



UNE

UNIVERSITY OF
NEW ENGLAND

Registration 101

Welcome to your personal U-Online Registration tutorial,

Registration 101!

Let's start by logging into [U-Online](#).

If you have never logged in before, please view the...

[First Time Login](#)

Otherwise, put your login information in and let's get started...

U-ONLINE University of New England Online Information Service

[HELP](#) [EXIT](#)

User Login

 Enter your NOR'EASTER LOGIN and PASSWORD and click Login. By logging in with your NOR'EASTER LOGIN and PASSWORD, you agree to abide by the [terms and conditions](#) of the University of New England. Access to UNE's on-line information system is available seven days a week, around the clock except for one hour daily between 2:00am and 3:00am. **At the end of your session, please remember to Exit and close your browser to protect your privacy.**

Use your Nor'Easter login name/ID for U-Online, myUNE and Blackboard Learning System courses.

[Help for first time users](#)

[Find your Nor'easter Login and your PRN here](#)

[Change Your Initial Password Here](#)

Forgot Your Password? UNE now has the capability for you to reset your own password should you forget it. However, you must first set this up by answering some challenge questions. You may do this here: [Forgot Password Set Up](#)

Need Help? Please call the ITS Help Desk at (207) 602-2200 or (207) 221-4400. Help Desk is available 24 X 7.

Noreaster ID(myUNE ID):

Password:

[Click Here for Help with Login?](#)

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This is your U-Online homepage.

To register for classes, first select
“Student Services and Financial Aid.”

The screenshot shows the U-Online homepage for the University of New England. At the top, the header reads "U-ONLINE University of New England Online Information Service". Below this, there are two tabs: "Personal Information" and "Student Services & Financial Aid". In the top right corner, there are links for "SITE MAP", "HELP", and "EXIT". A yellow horizontal line separates the header from the main content area. The main content area starts with a welcome message: "Welcome Ari U. Awake to the University of New England Online Information Service!" followed by "Last web access on Sep 17, 2010 at 09:31 am". There are two main menu items: "Personal Information and Settings" with a folder icon and "Student Services and Financial Aid" with a graduation cap icon. Each menu item has a list of services it provides. At the bottom left, it says "RELEASE: 8.2" and at the bottom right, it says "Powered by SunGard SCT". The browser's status bar at the very bottom shows "Done" and a lock icon.

U-ONLINE University of New England Online Information Service

Personal Information Student Services & Financial Aid

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome Ari U. Awake to the University of New England Online Information Service!
Last web access on Sep 17, 2010 at 09:31 am

 **Personal Information and Settings**
View/update your address, phone, and emergency contact information; View instructions for changing your name, marital status, and Social Security Number; Change your PIN and security question/answer; Check out the surveys!

 **Student Services and Financial Aid**
Register, add, and drop classes; Display your class schedule; Display your grades & transcripts; Review Financial Aid requirements & awards; Review your account balance; Make a credit card payment; View on-campus housing assignment information.

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Done 

Now select “Registration” on the Student Services and Financial Aid Menu.

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Personal Information **Student Services & Financial Aid**

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)



Student Services and Financial Aid Menu

- [Registration](#)

Display/print your class schedule; Check your registration status and time-ticket; Register, add, and drop classes.

- [Student Records](#)

View your current student account information. Look up your advisor assignment. Display and print your grades and transcript. Review your on-campus housing assignment and roommate information.

- [Financial Aid](#)

Check the status of your financial aid Application Materials; Review your financial aid Award Information.

- [Make a Credit Card Payment](#)

Make a payment using your Mastercard, Visa, or Discover card.

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Finally, select “Register and Add/Drop Classes” on the Registration Services Menu.

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Personal Information

Student Services & Financial Aid

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration Services Menu

- [Select Term](#)
- [Check Your Registration Status](#)
- [Register and Add/Drop Classes](#)
- [Select Variable Credit](#)
- [Student Detail Schedule](#)
- [Student Schedule by Day & Time](#)

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The drop down menu let's you see which terms you are eligible to register for at this time.

Select the term you are planning on registering for and click submit.

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Personal Information **Student Services & Financial Aid**

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

Ari U. Awake
Sep 17, 2010 10:15 am

 Select the term in which you would like to work and click **Submit Term**. The term you select will carry with you through all the registration functions until you choose a different term or end this session. Terms labeled "View Schedule Only" are not available for update via the Web at this time.

To review term-driven registration dates and deadlines, please click on the link below to view the University of New England Academic Calendars.

Select a Term:

[\[UNE Academic Calendars \]](#)

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This screen is where you actually add and drop courses to your schedule.

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[Personal Information](#) **[Student Services & Financial Aid](#)**

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Register and Add/Drop Classes:

Ari U. Awake
Fall Semester 2010
Sep 17, 2010 10:19 am

 Use this interface to register or make changes in your schedule by adding or dropping classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section.

To ADD a class to your schedule, enter the Course Reference Number (CRN) into the Add Class worksheet below. If you are unsure of which classes to add, click Class Search to review the course schedule.

To DROP a class, use the DROP option in the pull down list next to the course in the Current Schedule. If no option is listed, then the course may not be dropped at this time.

When add/drops are complete click **Submit Changes**. Classes that have been successfully added to your schedule will appear in the Current Schedule. Courses that could not be added appear under **Registration Errors**. For a complete explanation of the Registration Errors, click on **Help**.

Add Classes Worksheet

CRNs

<input type="text"/>									
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Done 

There are two ways to add courses:

1. Use the “Class Search” tool

2. Use CRNs

Don't know which way to go?

The Class Search function is great for first time users.

While, entering CRNs directly is perfect for those of you who have already done the research and know which classes you are adding.