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Summer Registration Instructions

To Register:

- Click on **INTERNET EXPLORER** and type in www.yu.edu/myyu
- Click on **"Faculty, Students and Staff"**
- Enter your **User ID & PIN**
- 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 either your YU email address or the email address with which you applied to the school. 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 (eg: 123456 or 654321 or 111111 or 222222) will not be valid.
- Click on **"Student and Financial Aid"**
- Click on **"Registration"**
- Click on **"Add or Drop Classes"**
- Select Term appropriate **Summer term** and click on **"Submit"**
- **To ADD classes:** read the instructions. Scroll to the bottom and enter the CRNs for the classes you wish to **ADD** in the **"ADD CLASS"** boxes. **Please Note:** For courses with co-requisites, CRNs must be entered simultaneously.
- Click on **"SUBMIT CHANGES"** to submit your **ADD** requests. Errors, if any, will be displayed at the bottom of the page.

To DROP a class: Use the **ACTION** pull-down boxes to **WEB DROP** classes in the **"CURRENT SCHEDULE"** area. Click on **"SUBMIT CHANGES"**. **Please note:** you cannot drop your last class. You must contact the Registrar's office for assistance.

To SWITCH classes with a co-requisite, 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"**.

To View and Print

- **To view your schedule:** click on **"PRINTER FRIENDLY STUDENT SCHEDULE"**
- **To print your schedule:** click on **"PRINT THIS SCHEDULE"** at the top of the page
- **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
- After you have printed your schedule, click on **"RETURN TO MENU"**

To Pay your account balance

- Click on **"RETURN TO MENU"** (three times) at the top of the screen until you are back on the **Main Menu** screen
- Click on **"Student Account Summary by Term"**
- Note your balance and click the **"MAKE A PAYMENT"** button
- In the new browser screen click the **"MAKE A PAYMENT"** button
Note: The balance may be \$0 but you will pay the balance that you noted earlier
- On the next screen click the **"MAKE A PAYMENT"** button
- Click on the **\$** box and enter your balance
- Click **"Continue"** then complete your payment

Exit Web Registration and Touchnet: Click on **EXIT** at the top of the MYYU screen and click on **Log Out** at the top right of the Touchnet screen. For maximum security, always close your browsers.