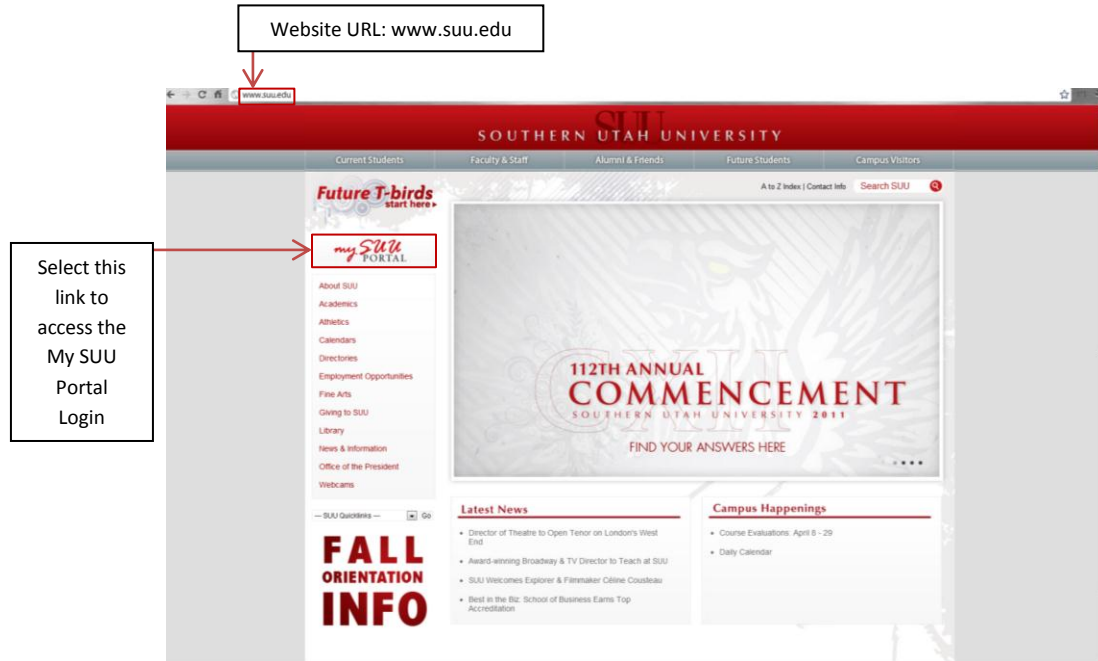
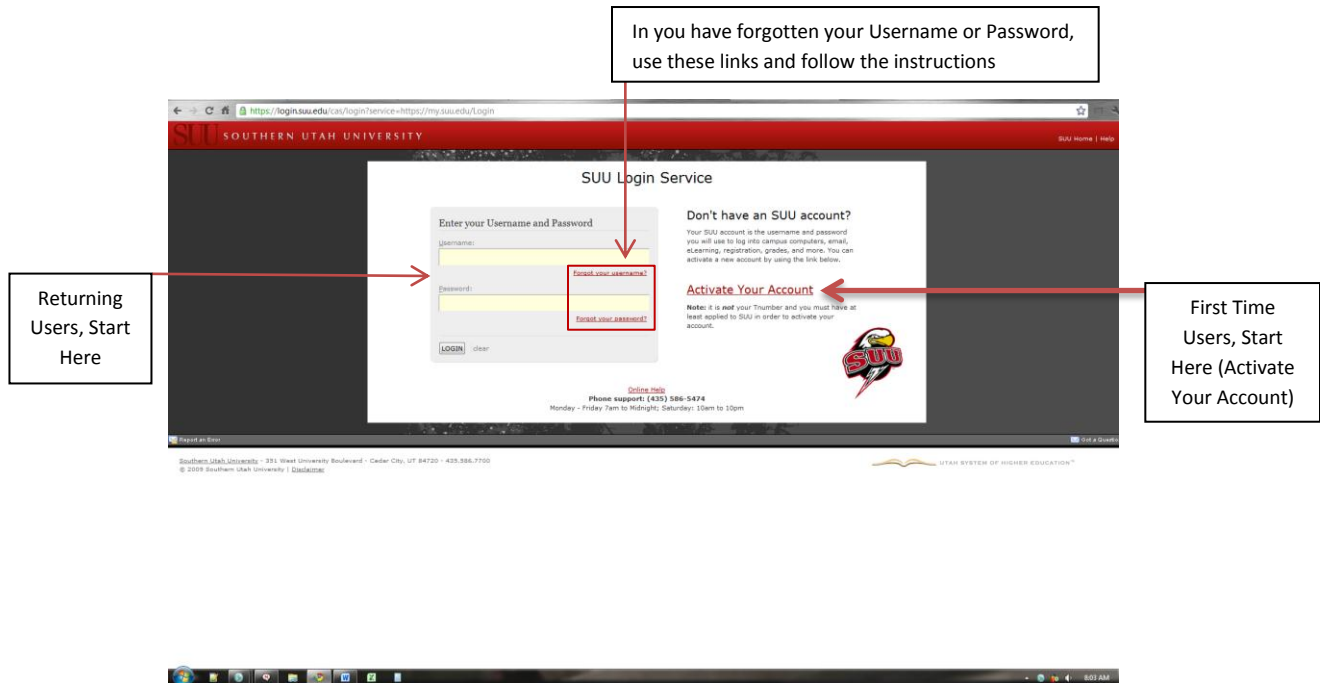


