Step 1. Go to www.aum.edu. At the home screen, scroll down and click on Apply Now.
AUM State Initiative Accounting Course Program -
Step-by-Step Application, Registration, and Email Set-up Instructions

**Step 2.** On the next screen, click on Undergraduate Application

**Apply Now**

Thank you for your interest in AUM. Our admissions application is simple to complete. If you have any questions along the way, give us a call at 334-242-9515 or email us at admissions@auburn.edu.

If you are an international student and have any questions about the application process, please call us at +1 334-242-9515 or email us at global@auburn.edu.

If you need to update your completed application, give us a call at 334-242-9515.

**Apply Now!**

- Graduate Application
- International Students Application (Undergraduate & Graduate)
- Transient/Returning Student Application
- English as a Second Language Application
- Undergraduate Application (Incoming Freshmen & Transfer Students)

**MORE INFORMATION**

**3 Steps to Applying at AUM:**

1. Click on the appropriate link above to get started. Once there, you will be asked to create an account. This will allow you to start an application and finish it later or to check your application status. Undergraduate applications are free and Graduate Applications require a small fee.
2. Complete and submit your online application.
3. Have your transcripts, test scores (ACT or SAT), or other supplemental material indicated on the application sent to Auburn University at Montgomery
   PO Box 246093
   Montgomery, AL 36124

Once we receive your completed application and supplemental materials, we will review your information and get back to you with a decision. Decisions will come via email and hard mail.

Transfer Students: Please note we will need the transcript from each college that you have attended. If you have not completed at least 24 college credit hours, you’ll need to meet Freshman Admission Requirements.

Still have questions? No problem! Give us a call at 334-242-9515 or send us an email at admissions@auburn.edu.
**Step 3.** At the Welcome Screen, under **Undergraduate**, click on "Create an Undergraduate Account" ***This is just an account creation. You will still need to fill out the actual application after you have created an account.***
**Step 4.** Under Create an Account, Fill out the contact information completely.

**Be sure to use you’re an email address that you check often.**

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**Contact Information**

- **First Name**
- **Last Name**
- **Email Address**
- **Confirm Email Address**
- **Home Phone** (Phone Number needs to be entered without dashes; example: 1234567890)
- **Outside the U.S. or Canada**
- **Address**
- **City**
- **State/Province**
- **ZIP/Postal Code**
- **Mobile Phone**

**Do Not Send Text Messages**

- Do Not Allow
- Allow

*By clicking “Allow” you agree to receive text messages from Auburn University at Montgomery. Message and data rates may apply in the U.S. Standard message and data rates apply in Canada. To unsubscribe, simply text ‘STOP’ or contact us.*
AUM State Initiative Accounting Course Program -
Step-by-Step Application, Registration, and Email Set-up Instructions

**Step 5:** Under Enrollment Information, for “Entry Term” enter the term that you are applying for (ex. Fall 2018).

For “Academic Level” you will choose Undergraduate.

For “Student Type” you will choose Unclassified Undergraduate.

For “Academic Program” you will choose State Employee Accounting, no degree designated.

**Follow this step carefully to ensure that you are applying to the correct program.**
AUM State Initiative Accounting Course Program -
Step-by-Step Application, Registration, and Email Set-up Instructions

**Step 6.** Next, you will set up a password for your account, along with a Password Question and Answer. *Please make sure to write this information down and keep for future reference.* If for some reason your application is not completed correctly you will need this in order to log in and correct the errors.

Click “Create Account”

***After you have created your account you should be directed to the application itself.***

You may be routed to the Admissions Agreement page. Follow the instructions for agreeing to terms.

Please fill out the application thoroughly. **Be sure to click “Submit Application”**

You should receive some type of confirmation page or email message that your application was successfully submitted. You do not need to respond to automatic emails from Admissions.
AUM State Initiative Accounting Course Program -
Step-by-Step Application, Registration, and Email Set-up Instructions

**Step 7.** After you apply, you must submit the following items:

1. Most recent transcript from HS (equivalent) or College (whichever was most recent) to the Admissions Processing Office.

   AUM Admission Processing
   P.O. Box 244023
   Montgomery, AL 36124

2. “AUM Accounting Class Request Form” and a copy of your State Employee ID Badge

   Mail, Fax or Scan to:

   Angie Corbett, Senior Program Associate
   Auburn University at Montgomery, School of Accountancy
   PO Box 244023
   Montgomery, AL 36124
   334-244-3274
   334-244-3792 (fax)
   acorbett@aum.edu

All transcripts and forms must be received before your can be accepted into the program. You will be unable to register for classes until you are accepted. You will be notified by Angie Corbett once you have been accepted and it is time to register for your class.

