



Guide to Enabling Online Registration in Faculty Portal

PURPOSE: This guide details the steps needed to enable student online registration in the faculty portal.

PROCEDURE:

- A. Meet with student for advisement and assist student with selecting courses for the semester.
- B. Sign registration card to ensure that student has backup in case of online registration problems and/or student wants to register for course outside curriculum
- C. Go to Faculty Portal login page at <https://efaculty.clinton.edu/login.asp>
- D. **IMPORTANT:** Update term to the term for which the student wishes to register (i.e. Spring 2013).
- E. Login with user id and password
- F. On left-hand side of homepage, click 'Stop Registration'
- G. This will bring up a list of all of your advisees for the semester listed above. It should look like the following:

Sean Dermody Current term: FA-12 (change) Edit Address My Stats Change Password Logout	Stop Registration								
Faculty Portal	Select all: <input type="checkbox"/>								
Home	Advisees								
My Students	<table border="1"><thead><tr><th>Stop Registration</th><th>Student Name</th><th>Student ID</th><th>Student Type</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Testy, Test</td><td>C0000037326</td><td>Stop Registration Enabled by dermsb on 10/9/2012 3:24:19 PM</td></tr></tbody></table>	Stop Registration	Student Name	Student ID	Student Type	<input checked="" type="checkbox"/>	Testy, Test	C0000037326	Stop Registration Enabled by dermsb on 10/9/2012 3:24:19 PM
Stop Registration	Student Name	Student ID	Student Type						
<input checked="" type="checkbox"/>	Testy, Test	C0000037326	Stop Registration Enabled by dermsb on 10/9/2012 3:24:19 PM						
My Schedule	Total Students: 1								
Registration	Save								
Course Offering									
Course Master									
Degree Information									
Stop Registration									
Registration									
Academic									
Class Roster									
Directory									
Email Students									
Faculty Contact									
Course Management									
My Courses									

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Please note: If a particular advisee does not show up in your list, make sure that you are in the correct term. If you are in the correct term and you still do not have a student, contact the Registrar's Office. Please note: If you are a department chair and/or program coordinator, the Registrar's

Office can give you access to a program that lets you enable the registration for any student in your program. See the Guide for Enabling Online Registration in Reports Manager for more information.

- H. To enable student registration, first uncheck the box next to the student's name.
- I. Then, scroll to the bottom of the page and click, 'Save'. You should get a message that the information is being saved. Your page should refresh and appear as follows:

Sean Dermody
 Current term: FA-12 ([change](#))
[Edit Address](#) | [My Stats](#)
[Change Password](#) | [Logout](#)

Faculty Portal

Home
 My Students
 My Schedule

Registration

Course Offering
 Course Master
 Degree Information
 Stop Registration
 Registration

Academic

Class Roster
 Directory
 Email Students
 Faculty Contact

Course Management

My Courses

Stop Registration

Select all:

Advisees			
Stop Registration	Student Name	Student ID	Student Type
<input type="checkbox"/>	Testy, Test	C0000037326	Stop Registration Disabled by dermsb on 10/9/2012 4:15:26 PM

Total Students: 1

[Save](#)

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- J. You will notice that the stop registration box is not unchecked next to the student. The note on the right has also been updated to state that Stop Registration has been disabled, the user code of the individual who lifted it, and the time it was lifted. *The student's account has been enabled and he or she will be eligible to register once registration begins.*
- K. OPTIONAL: If the student is registering for multiple terms (i.e. spring and summer), you will need to follow these steps:
 - L. Click 'Change Term' at the top of the screen
 - M. Choose the other term for which the student wants to register on the scroll bar.
 - N. Follow steps F-J on the procedure above.

PROCEDURE ENDS

QUESTIONS: Should you have any questions regarding this procedure, please contact the Registrar's Office at (518) 562-4124.