



## WEB REGISTRATION INSTRUCTIONS

### New Students:

Go to [stjohns.edu](http://stjohns.edu)

- Click on “MySJU” – This will appear on the bottom left of the St. John’s homepage.
- You will then be redirected to the MySJU login page, where you will need to enter your *User Name* and *Password*.

### Logging In

- Your *User Name* will be your firstname.lastname followed by the last two digits of the year you began at St. John’s (i.e. mary.jones19).
- Your default password is Sj followed by the digits in your X number. Please be sure to only capitalize the first “S” and do not utilize spaces or dashes (*For example: Sj12345678*)
- Your X number can be found on University documents, such as your eBill. Do not use the number on your StormCard ID.

### Registering for Classes

- Once logged in, select “Access UIS” from the left side of the MySJU Spotlight page.
- 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.
  - 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”.

### 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/mysju](http://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.jones19).
  - Your default password, unless you have changed it, is Sj followed by the digits in your X number. Please be sure to only capitalize the first “S” and do not utilize spaces or dashes (*For example: Sj12345678*). **For security reasons, all students are asked to change their default password.**
  - Once logged in, select “Access UIS” from the left side of the MySJU Spotlight page. Select the “Student” tab, “Student Accounts”, and then 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 using the following link:  
<https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/office-provost/enrollment-management/office-registrar/registration>.
  - Select *Undergraduate* or *Graduate* to view the applicable Web Registration Appointment Chart.

### 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.jones19).
  - Your default password, unless you have changed it, is Sj followed by the digits in your X number. Please be sure to only capitalize the first "S" and do not utilize spaces or dashes (For example: Sj12345678). **For security reasons, all students are asked to change their default password.**
  - Once logged in, select "Access UIS" from the left side of the MySJU Spotlight page. Then select the "Student" tab, "Registration", "Look-up Classes to Add", select term, click "Submit", select the subject you would like to view, then 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.jones19).
  - Your default password, unless you have changed it, is Sj followed by the digits in your X number. Please be sure to only capitalize the first "S" and do not utilize spaces or dashes (For example: Sj12345678). **For security reasons, all students are asked to change their default password.**
  - Once logged in, select "Access UIS" from the left side of the MySJU Spotlight page. Then select the "Student" tab, 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.
  - 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 Hours

Monday – Friday: 7:00a.m. – 10:00p.m.

Saturday – Sunday: 7:00a.m. – 5:00p.m.