# Accessing your account for the first time



SUU's Homepage

## Login Home Screen



This is the page that you will first see when accessing your account to do one of the following:

1. Register for Orientation
2. Registering for classes

This tutorial will cover how to register for classes for the upcoming semester

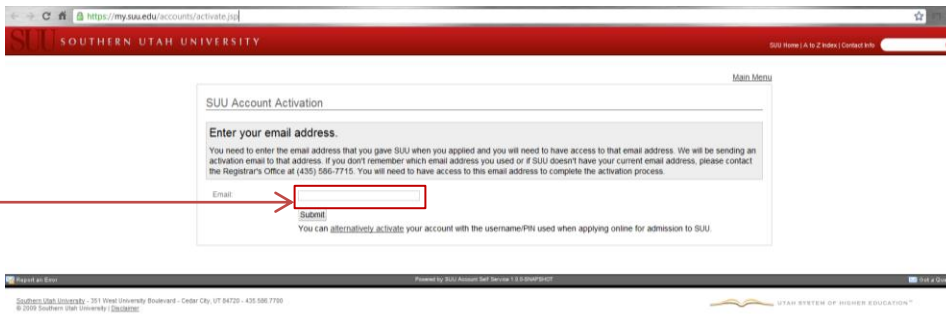
## Activation Screens

If this is your **first time** accessing your account, you will first need to activate your account.

You have two options to activate your account:

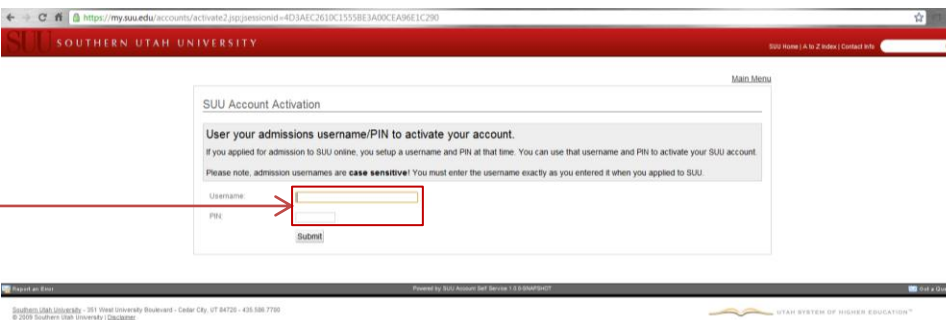
1. Enter your email in the space provided, or
2. Enter your Admissions username and PIN that you used on your application.

1.



The screenshot shows the 'SUU Account Activation' page. The main heading is 'Enter your email address.' Below this, there is a text box explaining that the user needs to enter the email address they provided when applying. A red box highlights the 'Email' input field, and a red arrow points from a box labeled 'Email' to this field. Below the input field is a 'Submit' button. A note at the bottom of the form states: 'You can alternatively activate your account with the username/PIN used when applying online for admission to SUU.'

