

## How to Register Online

Signing up for classes is only a few mouse-clicks away! These step-by-step instructions will walk you through the process of registering for classes online. It's important to understand that registration is really a three-step process that consists of placement, academic advising, and course registration.

If you are signing up for classes on UAOnline, we assume that you have the appropriate placement test scores, and have met with an academic advisor to create your semester class schedule.

### Here is how to register:

Step 1. Go to **UAOnline** by typing in <https://uaonline.alaska.edu> into your web browser.

Step 2. Select **'Log In'**

*If you do not know your UA Username or UA Password, click on "Forgot Password or UA Username: UAA*

Step 3. Click on **'Student Services/Account Information'**

Step 5. Click on **'Registration'**

Step 6. Select **'Register/Add/Drop Classes'**

Step 7. Select term

Step 8. If you already know the CRN(s) you want to register for simply access the **'Register/Add/Drop Classes'** page from Registration menu, enter the CRN(s).

Step 9. Then select **'Complete Registration Changes'** located at the very bottom of the **'Register/Add/Drop Classes'** page.

Now you are done registering for classes.

To view how much money you owe and to pay for classes, click on **'View Fees/Make Payment'**. This will take you to a screen where you can view your tuition costs and fees for applicable semester.

*Remember to order your books!*

*Be sure to log out of your account to protect your information!*