After acceptance, you must set up your AUM email account. All email communications must be conducted through your AUM email account. All information from instructors, Student Accounts, and all other important information will be sent to your AUM email address only. Please check your AUM email regularly.

In order to register for your course each semester you will be issued an Alternate PIN #. This PIN # is required for online class registration (see “How to Register Online” instructions below).
AUM State Initiative Accounting Course Program -
Step-by-Step Application, Registration, and Email Set-up Instructions

How to set up your AUM Email

1. Go to [www.aum.edu](http://www.aum.edu)
2. Scroll to the bottom of the page. Click on MyAUM
3. Click on First Time User
4. Your S# was included in your acceptance email.

*** If you have problems setting up your email please contact the Help Desk first. ***
AUM State Initiative Accounting Course Program - Step-by-Step Application, Registration, and Email Set-up Instructions

7. Enter your AUM user name and password, click "Log In".

6. Complete the password reset questions and click "Save".

9. Change your password to something easy for you to remember.

10. Click Take me to My AUM. This will take you to My AUM portal page where you can view your email, check grades in Webster, and access Blackboard.

For questions regarding the MyAUM portal, please contact the ITS Help Desk at (334) 244-3500 or email helpdesk@aum.edu.
How to Web Register
(SEAC Specific)

Prior to registering for class, you must have received confirmation from the AUM Admissions Processing Department of your acceptance to AUM. You must then set up your AUM email account by following the instructions provided on the State Initiative webpage, www.business.aum.edu/State Initiative, or via email from Angie Corbett. You must then request and receive your Alternate PIN, via AUM email, from acorbett@aum.edu. Your Alternate PIN email request must include the following information:

- Full Name
- Identify yourself as a State Employee
- Student ID# (S# - S00#####)
- Semester for which you are registering (e.g. fall 2015)
- Course # (e.g. ACCT 2010)
- CRN# (course reference number, e.g. 3050)

After you have received your Alternate PIN, follow these instructions:

**STEP 1**
Type the address "www.aum.edu," then click "MyAUM" at the top of the AUM homepage.

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

**STEP 3**
Click on the “Webster Registration System” listed under “LAUNCHPAD”.

**STEP 4**
Click on “Student Services”.

**STEP 5**
Click on "Registration":

**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**
If the Financial Responsibility information screen appears, read and then click “Yes, I agree” to agree to terms (If this screen does not appear skip to Step 10).

**STEP 10**
Enter "Alternate PIN", click "Submit".

**STEP 11**
You will see a 10-slot CRN worksheet on your screen. To add classes, enter the CRN# (course reference number, e.g. 3050) in the space provided.

**Note:** You can find the CRN# by clicking “Class Search” option, choose Accounting, click “Course Search”, choose the Course Number (e.g. ACCT 2010) and click “View Sections”, choose only a CRN that has a “Sec” that begins with “ST” (e.g. ST2), these are the State Initiative courses and the only courses available through the State Initiative Program.

**STEP 12**
After entering the CRN, click “Submit Changes”.

**Note:** If a registration error appears after you have submitted changes please contact Angie Corbett via AUM email with all your information (see top of page) and the type of error message that you received (e.g. “Prerequisite / Test Score error). There may be system overrides that will need to be performed before you can register.

**STEP 13**
To see if you have successfully registered, click on the “Menu” button located at the top of the screen. This will return you to the registration page.

**STEP 14**
Click on “Student Detail Schedule.” You will see your current status.
AUM State Initiative Accounting Course Program -
Step-by-Step Application, Registration, and Email Set-up Instructions

FAQ’s

1. How does AUM get my transcripts?
   - You must contact and request an official copy of your transcripts (high school or college, whichever is most recent) be sent to AUM Admissions Processing.

2. What if I do not have a state employee badge as proof of employment?
   - You may use a paystub (with all private information blacked out) that has state insignia on it.

3. If I am a state employee, but I also currently attend AUM, can I still take the state courses downtown?
   - You may take the state courses downtown, but only if you have completed your prerequisites for the courses. Also, you will have to pay regular tuition for the courses instead of the state initiative discounted rate. You may not be dual enrolled and receive the discounted tuition.

4. When are payments due?
   - A new payment schedule will be given each semester. All questions payments, due dates and billing should be directed to the Student Accounts office at 244-3286.

5. Where do I buy my books?
   - Textbooks can be purchased from any source you choose. You may purchase books from the AUM bookstore. It is our goal to help you find the least expensive source for your book purchase and we will make suggestions depending on the textbook edition, whether the book requires an access code for online assignments, etc. If your textbook requires a code, we do not suggest that you purchase it from Amazon, Chegg, etc. It is best to purchase the book new when codes are required.