Logging into “MYUT”

1. Log into “MYUT” using your UT UTAD username and password

   http://intranet.utoledo.edu

   If you were able to log in successfully, go to step #3.

   If you had problems remembering your username and/or password, go to step #2.

2. If you do not have a University of Toledo “UTAD Username” and Password or you do not remember your “UTAD Username” and Password, go to the “UTAD Account User” to reset your account.

   https://myutaccount.utoledo.edu/ident.asp

   You must enter your “UT Identifier:”

   Your Rocket Number, or
   Your UTAD Username

   You must enter your “UT Identifier Question:”

   Your birthdate, or
   Your UTAD Username
NOTE: Your birthday must be entered as MM/DD/YYYY (Month/Day/Year)

3. After you enter this information, you will be at the “UTAD Account Management Page.” To change your password, you need to click on the “Change Your Password link.”

NOTE: On the left side of this page, you can obtain information such as your “Username,” your “Rocket ID Number,” and your “University of Toledo email address.”
4. Answer the question you chose when you first activated your account.
5. If you are still experiencing problems, please contact the “UT Help Desk” at 419-530-2400 for help.

Registering for Classes (for student)

1. On the “MYUT” page, click on “Register/Drop/Withdraw Courses”

2. On the next screen, click on the term that you want to register for.
3. If you know the CRN numbers of the classes you would like to take, you can them on the “Add Classes Worksheet.” After you enter your CRN numbers, click on “Submit Changes.”

4. If you do not know the CRN numbers for the courses you would like to take, click on “Class Search.”
5. If you do not know the CRN numbers for your classes, click on “Look Up Classes” in the main MYUT page.

6. Click on the term you want to register for.
7. Click on the term you want to register for.

8. In the “Subject Section,” click on “American Language Institute.”
9. On the next screen, click on “View Sections” of the first course that you wish to take.

Look Up Classes

| Fall 2015 American Language Institute |
|-------------|-----------------|----------------|
| 1LA         | NC Basic I Literacy A | View Sections |
| 1LB         | NC Basic I Literacy B | View Sections |
| 2LA         | NC Basic II Literacy A | View Sections |
| 2LB         | NC Basic II Literacy B | View Sections |
| 3LA         | NC Intermed I Literacy A | View Sections |
| 3LB         | NC Intermed I Literacy B | View Sections |
| 4LA         | NC Intermed II Literacy A | View Sections |
| 4LB         | NC Intermed II Literacy B | View Sections |
| 5LA         | NC Advanced I Literacy A | View Sections |

10. Select the section of the class that you would like to take.
11. If class has a “C” in the “Select” column, this class is closed, and you cannot register for it.

12. If you prefer to register for your course by using the CRN number for the course, the CRN number is listed in the second column. If you want to use this method to register, go back and redo steps #2 and #3 on pages 5 and 6 once you have your CRN numbers.
13. When registering for your classes make sure that you register for the correct term. In order to do this, please find the “Section” column.
If you want to register for Term One classes, in the “Section” column look for numbers that begin with “01_.”

If you want to register for Term Two classes, in the “Section” column look for numbers that begin with “02_.”

<table>
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<tr>
<th>Select</th>
<th>CRN</th>
<th>Sub</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
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<td>09:26 am-10:20 am</td>
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<td>TBA</td>
<td>10/20-12/12</td>
<td>SM 1330</td>
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</tbody>
</table>
Submitting Health Insurance Information

1. In order to submit health insurance information, click on the “Health Insurance – Change or Waive” link, which is in the “My Registration Steps” on the "MYUT" page.

2. Select the term you are registering for.
3. If you want to enroll in the University of Toledo student health insurance plan, click on "Enroll," located at the bottom of the screen.

Current Health Insurance Status: You are not mandated to have the University Sponsored Insurance.

To enroll in one of the University Sponsored Insurance Plans, click on "Enroll". To enroll a dependent or spouse, click on "Add Dependent or Spouse".

PLEASE NOTE - Adding or dropping courses or changes in your Student Status may impact your mandate.

By clicking the button(s) below, I acknowledge my personal information will be provided as part of the enrollment process. This information will not be shared, sold or otherwise used for any other purpose.

Enroll
Add Dependent and/or Spouse

4. If you have insurance and want to “waive” University of Toledo health insurance plan, click on the "Information on The University Sponsored Insurance Plan" link.

If you do not complete the waiver request or plan change process in its entirety:
• You will remain enrolled in the mandated health insurance plan
• Health insurance fee will remain on your student account

Information on The University Sponsored Insurance Plan - This link provides information on the University Sponsored Insurance Plan including:
• Waiver Eligibility (Please review before attempting to waive)
• Waiver Request
• Plan Levels (Please review to ensure you will not incur large out-of-pocket expenses later in the year should you exceed the cap on the pharmacy coverage and other benefits)
• Change in Coverage
• Other Information

If you have questions regarding the health insurance plans or waiver, please contact the Student Health Insurance Office on the Main Campus Medical Center at 419.530.3474.