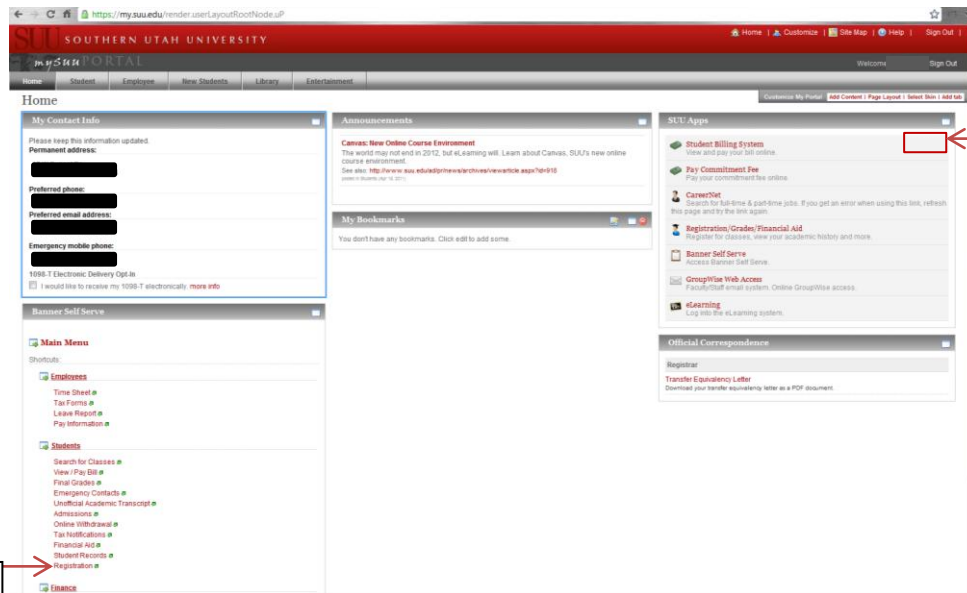
2.



The screenshot shows the 'SUU Account Activation' page. The main heading is 'User your admissions username/PIN to activate your account.' Below this, there is a text box explaining that if the user applied for admission to SUU online, they can use their username and PIN. A red box highlights the 'Username' input field, and a red arrow points from a box labeled 'Admissions Username and PIN' to this field. Below the 'Username' field is a 'PIN' input field and a 'Submit' button. A note at the bottom of the form states: 'Please note, admission usernames are **case sensitive!** You must enter the username exactly as you entered it when you applied to SUU.'

# Registering for Classes

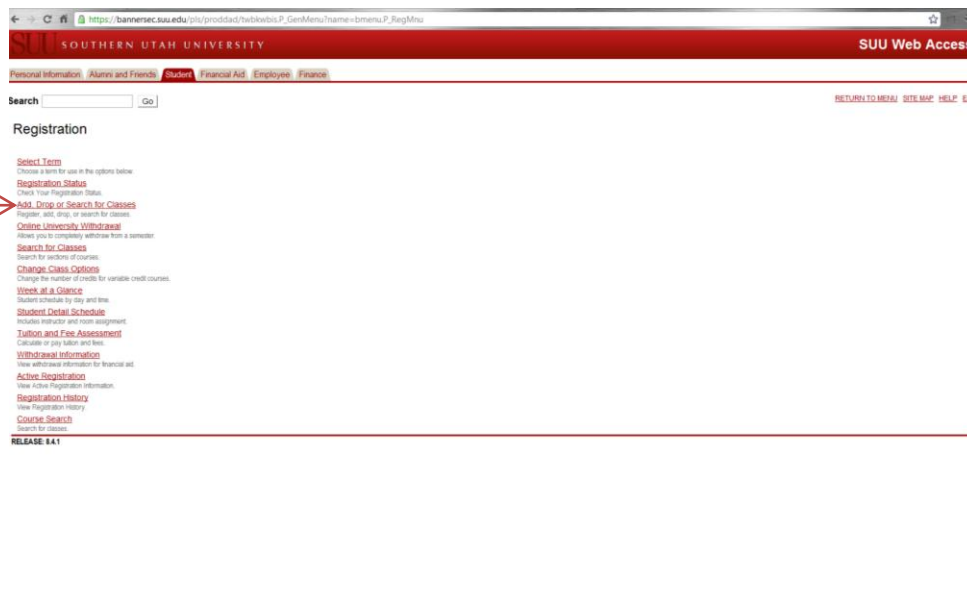
This is the screen that you will see after activating your SUU Portal



