Quick Reference Card - Basic Course Search Booking



| Process: | Students are booked into courses using the Student Administration | |
|------------|---|--|
| section on | he 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 <u>link blue</u> 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) | Launch Pad Student Services Student Administration IRIS Systems |



STUDENT ADMINISTRATION Services Student Administration Enterprise Services Blackboard Click on Advising Services s | Administrative Services | Admissions | Advising Services | Faculty Advising Services Overview Advising Services Overview Advisee Record Click on the **Registration** folder in the Unofficial Transcript Detailed Navigation area Historical Course Changes E Registration Print Student Schedule **BOOKING VIA COURSE SEARCH** Search for a student-Username: Last Name: In the **Search for a student** box, enter either the student's Username, Last First Name: Name, First Name, and/or Student Student Number: 10029591 Number Search First Name: Student Number: 10029591 Click on the Search button Search In the Select a Year/Term field, select the appropriate Academic Year and Term Current Student: Mielke, Ann () - UKID# 10029591 Open Student Selection Close Select a Year / Term. Acad Year 2008-2009, Fall Semester Aug-2008 ~ Note: This field will default to the most current academic year and term

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Quick Reference Card - Basic Course Search Booking



| 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. Aced Year 2008-2009, Fal Senester Aug-2008 More Selection Ann Mielke is registered for these courses. Drop Class Hours Grading Type Meeting Times Status COM 181 Section 001 3.0 Normal (Chanad) (Funkhouser Biological Scien-Rm.308B-FB) 0428/2008 11:23 am Terep 3.0 |
|---|--|
| Click on the Class Search tab | Ouick Registration Class Search Course Subject Course Number Section Number Grade Option V Normal V Normal V Normal V V Normal V |
| Quick Registration Class Search | Enter either the Course Subject, the Course |
| ECO 201 e.g., "ENG 101" or "English" | Subject & Number, or a part of the course title |
| | Quick Registration Class Search |
| Click on the Go button or press Enter | Search classes: ECO 201 e.g., "ENG 101" or "Englisn |
| To select the course, click on the Course | ECO 201 ECO 101" or "English" |
| Subject/Number link; for example ECO 201 | ECO 201 PRINCIPLES OF ECO I |

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Quick Reference Card - Basic Course Search Booking



| | Course Hours Instructor |
|--|--|
| When the list of course sections displays, | Add ECO 201 Section 001 3.0 Anthony H Lawson |
| click on the Add button to the left of the | Add ECO 201 Section 002 3.0 Anthony H Lawson |
| section you want to add | Add ECO 201 Section 003 3.0 Aaron Joseph Steem; |
| | Add ECO 201 Section 004 3.0 Carlotta Maria Bolder |
| | Add ECO 201 Section 005 3.0 Aaron Joseph Steem; |
| | |
| | |
| | Course ✓ ECO 201 Section 001 addwaitlist complete. (1.83 seconds) |
| The course will be added to the student's | Ann Mielke is registered for these courses. |
| schedule | Drop Class Hours Grading Type Meeting Times Status |
| | BASIC PUBLIC SPEAKING 3.0 Normal (<u>change</u>) (Funkhouser Biological Scien-Rm.306B-FB) 04/28/2008 11:23 a |
| | WRITENG AN ACCEL FRATED FOLINDATIONAL CRS 4.0 Normal (change) (Funkhouser Richards) Sciencem B13-FR) 04/28/2008 12:48 on |
| | PRINCIPLES OF ECO I 3.0 Normal (<u>Change</u>) (Business and Economics Bildg-Rm.305-BE) 04/28/2008 1:13 pm |
| | Drop 10.0 Show History |