

**YESHIVA UNIVERSITY
WURZWEILER SCHOOL OF SOCIAL WORK**



HOW-TO GUIDE FOR ONLINE REGISTRATION

STEP 1: Click on INTERNET EXPLORER and type in www.yu.edu/myyu

STEP 2: Click on “Faculty, Students and Staff”.

STEP 3: Enter your User ID & PIN.

STEP 4: Your User ID begins with either “800” or “999” - it is NOT your social security number.

If this is your first time logging in, click on “RESET MY PIN” located at the bottom of the screen. You will be prompted to enter your user ID and then your YU email address. A new, random PIN will be emailed to that email account. You will then return to the login screen and enter your user ID and PIN. When you log on, you will be prompted to change your PIN. Your PIN should consist of 6 digits. A PIN with consecutive numbers (e.g.: 123456 or 654321 or 111111 or 222222) will not be valid.

Should you have any more issues with your PIN, please go to <http://regchat.yu.edu>. Someone will be online to help you through the process if you need to reset your pin. If no one is there, a reply, via email will be sent to you when someone is available.

STEP 5: Click on “Student and Financial Aid”.

STEP 6: Click on “Registration”.

STEP 7: Click on “Add or Drop Classes”.

STEP 8: Select *Term* and click on “Submit”.

STEP 9: Enter the 5-digit CRN #'s for all course(s) you wish to register for.

STEP 10: Once you have entered all the 5-digit #'s, click on “**SUBMIT CHANGES**” Please be sure to double check all CRN #'s and that those #'s are correct before you submit.

To DROP Classes: Use the ACTION pull-down boxes to DROP classes in the “CURRENT SCHEDULE” area. Click on “SUBMIT CHANGES”

To SWITCH Classes: Use the ACTION pull-down box to DROP the class in the “CURRENT SCHEDULE” area and then enter the CRN for the class you wish to ADD in the “ADD CLASS” box. Click on “SUBMIT CHANGES”.

* **Note:** *If classes are closed, you MUST get approval from the Dean or Director to register for it.*

To Search for Classes to ADD & to Check their Availability:

STEP 1: Click on Class Search. Select Campus / College and Continue.

STEP 2: Select the criteria that you want to use in your search. You must select at least one SUBJECT. Click on GET CLASSES to execute your search.

STEP 3: Classes returned with a CHECKBOX on the left column are open for registration. To register, click the CHECKBOX and click the REGISTER button at the bottom of the page. Classes returned with the letter "C" in the left column are CLOSED.

To View your Schedule:

STEP 1: Click on MENU (at top of screen) and click on “WEEK AT A GLANCE”. Click on “NEXT WEEK” to arrive at the first full week of classes.

To Print your Schedule:

STEP 1: Click on the *printer* icon located at the top of your browser.

STEP 2: Check that your registration is accurate and that you are enrolled in the correct courses and sections. You are responsible for all courses listed on your program.

How to End your Session: *(Exit Web Registration)*

STEP 1: Click on EXIT at the top right of the screen. For maximum security, always close your browser.

Important Notes about Security:

- It is strongly recommended that you change your PIN number frequently. It will automatically expire every 6 months.
- To protect your privacy, **BannerWeb** automatically terminates a session after thirty minutes of inactivity. Should this occur, repeat the login process and start your session again.
- **BannerWeb** will not allow you to be logged in from different computers at the same time. If this occurs, your session will be terminated.

*******Questions*******

If you have questions or need assistance with any aspect of Web Registration, please contact Office of the Registrar / Yeshiva University: 500 West 185th Street, FH 114, New York, N.Y. 10033 / T: 212-960-5274.
