

Student Registration Instructions for the myUT Portal

1. Go to myut.utoledo.edu. Enter your UTAD username and password to login.

***If you do not know your username and/or password, click “Login Help” and follow the instructions for activating your UTAD account. Once your account is activated, return to myut.utoledo.edu and enter your new username and password.
2. You are now looking at the Student page. Under My Registration Steps, click “Register/Search for Classes.” Select the appropriate term and click submit.
3. If your adviser provided CRNs, click “Add or Drop Classes” and enter the CRNs in the boxes at the bottom of the screen. Click “Submit Changes” to register for these courses. **If you are permitted into a course, you must use this method to add the course.**
4. To search for courses, click “Look Up Classes” and enter the appropriate semester in the drop-down menu; click “submit.” **Important:** you can only look up courses by first selecting an academic department from the scroll-down menu. Simply click on the department name and scroll down the screen to click “Class Search.” This will bring up all courses offered by the department in a selected semester. You can narrow your search by entering specific course numbers or choosing specific days or times for class meetings. To register, click the box next to the course section CRN and click “Register” at the bottom of the screen.
5. To search for core curriculum courses, go to the “Look Up Courses” page. Highlight all subjects in the top box (click and drag from Accounting to Women’s and Gender Studies), click outside the box, and move down the screen to the “Attribute Type” box. Choose the core curriculum course type and then click “submit” to pull up all courses offered for the selected term. You can confirm that the course meets the core curriculum requirement when you view the attribute boxes in your search results (far right of screen).
6. If you are registering for lecture and lab courses, you need enter the CRNs for both the lecture and the lab sections in “Add or Drop Classes” page and click “submit.” Corequisite courses must be processed simultaneously by the system to allow your registration.
7. To print your schedule, click “Student Detail Schedule” on the registration menu.
8. To print a grid schedule, click “Week at a Glance” and enter the first day of the semester.
9. **PARKING, HEALTH INSURANCE, and LEGAL SERVICES:** be sure to address these options on the main Student page.
10. When you are finished, be sure to logout by clicking on the exit/logout links on each screen.
11. If you need assistance, click on the “Help” icon to the upper right of the screen. This will take you to myUT Help Center, which offers tutorials and video guides for navigating the myUT portal.