REGISTER FOR CLASSES

Open up a web browser and navigate to [https://www.ohsu.edu/education/student-self-service](https://www.ohsu.edu/education/student-self-service) and select Current Students if you have OHSU network credentials or select Alumni Former & Future Students if you have not received your network credentials yet.
After logging in, you should see one of the menus presented below.

Current Students with OHSU network credentials will see:

Future Students logging in with UID and PIN will see:

Student Services

- Registration & Degree Requirements
  - Registration and Fees
  - Degree Audit
  - Apply for Graduation
  - Visit Graduation Application
  - Transcript Request

Academic Records

- View Grades
  - View Grade History
  - View your Grades
  - Display your grades
  - Access your transcript
  - Order transcripts

Student Account Receivable

- Pay Bill
  - Account Information and Pay Fees
  - Account Department
  - Payment History
  - Pay Tuition
  - Direct Deposit
  - Tax Information

Financial Aid

- Financial Aid
  - Financial Aid Status
  - Financial Aid Eligibility
  - Financial Aid Awards
  - Financial Aid Application

Personal Information and Other

- Personal Information
  - Personal Information
  - OHSU Alert Access
  - Change Legal Name or SSN
  - OHSU Password
  - Student Health Insurance Information

Portland campus based students only:

Please navigate to “Personal Information,” then select “View / Update OHSU Alert Text Number” and provide a text-enabled cell phone. In case of campus emergency, a text message will be sent to this number.

Student Services

- Register for classes (School of Medicine Graduate Programs, School of Nursing and School of Public Health only)
- Display your schedule
- View your grades
- Access your transcript
- Order transcripts
- View your E-Bill(s) and make payment on-line
- View your 1098-T information
- DegreeWorks (Degree audit tool)
- Apply to Graduate

Personal Information

- Update your OHSU Alert text messaging device settings [Students only]
- Change PIN and security question
- View and change/insert your address(es), phone number(s) and email address(es) [Students only]
- View name change and social security number change information [Students only]
- View and change Race and Ethnicity Information

RELEASE: 8.9C

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Current students with network credentials will select Registration Home from the Registration & Degree Requirements Menu to proceed to Registration.

Future students logging in with UID and PIN will select Student Services and then select Registration (students using User ID and PIN to login) to proceed to the Registration Home. Users logging in with a UID and PIN may have to authenticate (log in) again during this process.

**Current students** with an OHSU Network Account (logging in with @ohsu.edu email)

**Registration & Degree Requirements**
- Registration Home
- Degree Audit
- Apply to Graduate
- View Graduation Application
- Textbook Listing

**Student Services**
- Register for classes (School of Medicine Graduate Programs, School of Nursing and School of Public Health only)
- Display your schedule
- View your holds
- Display your grades
- Order transcripts
- Review charges, view E-Bill(s) and make payment on-line
- View your 1098-T information
- DegreeWorks (Degree audit tool)
- Apply to Graduate
Registration (students using User ID and PIN to login)

- Reminder: Student Health Insurance Waivers must be applied for annually by the deadlines defined on the Student Health website.
- Go to the OHSU Textbook List to view required materials for classes
- Display your class schedule
- Register, add or drop classes
- Select credits on variable credit classes

Student Records

- View your holds
- Display your grades
- Order official transcripts
- Review charges and payments

Banner®

Enter your Student or Faculty User ID (U000XXXXX) and PIN then click Sign In to continue. When finished, exit and close the browser to protect your privacy.

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After completing the steps above, you should be presented with the registration menu. Here you can review any registration holds or check on your registration status, browse classes offered for the upcoming term, browse the course catalog, add/drop classes or view your past schedules & ungraded classes. This menu is the same for users with Network Credentials and users with UID and PIN.
To register, select Add/Drop Classes and then select the term you would like to register for.
You can search for classes by subject, course number, keyword or campus. You can also select advanced search for more search options.

**Enter Your Search Criteria**

Term: Spring 2020

- Subject: 
- Course Number: 
- Keyword: 
- Campus: 

Search  Clear  Advanced Search
The results of your search will be presented to you. After browsing through your results, Select the add button on the far right to add the class to your summary.
Review your classes in the Summary section. You can also preview your class schedule as well. If everything looks in order, select Submit to register for your classes.
Search by CRN

If you know the CRN for the course you would like to register for, you can select Enter CRN to find specific courses and add them to your schedule for the term. Add the CRN to the CRN field and press the Add to Summary button. The entered course will then be added to the Summary section as pending. You will need to select the Submit button to finalize the registration.

The course status will change to a green Registered flag when registration is complete:
VARIABLE CREDITS

When registering for a variable credit class, there is an extra step you will need to complete to register for the correct amount of credits. Typical variable credit courses include: Research, Thesis, etc.

You will know the course is variable credit because there will be a range in the Hours column of the course listing/search result:

After registering for the course, the hours in the summary section defaults to the minimum value available for the course.

