

REGISTRATION INSTRUCTIONS

User Login - Windows Internet Explorer
https://vandalweb.uidaho.edu/PROD/owa/twbkwbis.P_WWWLogin

University of Idaho
A LEGACY OF LEADING

University of Idaho VandalWeb

HELP EXIT

User Login

✓ You may use your **STUDENT ID/VANDAL NUMBER** and **PIN** or your student lab **USER NAME** and **PASSWORD** to login.
If you have forgotten your PIN, use the **ONLINE PIN RESET INFORMATION** to obtain a **TEMPORARY PIN** for login.

User ID: ←

PIN:

Login

RELEASE: 8.1

- 1 All undergraduates must speak with their academic advisor before registration to remove a hold.
- 2 Make your schedule by finding the CRN's in the *Class Schedule*: www.uidaho.edu/schedule.
- 3 Login to your VandalWeb account: www.vandalweb.uidaho.edu
NOTE: If you have not created your accounts, go to www.vandalsetup.uidaho.edu and complete setup process first.
 - ▶ **USER ID** is your **STUDENT ID** number including the dash (Example: 091-12345)
 - ▶ **PIN** is the six-character password you created as your first account on Vandal Setup
 - *If you have forgotten your PIN, first click the **ONLINE PIN RESET INFORMATION** link and follow the steps to reset your PIN to a temporary number for VandalWeb login.
- 4 To register for classes from the Main Menu
 - ▶ Click **Student Information/Registration Menu**
 - ▶ Click **Registration Menu**
 - ▶ Click **Add/Drop Classes**
 - ▶ Choose the correct **Term** from drop-down, click **Submit**
 - ▶ Enter CRN's on the **Add Classes Worksheet**, click **Submit Changes**

If you did not encounter any registration problems, your classes will all show as “*Web Registered*” which means you are officially registered – CONGRATULATIONS!



Problems? Turn over for instructions how to fix your registration problem

When I tried to register, I got an error...now what do I do?

MY REGISTRATION ERROR

HOW DO I FIX THIS?

ADVISOR HOLD...

means your registration hold has not been lifted by your advisor

Contact your academic advisor or major department to lift the hold. If you need advising help, contact the Academic Advising Center at 208•885•9831.

CLASS ENROLLMENT FULL ...

means the class is full right now, but you may opt to place yourself on the wait list (if one is available) so you will be registered if space becomes available.

Put yourself on the wait list by selecting **Wait List** from the action drop-down and click the **Submit Changes** button. Note: your class will show as *Wait Listed* on your schedule.

A courtesy email will be sent to your VandalMail, notifying you when space opens and you are officially registered.

Contact the instructor or department offering the class if you have questions about availability. Also check for other sections of the same class that will fit into your schedule.

CLASS ENROLLMENT RESERVED ...

means that the department is allowing only students with a reservation to register for the class

Contact the department offering the class to ask about what is required for a reservation for registering.

CLASS OPEN TO DOCTORAL STUDENTS ONLY ...

means only students seeking PhD degrees can register for the class

Check the *Class Schedule* for other classes that are for undergraduates or masters students in the same area and contact the department offering class if you need assistance or have questions about alternate classes.

CLASS OPEN TO GRADUATE/LAW STUDENTS ONLY...

means that only Graduate or Law students can register for the class

Check the *Class Schedule* for other classes that are for undergraduates in the same area and contact the department offering class if you need assistance or have questions about alternate classes.

CLASS OPEN TO MAJORS ONLY ...

means only students seeking specific majors can register for the class

Contact the department offering the class to ask about special permission for registering. The department must enter a **Registration Override** on VandalWeb which will allow you to login to your account and register yourself.

CLASS STANDING REQUIREMENT NOT MET...

means the class is restricted to enrollment by upper-classmen only (generally, freshmen are not allowed in courses numbered 300-499)

Contact the department offering the class to see if they are willing to waive this restriction and enter a **Registration Override** for you on VandalWeb which will allow you to login to your account and register yourself.

PERMISSION REQUIRED...

means the department is allowing only select students to register for the class

Contact the department offering the class to request permission for registering. The department must enter a **Registration Override** on VandalWeb which will allow you to login to your account and register yourself.

PREREQUISITE NOT MET...

means that the class requires another class or higher test score to register

The course descriptions in the *General Catalog* list all class prerequisites. You can contact the instructor or department offering class to ask for a waiver of a prerequisite. The instructor or department must enter a **Registration Override** on VandalWeb which will allow you to login to your account and register yourself.

EMAIL and PHONE NUMBERS for instructors and departments available here:



<http://directory.uidaho.edu>