Directions for Registering in Self-Service

1. Go to [www.hartford.edu](http://www.hartford.edu) and selected Self-Service on the top right.
2. Select to Sign On
Directions for Registering in Self-Service

3. Enter your university ID# and PIN
Directions for Registering in Self-Service

4. Click on Faculty Main Menu
Directions for Registering in Self-Service

5. Select Registration Add/Drop
6. Select a Term and Submit
Directions for Registering in Self-Service

7. Select a Student or Enter Student ID Directly
   (You may only have the second screen shot to Enter Student ID Directly)
Directions for Registering in Self-Service

*If you do not have any advisees Enter Student ID Directly*
8. Enter ID and Click Submit ID
Directions for Registering in Self-Service

9. Click OK to confirm

The name of the person you selected is **Leonardo DiCaprio**

Please press the OK button if this is correct. If this is incorrect, select the ID Selection link to try again.

OK

**RELEASE: 8.0 UH**

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Directions for Registering in Self-Service

10. Enter CRN for each class to add and then click Submit Changes
Directions for Registering in Self-Service

11. Classes may be dropped by using the pull-down lists in the Action field.

Note: Registration Enrollment consent does not exist for this student for this term
Information for Leonardo DiCaprio (19649315)

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on 01/20/2017</td>
<td>None</td>
<td>21700 PHI</td>
<td>240</td>
<td>0</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Normal</td>
<td>Philosophy of Religion I</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: 01/20/2017 10:06

Add Classes Worksheet

CRNss - Please enter ALL CRNs, then Press "Submit Changes"