If you need to increase the amount of credits you will need to select the Schedule and Options tab at the top of the course search pane:
To adjust the amount of hours for the course, select the number in the hours column, enter the correct amount of credits and then select the submit button at the bottom of the page:
You should see a “Save Successful” message in the upper right-hand corner of the screen. The hours in the summary should also reflect the new credit amount:
EXPORT SCHEDULE

After registering for all of your classes for the term you have the ability to email your schedule to yourself or to anyone you want to have your schedule information.

Go to the Schedule and Options section after completing your registration:

Click on the envelope icon and a menu will open up to allow you to enter email addresses for whoever you would like to send your schedule to. By default, you are selected as a recipient. After entering all desired recipients, select Send.
VIEW AND PAY YOUR BILL

After Logging in you should see the one of the menus presented below.

<table>
<thead>
<tr>
<th>Current Students with OHSU network credentials will see:</th>
<th>Future Students logging in with UID and PIN will see:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Services</strong></td>
<td><strong>Personal Information</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Personal Information</strong></td>
</tr>
</tbody>
</table>

**Student Services**

- **Registration & Degree Requirements**
  - Registration Info
  - Degree Audit
  - Apply to Graduate
  - View Graduation Application
  - Transcript

- **Academic Records**
  - View Degree
  - View Unofficial Transcript
  - View Official Transcripts

- **Student Account Receivable**
  - Account Information and Pay Now
  - Account Details for Pay Now
  - Statement and Payment History
  - Direct Deposit
  - Tax Information

- **Financial Aid**
  - Financial Aid Status
  - Financial Aid Eligibility
  - Financial Aid Award and Disbursement
  - Financial Aid Website

<table>
<thead>
<tr>
<th><strong>Personal Information and Other</strong></th>
<th><strong>Personal Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Profile</td>
<td>Update Personal Information</td>
</tr>
<tr>
<td>University Personal Information</td>
<td>OHSU/NextNet Credentials</td>
</tr>
<tr>
<td>OHSU E-mail</td>
<td>OHSU/NextNet Log in</td>
</tr>
<tr>
<td>OHSU Login</td>
<td>OHSU/NextNet Password</td>
</tr>
<tr>
<td>OHSU Alert</td>
<td>Personal Health Insurance</td>
</tr>
</tbody>
</table>

**Portland campus based students only:**

Please navigate to 'Personal Information', then select 'View / Update OHSU Alert Text Number' and provide a text enabled cell phone. In case of campus emergency, a text message will be sent to this number.

**Student Services**

- Register for classes (School of Medicine Graduate Programs, School of Nursing and School of Public Health only)
- Display your schedule
- View your grades
- Order transcripts
- Review charges, View E-Bill(s) and make payment on-line
- View your 1098-T Information
- Degree and Type (Degree audit tool)
- Apply to Graduate

**Personal Information**

- Update your OHSU Alert text messaging device settings [Students only]
- Change PIN and security question
- View and change your address(es), phone number(s) and email address(es) [Students only]
- View name change and social security number change information [Students only]
- View and Change Race and Ethnicity Information

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<table>
<thead>
<tr>
<th>Current students with network credentials will select Account Information and Pay Now in the Student Accounts Receivable Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Accounts Receivable</strong></td>
</tr>
<tr>
<td>• Account Information and Pay Now</td>
</tr>
<tr>
<td>• Account Detail for Term</td>
</tr>
<tr>
<td>• Statement and Payment History</td>
</tr>
<tr>
<td>• Direct Deposit</td>
</tr>
<tr>
<td>• Tax Notification (1098-T)</td>
</tr>
<tr>
<td><strong>Future students logging in with UID and PIN</strong> will select Student Services and then select Student Records, then Account Summary and Make On-line Payment.</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td>• Register for classes (School of Medicine, Graduate Programs, School of Nursing and School of Public Health only)</td>
</tr>
<tr>
<td>• Display your schedule</td>
</tr>
<tr>
<td>• View your holds</td>
</tr>
<tr>
<td>• Display your grades</td>
</tr>
<tr>
<td>• Order transcripts</td>
</tr>
<tr>
<td>• Review charges, view E-Bill(s) and make payment on-line</td>
</tr>
<tr>
<td>• View your 1098-T information</td>
</tr>
<tr>
<td>• DegreeWorks (Degree audit tool)</td>
</tr>
<tr>
<td>• Apply to Graduate</td>
</tr>
</tbody>
</table>

**Portland campus based students only:** Please navigate to 'Personal Information', then select 'View / Update OHSU Alert Text Number' and provide a text enabled cell phone. In case of campus emergency, a text message will be sent to this number.
Student Services

Registration (students using User ID and PIN to login)
Registration (current students)

- Reminder: Student Health Insurance Waivers must be applied for annually by the deadlines defined on the Student Health website.
- Go to the OHSU Textbook List to view required materials for classes
- Display your class schedule
- Register, add, or drop classes
- Select credits on variable credit classes

Student Records

- View your holds
- Display your grades
- Order official transcripts
- Review charges and payments
- Make on-line payments
- View your 1098-T information
- View E-Bills
- Apply to Graduate

Student Records

- View Holds
- Final Grades
- Unofficial Transcript
- Account Summary by Term
- Account Summary and Make On-line Payment
- View Direct Deposit Summary
- Set Up Direct Deposit
- Select Tax Year
- Tax Notification
- View or download your IRS Form 1098-T
- E-Bills and Payment History
- Apply to Graduate
- View Application to Graduate
- Order Official Transcript
Your account summary will open in a new window and you will be able to review charges. If payment is necessary, select On-line Payment at the bottom of the menu.

