Online Registration

1. Click on **Athens State Online** on the home page

2. Enter University ID (Athens State generated ID number)
Enter PIN as assigned to you - 6 digits
*You will be prompted to change your PIN to a different 6-digit PIN (maximum 15 digits)*

3. You will be asked to make up a security question and a one word answer

4. Click on **Student Information**

5. Click on **Register for Classes**

6. Register/Drop/Add Classes

7. Select Term
   - Defaults to current term
   - Click on Submit

8. Add/Drop Classes
   - CRNs
     - Add 5 digit CRN numbers to boxes
     - Click on Submit Changes

9. Screen shows courses registered for

10. **To print copy of class schedule**, go back several screens to the Register/Drop/Add Classes page.
    - click on either Student Schedule by Day & Time or View Student Detail Schedule.

11. Click on View Student Detail Schedule and then on View Fee Assessment for a summary of tuition & fees.

12. You are now registered for your classes. Please **EXIT** out of your student account.

**Q. I forgot my PIN?**
**A. Enter your ID and click on forgot PIN.**

**Q. What is the CRN Number?**
**A. 5 digit number beside the course title in the schedule.**

**Q. What is a security question?**
**A. State a question only you know the answer to, answer it and the computer will reset your PIN.**

Revised 07/15/15