

Online Registration

1. Go to <https://my.ipfw.edu>

2. Enter username and password. All continuing, active students have a network account. Newly admitted or re-admitted students have a network account created upon admission. First time users need to click on “Get me started!” and follow the instructions to activate the network account – this includes finding out what their username is, setting up their password, and setting up a security question and answer. If the student has activated their network account but has forgotten their username or password, click on “Forgot username/password link. Contact ITS HelpDesk for additional assistance. **Registrar Office staff do not have access to student's network account username or password.**

The screenshot displays the my.ipfw.edu website interface. At the top left is the my.ipfw logo, and at the top right is the URL my.ipfw.edu. A system announcement banner is present, stating: "System Announcement: The payment portal will be temporary out of service for a system upgrade on Thursday, October 22, 2009 from 8 a.m. through 8:30 a.m. We apologize for any inconvenience. Please contact Bursar's office at 260 481-6824 to make payment." Below the announcement, there are two main sections. On the left, a "Welcome to myIPFW" sidebar contains links for Announcements, What's Inside?, Tutorials, FAQs, and Help. On the right, the "Log in to your account" section features input fields for Username and Password, a "SIGN IN" button, and a "Forgot username or password?" link. Below this is the "First-time user?" section, which includes a "Get me started!" button. Two red arrows point to the "Forgot username or password?" link and the "Get me started!" button. At the bottom, there is a security warning and a footer with copyright information: "© 2008 Indiana University-Purdue University Fort Wayne | 2101 E. Coliseum Blvd., Fort Wayne, IN 46805".

3. After logging in to myIPFW, click on the enrollment tab.

The screenshot shows the myIPFW website interface. The top navigation bar includes tabs for My Home, IPFW Events, My Tab, First Year, Enrollment, Academics, Campus Life, Faculty/Advisor, and Employee. The 'Enrollment' tab is highlighted. A red arrow points to this tab. Below the navigation bar, there are several content areas: 'My Announcements' (no announcements), 'IPFW Announcements' (no announcements), 'Google Apps at IPFW' (information about Google Apps), 'myIPFW News' (welcome message), 'System Status' (all servers operational), 'Academic Calendar' (enrollment news), and 'Enrollment News' (Spring 2010 Priority Advising & Registration has begun).

4. On the Enrollment tab, there are two options for registration in the Student Services channel. If a student knows the CRNs for the courses they want to register for, click on the "Registration – Add/Drop Classes" link.

The screenshot shows the myIPFW website interface with the 'Enrollment' tab selected. The 'Student Services' channel is visible, containing links for 'Registration - Add/Drop Classes', 'Look-up Classes to Add', 'Check Your Registration Status', 'Summary Schedule of Classes', 'Detailed Schedule of Classes', 'Week at a Glance - Graphic Schedule', 'IPFW Unofficial Degree Evaluation', 'IPFW Unofficial Transcript', and 'Tax Notification'. A red arrow points to the 'Registration - Add/Drop Classes' link. A red callout box contains the text: 'This link shows a student their class standing and when they are eligible to register. Registration priority is not set until the Friday before registration begins.' Other sections visible include 'Academic Profile', 'Orientation and Placement Tests', 'Financial Aid Requirements', and 'Follett's IPFW Bookstore'.

5. Select the appropriate term. Click the Submit button.

The screenshot shows the myIPFW website interface with the 'Enrollment' tab selected. The 'Select Term' form is visible, containing a search bar, a dropdown menu for 'Select a Term' (set to 'Spring 2010'), and a 'Submit' button. The page also includes a navigation bar with 'Personal Information', 'Student Services, Financial Aid & Student Account', 'Faculty & Advisor Services', and 'WebTailor Administration'. The user's name 'Kari S. Smith' and the date 'Oct 21, 2009 02:09 pm' are displayed. A '[Log Out]' link is visible at the bottom.

6. If the student is already registered for some classes, they will appear here. Under the “Add Classes Worksheet” heading, there are empty boxes. Enter CRNs in the boxes and click the “Submit Changes” button. If the class is added successfully, it will be added to the “Current Schedule”. If there is an error, it will appear between the “Current Schedule” and “Add Classes Worksheet” heading, with a red octagon and an explanation of the error. Notice the links to “Detailed Schedule” and “Graphic Schedule” at the bottom of the page. There are also links to pages explaining distance learning/off-campus codes, section letter codes, and registration error messages.

