

WEB USAGE INSTRUCTIONS

TO ACCESS the student web for registration, transcript, grades, and account summary:

Navigate to:

- www.utm.edu
- Log in to the my UTMartin portal (lower middle of page)
- User name is the same as the university email account
- Password begins as the last 4-digits of the social security number followed by 3 character birth month—first character capitalized-- and last 2-digits of the birth year {i.e. 1234Aug87}
- Click on Banner on the portal title bar

The student may be prompted to enter a hint question & answer

If so, this step must be completed in order to proceed.

Click on:

- Student Services
- Registration
- Select Term: Choose Appropriate Term
- Submit Term

Add/Drop Classes

- Type in a CRN in the small boxes at the bottom of the page, tab, type another CRN, until student has all of the CRN's that are desired
- Submit Changes **TO REGISTER FOR CLASSES**
When the window returns with the current schedule, the status on the right will say **registered** if the student is registered in those classes. If there are errors in the classes such as closed, time conflicts, corequisites it will show up as **STOP-- Registration Errors** and the student is **NOT** registered in those classes.

REMEMBER:

*The student **IS** registered for the classes that have a status of registered and **IS NOT** in the ones that are listed as errors.*

If student is not sure of the CRN #, student should:

- Click the Class Search button (Choose whatever options student wishes to search for, such as subject and course number, etc.)
- Click Find Classes
- Click box next to the class that student wants to register
- Click Register to register or Add to Worksheet to keep working

TO DROP/DELETE:

- Use the Drop/Delete action drop down box, which is found on the left of the registered classes, to remove a class from the schedule.
- Continue these steps until schedule in correct
- The student will not be permitted to drop the last class online. Student should contact Student Affairs if he/she needs to withdraw from school.

When schedule is complete:

- Click Return to Menu and Close the Browser

ALWAYS GO BACK TO THE STUDENT DETAIL SCHEDULE ON THE WEB TO VERIFY THE CLASS SCHEDULE.

*Be aware of scheduled classes which may not appear because they are offered in non-traditional formats and/or times.