Select:  
"Registration"

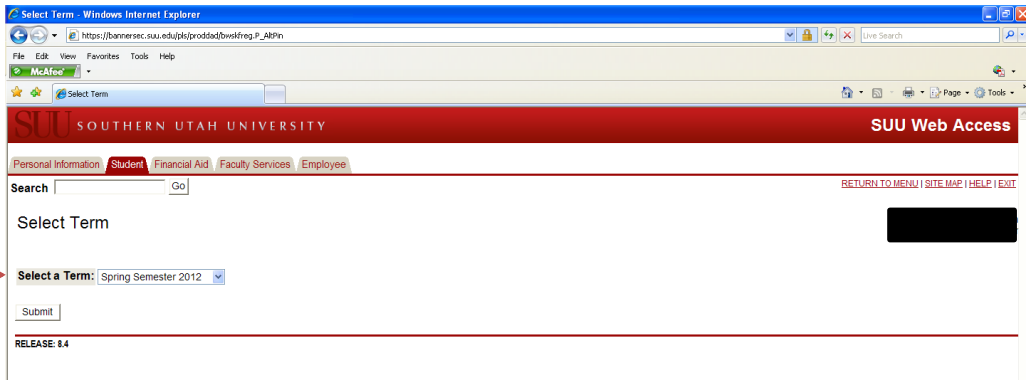
This area will show what you need to pay in tuition and fees to the University by **December 9<sup>th</sup>** (payment plans are also available through this link).

*You may be asked to confirm/update your contact information before being routed to the next screen. Once updated you will be sent to the screen above and will need to select "Registration" again. (You will be required to update this information every semester.)*

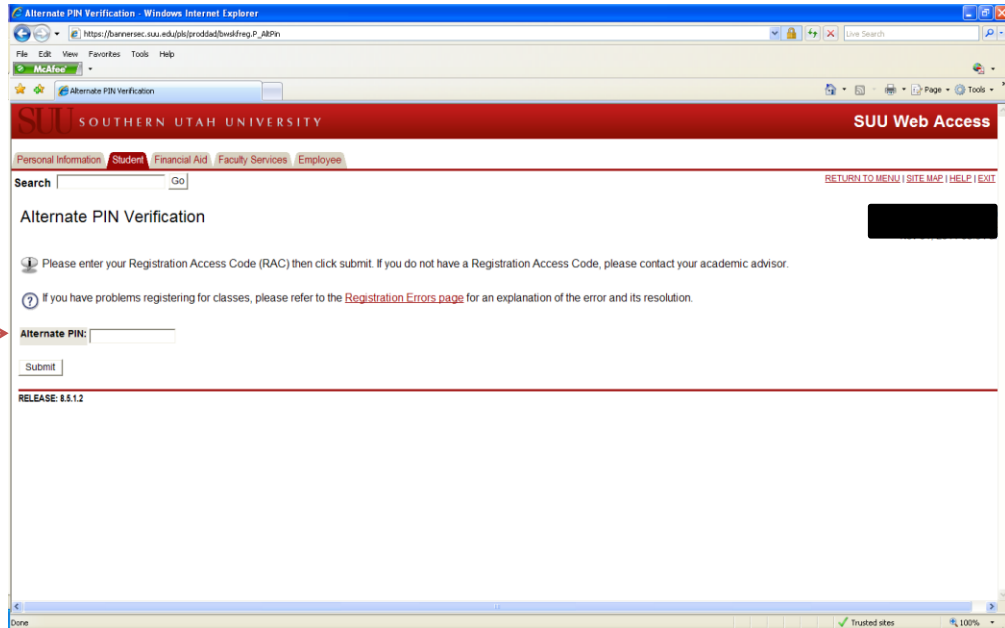


Select:  
"Add,  
Drop, or  
Search for  
Classes"

Select your registration term, followed by submit



Enter the Alternate Pin from the email you received after completing the pre-advising tutorial, and select submit



https://banersec.suu.edu/pls/proddad/bwstreg\_P\_AltFin

SOUTHERN UTAH UNIVERSITY SUU Web Access

Personal Information | **Student** | Financial Aid | Employee | Finance

Search  Go

RETURN TO MENU | RELEASE | HELP | EXIT

Add/Drop Classes:

