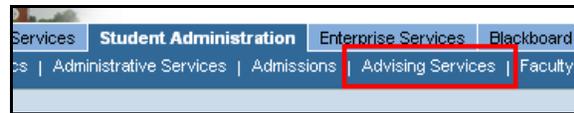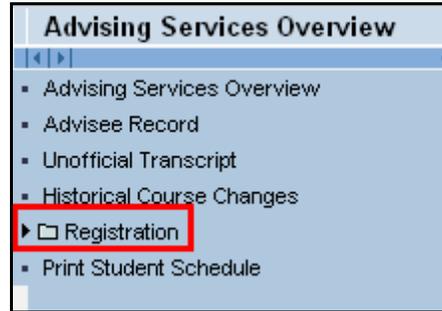
BOOKING VIA COURSE SEARCH	
In the **Search for a student** box, enter either the student's **Username**, **Last Name**, **First Name**, and/or **Student Number**	*(screenshot: Search for a student — Username, Last Name, First Name, Student Number: 10029591, Search)*
Click on the **Search** button	*(screenshot: First Name, Student Number: 10029591, Search button highlighted)*
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	*(screenshot: Current Student: Mielke, Ann () - UKID# 10029591. Open Student Selection / Close. Select a Year / Term: Acad Year 2008-2009, Fall Semester Aug-2008)*
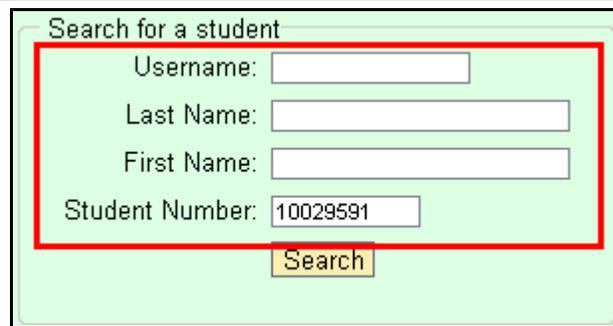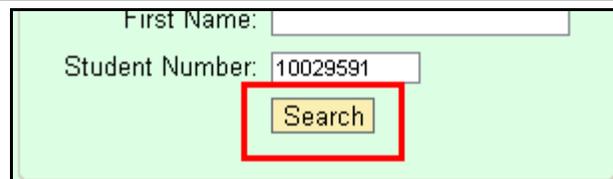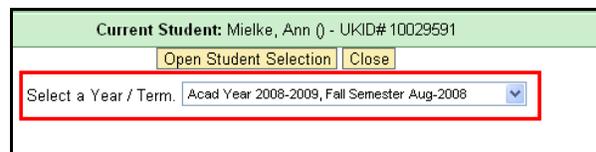
If the student is currently booked into courses, the schedule will be displayed	Current Student: Mielke, Ann () - UKID# 10029591 [Open Student Selection] [Close] Select a Year / Term: Acad Year 2008-2009, Fall Semester Aug-2008 **Ann Mielke** is registered for these courses. Drop / Class / Hours / Grading Type / Meeting Times / Status COM 181 Section 001 BASIC PUBLIC SPEAKING / 3.0 / Normal (Change) / MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB) / Enrolled 04/28/2008 11:23 am Drop / 3.0 / Show History
Click on the **Class Search** tab	Quick Registration / Class Search Course Subject / Course Number / Section Number / Grade Option Normal / Normal / Normal / Normal / Normal
Search Classes Quick Registration / Class Search Search classes: ECO 201 [Go] e.g., "ENG 101" or "English"	Enter either the Course Subject, the Course Subject & Number, or a part of the course title
Click on the **Go** button or press **Enter**	Quick Registration / Class Search Search classes: ECO 201 [Go] e.g., "ENG 101" or "English"
To select the course, click on the **Course Subject/Number** link; for example ECO 201	Search classes: ECO 201 [Go] e.g., "ENG 101" or "English" ECO 201 PRINCIPLES OF ECO I

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	