How to Web Register

NOTE: After 5 minutes of inactivity, the system will shut you out, and you will have to login again. However, touching any key on the keyboard keeps you "active" and prevents shut out.

NOTE: If a security screen appears, click on "**continue**." (This interruption may happen often.)

NOTE: To go back, click on "**RETURN TO MENU**" at the top of the page--NOT the "back" button of the browser.

Here's what you do:

STEP 1 Type the address "**www.aum.edu**," AND then click "**MY AUM**" on the top of the homepage.

STEP 2 Enter your User Name and Password, and then click "**LOGIN**."

STEP 3 Click on the "**Webster Registration System**" link listed under LAUNCHPAD.

STEP 4 Click on the "**Student Services**" tab

STEP 5 Click on "**Registration**" to register.

STEP 6 Click on "**Select Term**."

STEP 7 Choose the term for which you wish to register and click "**Submit**."

STEP 8 Click on "**Register For And/Or Drop Classes**."

STEP 9 Enter **Alternate PIN** number (located on the top right corner of Advising Sheet) and click "**Submit**."

STEP 10 Click on "**Class Search**"

STEP 11 Choose a subject from the Subject window

STEP 12 Click on **"Course Search"**

STEP 13 Click on **"View Sections"** next to the course you wish to take.

STEP 14 Click on the box beside the class you wish to take. A check mark will appear.

STEP 15 Click on **"Add to Worksheet"**

NOTE: To register for a class with a lab, you have to add both the CRN for the class and the CRN for the lab to the worksheet so you can submit both at the same time.

STEP 16 Repeat the previous steps for each class you wish to take.

STEP 17 Click on **"Submit Changes"** to register for the classes you have in your worksheet.

STEP 18 Click on **"Student Services"** tab

STEP 19 Click on **"Student Detail Schedule"**

STEP 20 Review and print schedule

STEP 21 To logoff the system, click on the small "X" in the upper right corner of the window