**Agreement to Pay SUU Tuition Charges and Fees**

By registering for classes, I hereby promise to pay Southern Utah University (SUU), tuition and fees assessed to me for courses, for which I have registered, by the published payment due date for each semester. I agree to pay late payment fees for any unpaid balance after that date. I understand that if I am unable to pay my tuition and fees in full by the published due date, I can enroll in a monthly tuition payment plan available through the SUU Cashier's office. For any unpaid balance beyond the end of the semester for which charges were incurred, I agree to pay any additional fees and interest charges (not to exceed 10% APR) assessed. Holds will be placed on my school records prohibiting me from registration activities, transcript requests, or other University records requests, until my account has been paid in full. In the event I default on this agreement and it becomes necessary to place this account for collection, I agree to pay any additional collection fees, not to exceed 50% of the original principal balance, plus any court costs and/or attorney fees resulting from the enforcement of this agreement. Additionally, I agree that SUU shall have the right to offset any monies due to me from SUU against the past due balance. Also, SUU may place a lien on future Utah State tax refunds until all delinquent balance obligations are satisfied. I understand that SUU will use any communications network available (i.e., cell phone, text message, home phone, place of employment, and internet) to contact me during the collections process.

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear on your Current Schedule. Additional classes may be added in the Add Class table.

To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

ⓘ If you have problems registering for classes, please refer to the [Registration Errors page](#) for an explanation of the error and its resolution.

If you have been waitlisted for a class, you will be notified by email when a seat becomes available. Please check your email often.

Any change in your schedule may impact the amount you owe the University and/or your financial aid. Please check your account after any schedule changes.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
<p>Total Credit Hours: 000  Billing Hours: 000  Minimum Hours: 0.000  Maximum Hours: 15.000  Date:</p>								

**Add Classes Worksheet**

CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Changes | **Class Search** | Reset

This area shows you what classes you are currently registered for

This area shows you how many credits you are registered for in the coming semester  
(Note: you must have a minimum of 12 credits for full-time student status)

To add new classes to your schedule, select the "Class Search" button

You can also add new classes to your schedule by entering the 5 digit CRN number in these boxes.

https://banersec.suu.edu/pls/proddad/bw... Look-Up Classes to Add FWF

SOUTHERN UTAH UNIVERSITY SUU Web Access

Personal Information | **Student** | Financial Aid | Employee

Search  Go

RETURN TO MENU | SITE MAP | HELP | EXIT

Look-Up Classes to Add:

ⓘ For advanced search options, use the **Advanced Search** button below.

**Subject:** Accounting | Agricultural Science | Anthropology | Art | Art History | Arts Administration | Biology | Business Administration | Business Education | CAD/CAM Engineering Technology

Course Search | **Advanced Search**

RELEASE: 8.5.1.2 | [Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [View Holds](#)

Select the Advanced Search Option

Select the subject here

If you know your Course Number (i.e. 2010, 3270, etc) Then you can enter that in this space to narrow your search

Select: "Class Search" after selecting the subject

**For example:** If I want to register for ACCT 2010 Accounting Principles, I would first select the "Subject" Accounting, then click on the "Class Search" Button on the bottom of the page.