Current Health Insurance Status: You are not mandated to have the University Sponsored Insurance.

To enroll in one of the University Sponsored Insurance Plans, click on "Enroll". To enroll a dependent or spouse, click on "Add Dependent or Spouse".

PLEASE NOTE - Adding or dropping courses or changes in your Student Status may impact your mandate.

By clicking the button(s) below, I acknowledge my personal information will be provided as part of the enrollment process. This information will not be shared, sold or otherwise used for any other purpose.
Register for Parking Permit (If needed)

1. The “Request /Update Parking Permits” link is located under either the “My Registration Steps” section or the “My Other Resources” section on the “MYUT” page.
View/Pay Bill (e-statement)

1. The “View/Pay Bill” link is under the “My Account” section on the “MYUT” page.

My Accounts
View/Pay Bill (e-Statement)
Installment Payment Plan Application
Title IV Consent
FERPA Consent
Direct Deposit Authorization
Check Rocket Card Balance/Make Deposits
Transfer Excess Financial Aid to Rocket Card
Change or Add Meal Plan
Law Deposits
EMBA Program Deposit
Graduate Program Deposit
Housing/Enrollment Deposit
More Account Options...
2. Select the appropriate term.

   **Select Term**

   Select a Term:  [Summer 2015]

   Submit

RELEASE: 8.5.4.4

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3. At the bottom of the “Bill/E-statement Page,” click on the electronic payment link.

   * Payment Due Dates: Summer 2015: May 8, 2015
     Third Year Medical Students: June 12, 2015
     Fourth Year Medical Students: June 26, 2015

   PLEASE NOTE: Prior term balances are due immediately, any Registration activity.

   Payment information:

   - Payment is **due daily** after initial due date
   - To make an electronic payment, click here.
   - To mail a payment, click here.

4. A fee of $70 and up (possibly over $200 – it is based on how much they owe) will be charged to the student’s card if they choose to pay by credit card.

   If a student chooses to pay by electronic check, there will not be an extra fee added to their card.

   If a student chooses to use an “electronic check” to pay for their classes, they need their bank routing number and their account number.
5. Click on “Click here to make a payment.”

6. Click on “Payment Amount.”
7. Enter how much the student would like to pay and click on “Add to Shopping Cart”

8. Verify payment amount. If correct click on “Checkout.”
9. Choose whether student is paying by credit card or by check (using routing and account number of checking account) and click on “Continue Checkout.”

10. Enter the appropriate credit card information and/or checking account information.
Screen shot of check payment page:

I hereby authorize The University of Toledo to initiate debit entries to my financial institution, according to the terms below, and for my financial institution to debit the same to such account. In the event that this electronic payment is returned unpaid for "NSF" or "Insufficient Funds", I understand that a $30.00 return fee will be assessed and debited to the student's account.

Please enter your bank account information and click on the 'Continue Checkout' button.

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number
Confirm Bank Account Number
Account Type
○ Checking ○ Savings
Routing Transit Number
Account Holder Name
Email Address

(Optional) Please provide a name for this payment method to be saved for future use:
ex: 'MyChecking'

(You'll have a chance to review this order before it's final.)

Continue Checkout
Screen shot of credit card page:

This site is owned and operated by Higher One, Inc.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of $0.03.

This charge is assessed by Higher One, Inc. Service charges are included in your transaction and are paid directly to Higher One, Inc. Service Charges are non-refundable.

I acknowledge that I have read and accept the terms and conditions of the Higher One, Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of $0.03 for the use of CASHNet® SmartPay.

Review Charges  Cancel My Transaction  Continue Checkout

Please enter your credit card information and click on the 'Continue Checkout' button.

Credit Card Number
Expiration Month  Select Month
Expiration Year  Select Year
Cardholder Name
Address
City
State/Province/Region
Zip/Postal Code
Country  United States
Card ID Code
Enter the address where you receive the bill for this card.

Enter the three or four digit code from your card. Help

(Optional) Please provide a name for this payment method to be saved for future use: ex: 'MyCreditCard' (You'll have a chance to review this order before it's final.)

Continue Checkout
Adding / Dropping A Class

You now have the ability to add or drop a class. You will be able to do this until the
day before classes start.

In order to do this, go to the “Current Schedule” page. In the “Action” column, click
on drop down menu and then select “Drop.”

<table>
<thead>
<tr>
<th>CRNs</th>
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</table>

Submit Changes  Class Search  Reset