Account Summary

Review summarized charges and payments to your account. Account information includes transcript fees from the registrar, application fees from admissions, payments from financial aid, and others.

Anticipated third party contract payments and financial aid payments are NOT included in this summary.

Visit the Student Health web page for Health Insurance Waiver forms, if needed.

### Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Insurance</td>
<td>$765.64</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Major Medical</td>
<td>$9,758.05</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Student Council Fee</td>
<td>$137.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tuition Medicine Graduate</td>
<td>$107,226.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>University Fee</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>University Fee</td>
<td>$5,097.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bike Locker</td>
<td>$103.83</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Grad Exempt Medicine/TG1</td>
<td>$0.00</td>
<td>$122,983.69</td>
<td>$0.00</td>
</tr>
<tr>
<td>Web Credit Card Payment</td>
<td>$0.00</td>
<td>$103.83</td>
<td>$0.00</td>
</tr>
<tr>
<td>Charges:</td>
<td>$123,087.52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credits and Payments:</td>
<td>$123,087.52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Balance:</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[ On-line Payment ] [ Update OHSU Alert Text Device ]
**VIEW GRADES**

This option is only available to current students and will only show grades from recent terms. Current students can view older grades in their unofficial transcripts records in the View Unofficial Transcripts menu. Alumni and users logging in with UID and PIN can view their unofficial transcripts records under the Student Services > Student Records menus.

After Logging in you should see the menu presented below.

<table>
<thead>
<tr>
<th>Current students with an OHSU Network Account (logging in with ohsu.edu email)</th>
<th>Alumni, Former, and Future Students without network credentials (logging in with UID and PIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration &amp; Degree Requirements</strong></td>
<td><strong>Registration &amp; Degree Requirements</strong></td>
</tr>
<tr>
<td>• Registration Home</td>
<td>• Registration Home</td>
</tr>
<tr>
<td>• Degree Audit</td>
<td>• Textbook Listing</td>
</tr>
<tr>
<td>• Apply to Graduation</td>
<td></td>
</tr>
<tr>
<td>• View Graduation Application</td>
<td></td>
</tr>
<tr>
<td>• Textbook Listing</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Records</strong></td>
<td><strong>Academic Records</strong></td>
</tr>
<tr>
<td>• View Grades</td>
<td>• View Unofficial Transcript</td>
</tr>
<tr>
<td>• View Unofficial Transcript</td>
<td></td>
</tr>
<tr>
<td>• Order Official Transcript</td>
<td></td>
</tr>
<tr>
<td><strong>Student Accounts Receivable</strong></td>
<td><strong>Student Accounts Receivable</strong></td>
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<tr>
<td>• Direct Deposit</td>
<td>• Direct Deposit</td>
</tr>
<tr>
<td>• Tax Notification (1099-T)</td>
<td>• Tax Notification (1099-T)</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td><strong>Financial Aid</strong></td>
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<tr>
<td>• Financial Aid Status</td>
<td>• Financial Aid Status</td>
</tr>
<tr>
<td>• Financial Aid Eligibility</td>
<td>• Financial Aid Eligibility</td>
</tr>
<tr>
<td>• Financial Aid Awards and Disbursement</td>
<td>• Financial Aid Awards and Disbursement</td>
</tr>
<tr>
<td>• Financial Aid Website</td>
<td>• Financial Aid Website</td>
</tr>
<tr>
<td><strong>Personal Information and Other</strong></td>
<td><strong>Personal Information and Other</strong></td>
</tr>
<tr>
<td>• Student Profile</td>
<td>• Student Profile</td>
</tr>
<tr>
<td>• Update Personal Information</td>
<td>• Update Personal Information</td>
</tr>
<tr>
<td>• OHSU Alert Notice</td>
<td>• OHSU Alert Notice</td>
</tr>
<tr>
<td>• Change Legal Name or SSN</td>
<td>• Change Legal Name or SSN</td>
</tr>
<tr>
<td>• OHSU Preferences</td>
<td>• OHSU Preferences</td>
</tr>
<tr>
<td>• Student Health Insurance Waivers</td>
<td>• Student Health Insurance Waivers</td>
</tr>
</tbody>
</table>

OHSU is transitioning to a new version of this system. Some items below use an older version of the user interface.
Select View Grades in the Academic Records Menu

- View Grades
- View Unofficial Transcript
- Order Official Transcripts

Select the Term you would like to view grades for or select All Terms if you would like to view all available terms. You will also need to select a course level.
Once you select a term (or all terms) and a course level, your recent grades and GPA will display.