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Welcome to the MySRU Portal

On the SRU Web site, you will find the MySRU Portal icon on the top right hand corner of every page. Log-in to the Portal by using your username and password. (The website URL is http://mysru.sru.edu)

Login to the portal with your SRU username and password.

TRANSFER STUDENTS: Your SRU Username is the first part of your email address. (abc1234). Your initial password is your birthday (mmddyy).

You received this information in your Deposit Confirmation Letter from the Office of Undergraduate Admissions.
Welcome to the MySRU Portal Home tab

Great information may be found on the Student Self-Service and Student Links.
Welcome to the Student Self-Service Banner tab

Access your My Rock Audit

Access Course Schedules
1. To see when you are eligible to register for classes, click Registration Status from your Registration Tools channel in Student Self-Service Tab.

2. If you have holds that prevent you from registering, you will see a yellow caution sign. Click the “VIEW HOLDS” link at the bottom of this page to see detailed information.

3. Contact the person/office listed under “Hold Type” for information on how to remove the hold from your account, which will make you eligible to register.

4. If you are eligible to register you will have no Holds, your Academic Standing & Student Status permits and you will see three green checkmarks.
1. You can Register for classes by choosing “Add or Drop Classes” from your Registration Tools channel (located in the top left hand corner of the Student Self-Service tab in MySRU).

2. You will then be prompted to Select a Term for which you wish to register. Use the down arrow to choose the semester, and then click Submit.

3. If you are not currently eligible to register for classes, you will see this screen that informs you of when you will be eligible to register.

4. If you are eligible to register, you will see the screen below. Enter your Registration PIN (RPIN) (formally known as RAC Code) into the PIN field to access registration.

*Contact your Academic Advisor for your Registration PIN*
Registration: Add or Drop Classes

4. Your **Current Schedule** will show on the screen, and there is an **Add Classes Worksheet** at the bottom of the form. To Add course(s), type the **CRN (Course Reference Number)** into the available block(s), and then click the **Submit Changes** bar when done.

![Add or Drop Classes](image)

**Current Schedule**

- **Status**: Withdrawal - During Term on Feb 21, 2011
- **Drop/Delete on Mar 02, 2011**
- Registered Web on Feb 17, 2011
- **Drop/Delete on Mar 04, 2011**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal</td>
<td></td>
<td>10356</td>
<td>HIST</td>
<td>153</td>
<td>03</td>
<td>Undergraduate</td>
<td>Twentieth Century World</td>
</tr>
<tr>
<td>Drop/Delete</td>
<td></td>
<td>9013</td>
<td>SPMT</td>
<td>394</td>
<td>01</td>
<td>Undergraduate</td>
<td>Sport Marketing</td>
</tr>
<tr>
<td>Registered</td>
<td></td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop/Delete</td>
<td></td>
<td>9321</td>
<td>FREN</td>
<td>101</td>
<td>01</td>
<td>Undergraduate</td>
<td>French Language and Culture I</td>
</tr>
</tbody>
</table>

**Add Classes Worksheet**

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Submit Changes**  |  **Class Search**  |  **Reset**
If you don’t know what the course CRNs are, click on the Class Search bar at the bottom of the page. Use any combination of the selection fields, and click on the Class Search bar to search. You must choose at least one Subject. For more detailed instructions about Class Search see page 10.
Registration: Class Search Results

When you enter your search terms, this is what the results page will look like. You can select one or many courses to add to your worksheet (see the next page for more detailed instructions).