Section/CRN	Subj	Crse	Sec	Cap	Cred	Title	Days Time	Cap Act Rem	WL	WL	WL	Instructor	Date	Location Attribute
<input type="checkbox"/> 2000	ACCT	2010	01	SU	3.000	Accounting Principles	MWFP 10:00 am-10:50 am	65 46 19	25	0	25	Mary B. Pearson (P)	08/22-12/09	BU 208 Budget Related (Regular) and Vocational and Regular Class and Face-to-face
<input checked="" type="checkbox"/> 3000	ACCT	2010	02	SU	3.000	Accounting Principles	MWFP 01:00 pm-01:50 pm	65 16 49	25	0	25	Mary B. Pearson (P)	08/22-12/09	BU 208 Budget Related (Regular) and Vocational and Regular Class and Face-to-face
<input type="checkbox"/> 3002	ACCT	2010	03	SU	3.000	Accounting Principles	TR 08:30 am-09:50 am	65 15 50	25	0	25	Marshall D. Chamberlain (P)	08/22-12/09	BU 208 Budget Related (Regular) and Vocational and Regular Class and Face-to-face
<input type="checkbox"/> 3003	ACCT	2010	04	SU	3.000	Accounting Principles	MWFP 12:00 pm-12:50 pm	36 33 3	25	0	25	Mary B. Pearson (P)	08/22-12/09	BU 101 Budget Related (Regular) and Vocational and Regular Class and Face-to-face
<input type="checkbox"/> 3302	ACCT	2010	05	SU	3.000	Accounting Principles	MWFP 03:00 pm-03:50 pm	36 7 29	25	0	25	Marshall D. Chamberlain (P)	08/22-12/09	BU 101 Budget Related (Regular) and Vocational and Regular Class and Face-to-face
<input type="checkbox"/> 3001	ACCT	2020	01	SU	3.000	Managerial Accounting	MWFP 09:50 am-09:59 am	49 28 21	25	0	25	Marshall D. Chamberlain (P)	08/22-12/09	BU 208 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3001	ACCT	2020	02	SU	3.000	Managerial Accounting	TR 01:00 pm-02:30 pm	70 18 52	25	0	25	Marshall D. Chamberlain (P)	08/22-12/09	BU 208 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3002	ACCT	3010	01	SU	3.000	Financial Accounting I	TR 01:00 pm-02:20 pm	48 34 14	25	0	25	Mary B. Pearson (P)	08/22-12/09	BU 103 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3001	ACCT	3020	01	SU	3.000	Financial Accounting II	MWFP 12:00 pm-12:50 pm	48 22 26	25	0	25	David A. Rees (P)	08/22-12/09	BU 103 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3002	ACCT	3100	01	SU	3.000	Accounting Information Systems	MWFP 01:00 pm-01:50 pm	36 13 23	25	0	25	Jeffrey N. Barnes (P)	08/22-12/09	BU 207 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3002	ACCT	3200	01	SU	3.000	Tax I	MWFP 09:50 am-09:59 am	48 26 22	25	0	25	Robin S. Boveck (P)	08/22-12/09	BU 102 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3002	ACCT	3300	01	SU	3.000	Cost	MWFP 10:00 am-10:50 am	36 21 15	25	0	25	David S. Christensen (P)	08/22-12/09	BU 101 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3136	ACCT	3350	01	SU	3.000	Business Law I	MWFP 08:00 am-08:50 am	36 35 1	25	0	25	Timothy B. Lewis (P)	08/22-12/09	BU 101 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3136	ACCT	3360	02	SU	3.000	Business Law I	TR 10:30 am-11:30 am	48 32 16	25	0	25	Timothy B. Lewis (P)	08/22-12/09	BU 102 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3002	ACCT	3400	01	SU	3.000	Auditing I	MWFP 02:00 pm-02:50 pm	36 13 23	25	0	25	Jeffrey N. Barnes (P)	08/22-12/09	BU 101 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3000	ACCT	4030	01	SU	3.000	Advanced Accounting	TR 02:30 pm-03:50 pm	48 25 23	25	0	25	David A. Rees (P)	08/22-12/09	BU 102 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3002	ACCT	4200	01	SU	3.000	Tax Research & Advanced Topics	MWFP 11:50 am-11:59 am	36 12 24	25	0	25	Jeffrey N. Barnes (P)	08/22-12/09	BU 207 Budget Related (Regular) and Academic and Regular Class and Face-to-face
<input type="checkbox"/> 3112	ACCT	4900	01	SU	1.000-3.000	Internship	TBA	10 0 10	0	0	0	David S. Christensen (P)	08/22-12/09	TBA Budget Related (Regular) and Academic and Supervision at remote sites and Face-to-face
<input type="checkbox"/> 3202	ACCT	4900	01	SU	1.000	Special Topics	TBA	10 0 10	25	0	25	David S. Christensen (P)	08/22-12/16	TBA Budget Related (Regular) and Academic and Regular Class and Face-to-face

These columns contain the class name

These columns contain the days and times of the class

This column contains check boxes. Make sure you check the boxes of the classes you want to add to the worksheet

For more information on a class, click on the underlined red numbers in this column

These columns show how many seats are available in the class

If you want to add the class to your schedule select the corresponding check box (located in the far left column).

