

Quick Reference Card - Basic
Quick Book Students



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
 Password

Enter your **Password**

User ID
 Password

Sign On

Click on the **Sign on** button

User ID
 Password

Sign On

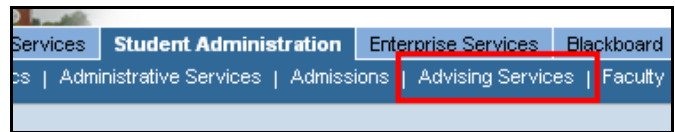
myUK HOME PAGE

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

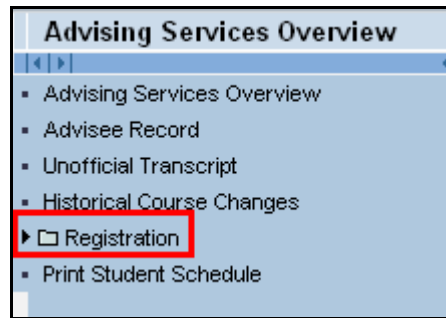


STUDENT ADMINISTRATION

Click on **Advising Services**

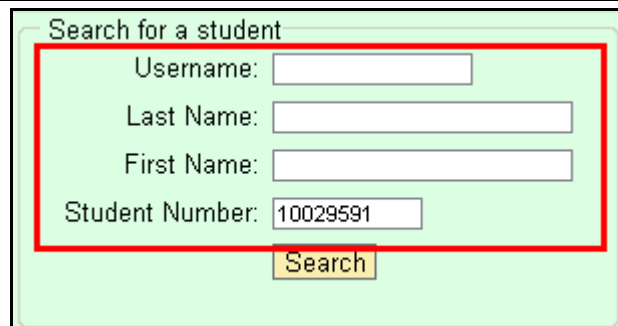


Click on the **Registration** folder in the **Detailed Navigation** area

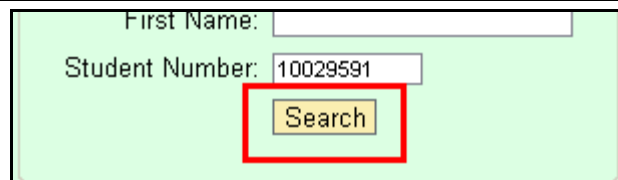


ADMIN BOOKING

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

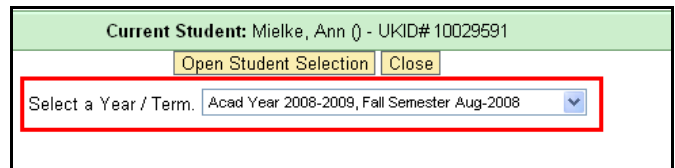


Click on the **Search** button



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

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
<input type="checkbox"/>	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
<input type="checkbox"/>		3.0			

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

Quick Registration | Class Search

Course Subject	Course Number	Section Number	Grade Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>

Add Courses

Course Subject

Course Subject	Course Number	Section Number	Grade Option
Eng <input type="button" value="v"/>	104	001	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>

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

Course Subject	Course Number	Section Number	Grade Option
Eng <input type="button" value="v"/>	104	001	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>

Enter the 3-digit course number; for example, 101

Section Number

Course Subject	Course Number	Section Number	Grade Option
Eng <input type="button" value="v"/>	104	001	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>

Enter the 3-digit course section number; for example, 003

Grade Option

Course Subject	Course Number	Section Number	Grade Option
Eng <input type="button" value="v"/>	104	001	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>

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

Course Subject	Course Number	Section Number	Grade Option
Eng ▼	104	001	Normal ▼
▼			Normal ▼
▼			Normal ▼
▼			Normal ▼
▼			Normal ▼
▼			Normal ▼

Add Courses

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



Processing...

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

Course

✓ ENG 104 Section 001 add/waitlist complete.

(3.08 seconds)

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

Ann Mielke is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	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 11:02 am
<input type="checkbox"/>	ENG 104 Section 001 WRITING:AN ACCELERATED FOUNDATIONAL CRS	4.0	Normal (Change)	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.B13-FB)	Enrolled 04/28/2008 12:48 pm
<input type="button" value="Drop"/>		7.0			<input type="button" value="Show History"/>