(These web pages are available to faculty and staff at: <http://www.ipfw.edu/registrar/registration/trouble.shtml>)

Personal Information **Student and Financial Aid**
RETURN TO MENU SITE MAP HELP EXIT

Search

Add/Drop Classes:

Lori A. Hogan
 Spring 2006
 Mar 15, 2006 03:48 pm

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Classes Worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. If you are registering for a course that requires a lab, you **must** request them at the same time. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Your class registration will NOT be canceled if you do not pay. When you register for classes, you are responsible for your fees unless you drop your classes prior to the first day of the semester.

Please Note: Any class which meets at a location of **DE, OC or OC**** is a distance learning or off-campus course. [Click here](#) for an explanation of distance learning and off-campus location abbreviations. Contact the Division of Continuing Studies at (260) 481-6111 for additional assistance.

When a letter follows the section number (ex. 02V, 03W, 04C), the letter represents a distance learning format, an off-campus location or a special restriction for that section. [Click here](#) for an explanation of the section letters.

Need help with a registration error? [Click here](#) for an explanation of registration error messages.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jan 08, 2006		22708	EDUA	F300 02	Undergraduate	2.000	Satisfactory/Unsatisfactory	Invitation To Teaching
Web Registered on Oct 26, 2005	None <input type="text"/>	23938	EDUC	M323 03C	Undergraduate	2.000	Regular Grade	Teach Of Mus Elem Sch

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Maximum Hours: 24.000
 Date: Mar 15, 2006 03:48 pm

Add Classes Worksheet

CRNs

Errors will appear in this area.

[\[Check Registration Status | Detailed Schedule | Graphic Schedule | Select Term | Registration Fee Assessment | Registration Menu | View Holds | Exit \]](#)

7. The second option for registration is to click on the “Look-up Classes To Add” link. This takes the student to a searchable schedule.

The screenshot shows the IPFW student portal interface. At the top, there are navigation tabs: My Home, IPFW Events, My Tab, First Year, Enrollment, Academics, Campus Life, Faculty/Advisor, and Employee. The date is October 21, 2009. The main content area is divided into several sections:

- Student Services:** A list of links including "Registration - Add/Drop Classes", "Look-up Classes to Add" (highlighted with a red arrow), "Check Your Registration Status", "Summary Schedule of Classes", "Detailed Schedule of Classes", "Week at a Glance - Graphic Schedule", "IPFW Unofficial Degree Evaluation", "IPFW Unofficial Transcript", and "Tax Notification".
- Academic Profile:** A section for "Primary" with a dropdown menu. Below it, it says "No Data Found for Curriculum". There is an "Advisors" section with a link to "Please contact your department". At the bottom, there is a "Select Another Term" dropdown and a "Go" button.
- Orientation and Placement Tests:** Links for "Take Your Writing Guided Self-Placement", "View Your Reading Placement", "Schedule your Math Placement Test", and "Orientation Confirmation with Placement Information".
- Financial Aid:** Links for "View and Accept my Financial Aid Award", "View my Award Payment Schedule", "View my Lender History at IPFW", "View my Eligibility Requirements", and "View Federal and State Financial Aid Resources".
- Financial Aid Requirements:** A message stating "You have no Financial Aid Requirements for this aid year. 2009-2010 Award Year". There is a "Choose Another Year" dropdown and a "Go" button. Below are links for "Message", "Financial Aid Status", and "Progress".
- Follett's IPFW Bookstore:** Links for "Follett's IPFW Bookstore", "Store Information", and "Find Your Textbooks and Course Materials".
- OASIS - Banner Self-Service:** A link for "Online Access To Student Information System".
- Student Account Summary:** A section that says "No Data Found".
- Enrollment Links:** A list of links including "Schedule of Classes", "University Bulletins", "Academic Calendar", "Distance Learning", "Final Exam Schedule", and "IPFW DEPARTMENTS".

8. Select the appropriate term. Click the Submit button.

The screenshot shows the IPFW student portal interface for searching by term. At the top, there are navigation tabs: Personal Information, Student Services, Financial Aid & Student Account, Faculty & Advisor Services, and WebTailor Administration. The date is Oct 21, 2009 02:15 pm. The main content area is divided into several sections:

- Search:** A search bar with a "Go" button.
- Select Term or Date Range:** A section for selecting a term. It has a "Search by Term:" label and a dropdown menu with "None" selected. Below the dropdown are "Submit" and "Reset" buttons.
- Navigation:** At the top right, there are links for "RETURN TO MENU", "SITE MAP", and "HELP".
- Footer:** At the bottom right, there is a user name "Kari S. Smith" and the date "Oct 21, 2009 02:15 pm".