If the letter 'c' is next to the course, instead of a check box, then the course is closed, and you will be unable to register for this class.



See the [Cashiers Office Website](#) or contact them with questions at (435) 586-7720.

⑦ If you have problems registering for classes, please refer to the [Registration Errors page](#) for an explanation of the error and its resolution.  
 If you have been waitlisted for a class, you will be notified by email if/when a seat becomes available. Please check your email often.  
 Any change in your schedule may impact the amount you owe the University and/or your financial aid! Please check your account after any schedule changes.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
"Registered" on Oct 25, 2011	None	10587	PHYS	2020	01	Undergraduate - Semester 4.000	Standard Letter	College	Physics II	
"Registered" on Oct 25, 2011	None	12799	PHYS	2025	05	Undergraduate - Semester 1.000	Standard Letter	College	Physics II Lab	

Total Credit Hours: 5.000  
 Billing Hours: 5.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Nov 01, 2011 09:39 am

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Corequisite	BIOL 2320 (CRN 10667) required	12803	BIOL	2323	30I	Undergraduate - Semester 1.000	Standard Letter	Human	Anatomy Lab

**Add Classes Worksheet**

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Submit Changes | Class Search | Reset

[View Holds | Change Course Options | Registration Fee Assessment]

RELEASE: 8.12

You may receive a registration add error. If so it appears in this area and means you are NOT registered for the class.

If you receive an error code, select this link for an explanation and resolution to the problem

To see what a week or your classes will look like for spring semester, follow the instructions below.

To get to this page, select the "Student" tab

"Week at a Glance"

SOUTHERN UTAH UNIVERSITY SUU Web Access

Personal Information | Alumni and Friends | **Student** | Financial Aid | Employee | Finance

Search:  Go

**Registration**

- [Select Term](#)  
Choose a term for use in the options below.
- [Registration Status](#)  
Check Your Registration Status.
- [Add, Drop or Search for Classes](#)  
Register, add, drop, or search for classes.
- [Online University Withdrawal](#)  
Allow you to completely withdraw from a semester.
- [Search for Classes](#)  
Search for sections of courses.
- [Change Class Options](#)  
Change the number of credits for variable credit courses.
- [Week at a Glance](#)  
Student schedule by day and time.
- [Student Detail Schedule](#)  
Includes instructor and room assignment.
- [Tuition and Fee Assessment](#)  
Calculate or pay tuition and fees.
- [Withdrawal Information](#)  
View withdrawal information for financial aid.
- [Active Registration](#)  
View Active Registration Information.
- [Registration History](#)  
View Registration History.
- [Course Search](#)  
Search for classes.

RELEASE: 8.1

Click on the link "Week at a Glance"

The screenshot shows the Southern Utah University (SUU) student schedule interface. At the top, the browser address bar shows the URL [https://bannersec.suu.edu/pls/prod/sad/weekofschd.P\\_CrseSchd](https://bannersec.suu.edu/pls/prod/sad/weekofschd.P_CrseSchd). The page header includes "SOUTHERN UTAH UNIVERSITY" and "SUU Web Access". Below the header, there are navigation links for "Personal Information", "Advising and Progress", "Advising", "Financial Aid", "Registration", and "Forms". A search bar is present with a "Go" button. The main heading is "Student Schedule by Day and Time:". Below this, a note states: "Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page." The central part of the page is a table for the "Week of Apr 25, 2011 (144 of 276)". The table has columns for "Previous Week", "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", "Sunday", and "Next Week". The table body is currently empty. To the right of the table, there is a "Go to MM/DD/YYYY:" field with a "Submit" button. At the bottom of the page, there are several links: "Home Term", "Add Class/Classes", "Change Class/Classes", "View Fax Assessment", "Lock/Unlock Class to Add", and "Drop Schedule". A "RELEASE 4:18:1" message is visible at the bottom left, and a "Student Schedule by Day and Time Links" button is at the bottom center.

A weekly schedule will appear in this area

For your schedule to show up, you need to make sure that the date you entered is during the coming semester

For any questions please call the Academic Advising Office:

435.586.5420