

Setting Student Registration Eligibility Using (UIWeb) 4.2

- In order for students to be able to register using their name and password, their eligibility needs to be activated.

Using Student Miscellaneous (STMC) to Set a Student's Registration Eligibility


1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.
2. Type **STMC** in the Search box, and Press **<Enter>**.

If a Person card is not active, the Person LookUp dialog displays.

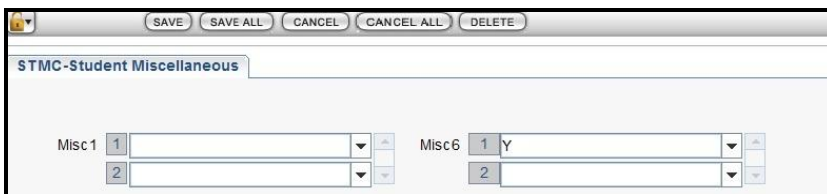
A yellow dialog box titled "Person LookUp:" with a search input field containing "0123456". Below the input field are three buttons: "SUBMIT", "CANCEL", and "FINISH". A question mark icon is in the top right corner.

3. Enter the **Student ID number or two or more letters of the student's last name, a comma, a space, and two letter of the first name** for the student whose registration eligibility you wish to activate. Then, click **Submit** or Press **<Enter>**.

The **Student Miscellaneous** form displays.

A screenshot of the "STMC-Student Miscellaneous" form. It features a title bar with "SAVE", "SAVE ALL", "CANCEL", "CANCEL ALL", and "DELETE" buttons. The form contains seven rows of input fields labeled Misc 1 through Misc 7. Each row has two columns of input fields, each with a dropdown arrow and a small up/down arrow.

- a. If the **STMC form** does not display, click the **Navigation** tab. Otherwise, continue to number 4 in this instruction guide.
 - b. Make certain the **ST** (Student) Application is active. Then, expand **Academic Records – AC**, followed by **Student Records – STR**, and **Student Remarks/Miscellaneous – SRM**. Then, double-click the **Student Miscellaneous –STMC** icon.
4. In the **Misc 6** (First row "1") box, type **Y** to activate registration eligibility. Then, click the **Save** button, followed by **Update**.

A screenshot of the "STMC-Student Miscellaneous" form, similar to the previous one, but with the value "Y" entered in the first row of the Misc 6 column.

You will be returned to the Person LookUp dialog box. Continue entering student ID numbers for all students whose registration eligibility you wish to activate.

5. Click the **Finish** button when you want to close the form and return to the main Colleague UIWeb 4.2 window.