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