9. There are many options that can be utilized in the search. The student may choose any combination of fields to narrow the search, but at least one Subject must be selected. After choosing search options, click the “Class Search” button.

Personal Information **Student and Financial Aid**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look-Up Classes to Add: Lori A. Hogan
Fall 2006
Mar 15, 2006 03:55 pm

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject.

If you would like to search more than one Subject, hold down the control "ctrl" key and click on each desired subject. When your selection is complete, click Class Search to perform the search.

Subject:

Course Number:

Title:

Schedule Type:

Credit Range: hours to hours

Campus:

Part of Term:
Non-date based classes only

Instructor:

Attribute Type:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

[\[Graphic Schedule | Detailed Schedule | View Holds | Registration Menu | Exit \]](#)

10. The results of the search now display. If the student and the course are eligible for registration, a small check box will appear before the CRN. Click the box next to the class selected for registration, and click the "Register" button. Note: If a "C" appears before the CRN, the class is closed; if a "NR" appears, the course is not currently available for registration (registration has not begun or has ended); if a "SR" appears, the student is not eligible for registration (usually due to inactive status).

search

Look-Up Classes to Add:

Lori A. Hogan
Spring 2006
Mar 15, 2006 03:57 pm

To register for classes, check the box in front of the CRN (C identifies a closed class; NR, a course not allowed for registration; SR, a registration restriction) and click Register or Add to Worksheet.

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Sections Found

Business - BUS

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	22149	BUS	K212	01	FW	1.000	Intro To Data Base Mgt	MWF	11:00 am-11:50 am	30	28	2	Jeren A. Berkeliyeva (P)	03/27-05/07	NF B41	GSBU-Gen Studies Business
<input type="checkbox"/>	21144	BUS	K212	02	FW	1.000	Intro To Data Base Mgt	TR	06:00 pm-07:15 pm	30	23	7	Ramaier Sriram (P)	03/27-05/07	NF B41	GSBU-Gen Studies Business
<input type="checkbox"/>	23924	BUS	K212	05W	WK	1.000	Intro To Data Base Mgt	F	04:30 pm-07:20 pm	25	14	11	William R. Willard (P)	03/27-05/07	NF B88	GSBU-Gen Studies Business
<input type="checkbox"/>	22451	BUS	K213	01	FW	1.000	Internet Lit For Bus	TR	12:00 pm-01:15 pm	30	29	1	Isaac O. Olima (P)	03/27-05/07	NF B41	GSBU-Gen Studies Business
C	22280	BUS	K213	02	FW	1.000	Internet Lit For Bus	TR	01:30 pm-02:45 pm	27	27	0	Nicholas M. Ochieng (P)	03/27-05/07	NF B41	GSBU-Gen Studies Business
C	22329	BUS	K213	03	FW	1.000	Internet Lit For Bus	TR	10:30 am-11:45 am	30	30	0	Christian I. Asamah (P)	03/27-05/07	NF B41	GSBU-Gen Studies Business
<input type="checkbox"/>	23723	BUS	K213	04I	DE	1.000	Internet Lit For Bus	TBA		60	59	1	Robert F. Palevich (P)	03/27-05/07	OCIN	GSBU-Gen Studies Business
<input type="checkbox"/>	23926	BUS	K213	05W	WK	1.000	Internet Lit For Bus	S	09:00 am-11:50 am	25	8	17	William R. Willard (P)	03/27-05/07	NF B88	GSBU-Gen Studies Business

11. If the class is added successfully, it will be added to the "Current Schedule". If there is an error, it will appear between the "Current Schedule" and "Add Classes" heading, with a red octagon and an explanation of the error. Notice the links to "Detailed Schedule" and "Graphic Schedule" at the bottom of the page. There are also links to pages explaining distance learning/off-campus codes, section letter codes, and registration error messages.

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Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[[Check Registration Status](#) | [Detailed Schedule](#) | [Graphic Schedule](#) | [Select Term](#) | [Registration Fee Assessment](#) | [Registration Menu](#) | [View Holds](#) | [Exit](#)]

RELEASE: 7.0

Done Trusted sites

Errors will appear in this area.