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LOG INTO SELF-SERVICE

Open a web browser and navigate to https://www.ohsu.edu/education/student-self-service. Click on the button to access student-self service.
Log in with your OHSU Network ID (your network ID is your email username before the “@” symbol). If you do not yet have an OHSU Network ID, please continue reading for alternate login options.
If you're off-campus, you'll have to verify your identity with Duo Push:
Note: if you’re a new student and haven’t yet been issued your network ID, you can log in with your UID number. In this case, you’ll also be emailed a one-time passcode to verify your identity.
The email will look similar to this:

From: noreply <noreply@ohsu.edu>
Sent: Friday, May 13, 2022 2:37 PM
To: Student Email <student email@ohsu.edu>
Subject: One-time password for log in to OHSU Student Information System

Student,

Enter the following one-time password on the Email Verification screen to log in to OHSU Student Information System:

724182

If you did not attempt to log in then contact OHSU ITG Service Desk at 503-494-2222 to reset your password.

DO NOT REPLY to this email. This is a notification message only.

The information contained in this email message is confidential and protected by law. It is intended only for the person identified in the document. If you are not the intended recipient, sharing or copying the information will result in a violation of the law. If you have received this email by mistake or need technical assistance, contact OHSU ITG Service Desk at 503-494-2222.
After logging in, you will see the menu presented below. Select “Add/Drop Classes” underneath the “Registration” menu option:
Select “Add/Drop Classes” one more time:
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:
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 schedule. If everything looks in order, select Submit to register for your classes:
If you know the CRN for the course you 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.
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:

![Image showing variable credit registration process]

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

![Image showing variable credit summary]

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:

![Image showing variable credit scheduling options]
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.
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 password can view their unofficial transcripts records under the Student Services -> Academic Records menu.

After Logging in you should see the menu presented below:
Select View Grades in the Academic Records menu:
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:

![Image of a webpage showing student grades]

- **GPA Summary**
  - All Terms: 3.93
  - Institutional: 3.93
  - Transfer: 3.93
  - Overall: 3.93

- **Course Work**
  - CANB 601, 04: Research, Final Grade: 1.00, Term: Winter 2020
  - CELL 613B, 0: Current Topics/Tissue Biology, Final Grade: 1.00, Term: Winter 2020
  - CANB 607, 0: Cancer Biology Seminar Series, Final Grade: 1.00, Term: Fall 2019
  - CANB 601, 12: Research, Final Grade: P, Term: Fall 2019
  - CANB 606A, 0: Tumor Microenvironment JC, Final Grade: P, Term: Fall 2019