WEB USAGE INSTRUCTIONS

TO ACCESS the student web for registration, transcript, grades, and account summary:

Navigate to:
• www.utm.edu
• Log in to the my UT Martin portal (lower middle of page)
• User name is the same as the university email account
• Password begins as the last 4-digits of the social security number followed by 3 character birth month—first character capitalized—and last 2-digits of the birth year {i.e. 1234Aug87}
• Click on Banner on the portal title bar

The student may be prompted to enter a hint question & answer

If so, this step must be completed in order to proceed.

Click on:
• Student Services
• Registration
• Select Term: Choose Appropriate Term
• Submit Term

Add/Drop Classes
• Type in a CRN in the small boxes at the bottom of the page, tab, type another CRN, until student has all of the CRN’s that are desired
• Submit Changes TO REGISTER FOR CLASSES

When the window returns with the current schedule, the status on the right will say registered if the student is registered in those classes. If there are errors in the classes such as closed, time conflicts, corequisites it will show up as STOP--Registration Errors and the student is NOT registered in those classes.

REMEMBER:
The student IS registered for the classes that have a status of registered and IS NOT in the ones that are listed as errors.

If student is not sure of the CRN #, student should:
• Click the Class Search button (Choose whatever options student wishes to search for, such as subject and course number, etc.)
• Click Find Classes
• Click box next to the class that student wants to register
• Click Register to register or Add to Worksheet to keep working

TO DROP/DELETE:
• Use the Drop/Delete action drop down box, which is found on the left of the registered classes, to remove a class from the schedule.
• Continue these steps until schedule in correct
• The student will not be permitted to drop the last class online. Student should contact Student Affairs if he/she needs to withdraw from school.

When schedule is complete:
• Click Return to Menu and Close the Browser

ALWAYS GO BACK TO THE STUDENT DETAIL SCHEDULE ON THE WEB TO VERIFY THE CLASS SCHEDULE.

*Be aware of scheduled classes which may not appear because they are offered in non-traditional formats and/or times.