WEB REGISTRATION INSTRUCTIONS

New Students:

Go to stjohns.edu

☐ Click on “MYSJU” – This will appear on the top right of page.
☐ On the left hand side of the “MySJU” page, go to “UIS”.
☐ On the login page you will need to enter your User ID and PIN (Personal Identification Number).

Logging In

☐ Your User ID will be your X number (using a capital X) which is provided on University documents such as your eBill. Do NOT use the number on your StormCard ID.
☐ Your PIN is your 6-digit birth date (mmddyy), unless you have changed it.

Registering for Classes

☐ Once logged in, click the “Student” tab and then “Registration”.
☐ Click “Add/Drop Classes” and select the term for which you would like to register and “Submit”.
☐ Enter your “Priority Registration Number” and click “Submit”.
☐ Continue following the prompts until you have completed your registration.

Continuing Students:

Before using web registration:

☐ Check to see if you have any holds on your account by logging into UIS via MySJU (stjohns.edu/mysjju).
  ☐ Your User Name is your firstname.lastname followed by the last two digits of the year you began at St. John’s (i.e. mary.jones13).
  ☐ Your Password defaults to your six digit date of birth (mmddyy) unless you have changed it.
  ☐ For security reasons, all students are asked to change their default password.
  ☐ Once logged in, click “UIS”, “Click Here to Access”, “Student & Financial Aid”, “Student Accounts” and click “View Holds” to see if there are any holds. Keep in mind, certain holds will prevent registration.
  ☐ If holds exist contact the related office to resolve.
☐ Check the date and time of your registration appointment.
  ☐ Undergraduate students can find their appointment schedule by using the following link: stjohns.edu/academics/office-registrar/undergraduate-web-registration-schedule
  ☐ Graduate students can find their appointment schedule by using the following link: stjohns.edu/academics/office-registrar/graduate-web-registration-schedule
Searching for Classes

☐ You can begin looking for classes prior to your web registration appointment by logging into UIS via MySJU (stjohns.edu/mysju). (Keep in mind you cannot register prior to your web registration appointment.)

☐ Your User Name is your firstname.lastname followed by the last two digits of the year you began at St. John's (i.e. mary.jones13).

☐ Your Password defaults to your six digit date of birth (mmddyy) unless you have changed it. For security reasons, all students are asked to change their default password.

☐ Once logged in, click the UIS tab, “Click Here to Access”, “Student and Financial Aid”, “Registration”, “Look-up Classes to Add”, select term, click “Submit”, select the subject you would like to view, click “Course Search” or for a more specific search click “Advanced Search”.

☐ Click “View Sections” for day, time and course availability.

☐ No notation next to the class indicates the class is open, “C” next to the class indicates closed, “SR” indicates that there is a Section Restriction.

Registering for Classes

☐ You can register for classes by logging into UIS via MySJU (stjohns.edu/mysju).

☐ Your User Name is your firstname.lastname followed by the last two digits of the year you began at St. John's (i.e. mary.jones13).

☐ Your Password defaults to your six digit date of birth (mmddyy) unless you have changed it. For security reasons, all students are asked to change their default password.

☐ Once logged in, click the UIS tab, “Click Here to Access”, “Student & Financial Aid”, and “Registration”.

☐ Click “Add/Drop Classes”, select the term for which you would like to register and “Submit”.

☐ Enter your “Priority Registration Number” and click “Submit”.

☐ Continue following the prompts until you have completed your registration.

Web Registration Hours

☐ Note: If there is no activity for 30 minutes your session will end. Your registration will not be saved unless you have clicked “Submit Changes”.

Web registration instructions (S).doc 02/25/15