

# Web Registration Instructions for Students in the REACH Program

## Logging in to TIUAccess for Web Registration

- TIUAccess is available under the MyTrinity portal or you can go directly to <http://buttercup.tiu.edu:9040/>.
- Enter your User name (this is the same as your GroupWise E-mail user name). Please contact Information Technology at 847-317-8175 if you do not know your GroupWise user name.
- Enter your TIUAccess password.

## Registering for Classes

- 1) Find the “Set Options” section in the lower left hand corner of the page. The options need to be set to the program, session and year for which you wish to register. The program for REACH students is UNDG/Undergraduate. The sessions for REACH students are NF/Non-Traditional Fall Session and NS/Non-Traditional Spring Session.
- 2) You may access the Registration form by selecting the “Registration” link from the options on the left. Please note the following specifics about course identification:
- 3) To register for classes use the following instructions or the instructions on the registration screen:
  - a) Type in the **Course Number** or search for the course number by pressing the ? button. You may type in the departmental prefix and press the ? button to search for all courses offered from a specific department for this session and year.
  - b) Type in the **Section** or press the ? to search for a section after choosing a course. Sections are displayed with the building, date and times for each section.
  - c) When the desired Course Number and Section have been filled in, click the Add button. If the course was added successfully, the course will be listed and “The course AAA### has been added” will appear on the dark blue status line.
  - d) Repeat above steps a-c to add other courses.
  - e) Dropping Courses. Select the course you wish to drop and click the drop button.
  - f) Swapping Courses (Add/Drop processing). This is a time-saving feature of web registration, which allows you to simultaneously add a course and drop a course.
  - g) If you have not met a course requisite, you will not be able to register for the course. Contact your Academic Advisor to request an override for any requisite checks.

**IMPORTANT NOTE:** When you have completed your course registration, be sure to exit from your Internet browser. This is to protect against any other person from gaining access to your confidential Academic Information.

### **Student Academic Information**

You may wish to browse other information from your Trinity academic records from the listed links on the web sidebar:

- Academic Record
- Biographical Information
- Degree Audit (NOTE: Degree Audit processing is still in the implementation and verification stage.
- GPA Projection
- Grade Report
- Student Schedule

### **Questions?**

847-317-7050

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