

Login to myCampus

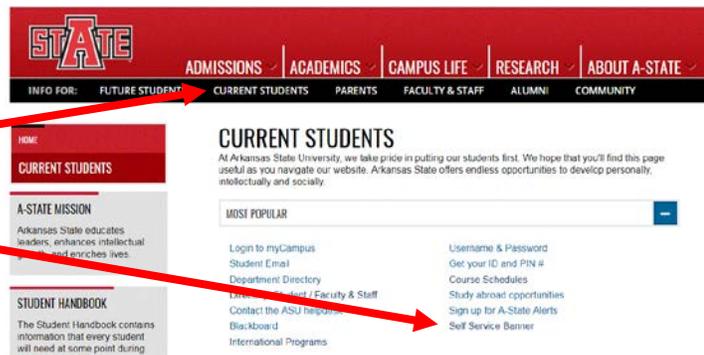
1. Login to myCampus (<http://mycampus.astate.edu>)
 - a. Your username is the part of your A-State email address before the @ sign
 - b. If you have forgotten your password, click **'Forgot Password'**

IMPORTANT: In order to access the myCampus portal you must be admitted as a student. If you have been away from the university for more than one (1) year you will need to readmit. If you have any questions regarding this process, please contact our office at (870) 972-2329 or international@astate.edu

2. Complete the Duo authentication
 - a. The ITS HelpDesk can answer questions about this process: (870) 972-3933
3. Click **'Self Service Banner'**
 - a. A new tab will open with Self Service; this is the Self Service main menu

Another way to access self service

1. Go to A-State's home page
<http://www.astate.edu>
2. Click **'Current Student'**
3. Click **'Self Service Banner'**

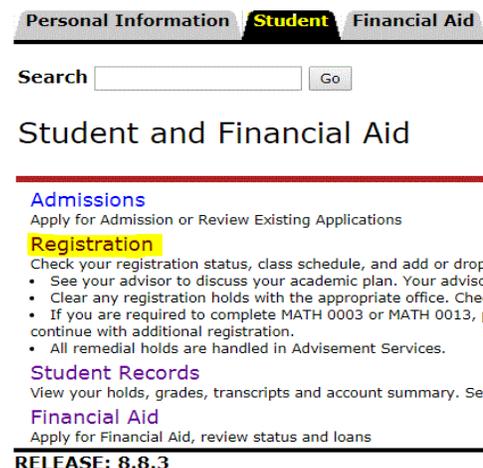


Navigating Self Service

On the Self Service main menu:

1. Click **'Student'**
2. Click **'Registration'**
3. Click **'Select Term'**
 - a. Choose the term you want to register for classes
 - b. Click **'Submit'**; you'll be directed back to the Registration menu

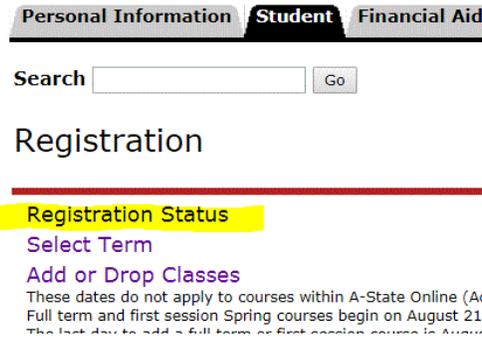
IMPORTANT: Once you have selected a term, Self Service will retain this term for all registration queries and searches. In order to select a different term, you will need to click **'Select Term'** and choose a new term.



CHECKING REGISTRATION STATUS

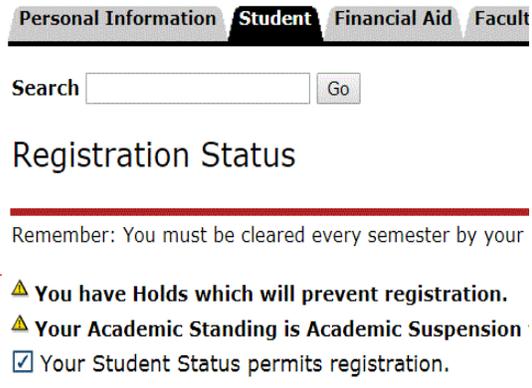
On the Registration menu:

1. Click 'Registration Status'



The screenshot shows a navigation menu with three items: 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' item is highlighted in black. Below the menu is a search bar with a 'Go' button. Underneath the search bar, the word 'Registration' is displayed. A red horizontal line is below 'Registration'. Below the line, the text 'Registration Status' is highlighted in yellow. Underneath, there are two links: 'Select Term' and 'Add or Drop Classes'. Below these links is a small block of text: 'These dates do not apply to courses within A-State Online (Aca Full term and first session Spring courses begin on August 21. The last date to add a full term or first session course is August 21.'

The Registration Status link will identify any problems you may have during registration for the term selected including: holds, academic standing and student status. It will also identify any permits you have been granted, your earned hours and curriculum information.



The screenshot shows the 'Registration Status' page. At the top, there is a navigation menu with four items: 'Personal Information', 'Student', 'Financial Aid', and 'Faculty'. The 'Student' item is highlighted in black. Below the menu is a search bar with a 'Go' button. Underneath the search bar, the text 'Registration Status' is displayed. Below this, there is a red horizontal line. Below the line, the text 'Remember: You must be cleared every semester by your' is displayed. Below this, there is a list of three items, each preceded by a yellow triangle icon: 'You have Holds which will prevent registration.', 'Your Academic Standing is Academic Suspension', and 'Your Student Status permits registration.' The third item has a checked checkbox. A blue arrow points from the text box above to the first two items in the list.

IMPORTANT: Check this link before registration each term to make sure you'll be able to register on time. If you don't get cleared by your advisor you'll receive a message during registration saying you can't register until this has been done. Your student status will say "permits registration" once you've been cleared. If you have holds on your account you won't be able to register until they're taken care of and this page shows no holds which prevent registration.