This student searched for all the courses available that would fulfill the **Arts Enrichment Liberal Studies Requirement**.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act Rem</th>
<th>XL Cap</th>
<th>Act Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>10280</td>
<td>ART</td>
<td>105</td>
<td>01</td>
<td>SRU</td>
<td>3.000</td>
<td>Basic Studio Drawing</td>
<td>TR</td>
<td>05:30 pm-08:15 pm</td>
<td>16</td>
<td>0</td>
<td>16</td>
<td>30</td>
<td>Tricia Bishop (P)</td>
<td>08/29-12/17</td>
<td>ART 100</td>
<td>Arts Enrichment</td>
</tr>
<tr>
<td>10285</td>
<td>ART</td>
<td>105</td>
<td>02</td>
<td>SRU</td>
<td>3.000</td>
<td>Basic Studio Drawing</td>
<td>MWF</td>
<td>09:00 am-11:50 am</td>
<td>16</td>
<td>0</td>
<td>16</td>
<td>30</td>
<td>Katherine L. Mickle (P)</td>
<td>08/29-12/17</td>
<td>ART 100</td>
<td>Arts Enrichment</td>
</tr>
<tr>
<td>10295</td>
<td>ART</td>
<td>106</td>
<td>01</td>
<td>SRU</td>
<td>3.000</td>
<td>Basic Studio Painting</td>
<td>TR</td>
<td>02:00 pm-04:45 pm</td>
<td>16</td>
<td>0</td>
<td>16</td>
<td>25</td>
<td>Heather E. Hertel (P)</td>
<td>08/29-12/17</td>
<td>ART 101</td>
<td>Arts Enrichment</td>
</tr>
<tr>
<td>10308</td>
<td>ART</td>
<td>107</td>
<td>01</td>
<td>SRU</td>
<td>3.000</td>
<td>Basic Studio Photography</td>
<td>TR</td>
<td>09:30 am-12:15 pm</td>
<td>16</td>
<td>0</td>
<td>16</td>
<td>25</td>
<td>Katherine L. Mickle (P)</td>
<td>08/29-12/17</td>
<td>ART 015</td>
<td>Arts Enrichment</td>
</tr>
<tr>
<td>10533</td>
<td>ART</td>
<td>108</td>
<td>01</td>
<td>SRU</td>
<td>3.000</td>
<td>Basic Studio Printmaking</td>
<td>MWF</td>
<td>09:00 am-11:50 pm</td>
<td>8</td>
<td>0</td>
<td>8</td>
<td>25</td>
<td>TBA</td>
<td>08/29-12/17</td>
<td>ART 006</td>
<td>Arts Enrichment</td>
</tr>
</tbody>
</table>
Registration: Adding Classes to Worksheet/Schedule

When you see the list of classes that meet your search criteria, check the box in front of the CRN to choose the course. After selecting all the classes you wish, you can either:

- click the **Register** button (which will add the class(es) to your schedule) or
- click the **Add to Worksheet** button (which will add the CRN(s) to your worksheet).

If you click **Register**, the selected classes will now appear as part of your Current Schedule (shown on page 7 of this guide).

If you click **Add to Worksheet**, the CRN(s) will be automatically filled in the Classes Worksheet (bottom portion of Add or Drop Classes screen). You will need to click “Submit Changes” before the classes will be added to your schedule.
You can drop a course from your schedule, by choosing “Drop Web” from the drop down menu that appears in the middle (under Action) of the Add or Drop Classes screen.

As always, when you are done making changes, you need to click Submit Changes at the bottom of the screen.
You can search for classes by choosing “Look up Classes” from your Registration Tools channel on the Student Self-Service Tab. OR, you choose “Class Search” at the bottom of the Add or Drop Classes screen (page 7).

Select the term for which you wish to look up classes and then click the submit button. You will then be taken to the Look Up Classes page.

Choose a subject then click Course Search. You also have the option of using the Advanced Search to view all the selection options.

To select ALL subjects, hold SHIFT and use your down arrow to highlight.

To select MANY subjects, hold CONTROL and use your mouse to highlight specific subjects.
### Registration: Look Up Classes

Locate the course you are interested in and click **View Sections** to see which sections are available and how many seats are left in each course.

<table>
<thead>
<tr>
<th>History</th>
<th>View Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>151  Ancient and Medieval World</td>
<td></td>
</tr>
<tr>
<td>152  Rise of the Modern World</td>
<td></td>
</tr>
<tr>
<td>153  Contemporary World History</td>
<td></td>
</tr>
<tr>
<td>201  Colonial America to 1815</td>
<td></td>
</tr>
<tr>
<td>202  United States, 1815-1920</td>
<td></td>
</tr>
<tr>
<td>203  U.S. History Since 1920</td>
<td></td>
</tr>
<tr>
<td>205  The Historian's Craft</td>
<td></td>
</tr>
<tr>
<td>234  African Amer Hist Since 1876</td>
<td></td>
</tr>
<tr>
<td>306  Russia Since 1855</td>
<td></td>
</tr>
<tr>
<td>340  Hist &amp; PolLeg Vietnam</td>
<td></td>
</tr>
<tr>
<td>344  The American City</td>
<td></td>
</tr>
<tr>
<td>352  Latin America Since 1830</td>
<td></td>
</tr>
<tr>
<td>362  Africa North of the Zambezi</td>
<td></td>
</tr>
</tbody>
</table>
Click on the CRN or Course Registration Number to learn more information about the class.

After clicking the CRN you will see the course information for the course you selected. Also, you will have the opportunity to email your professor by clicking on the envelope near their name.
Registration: Look Up Classes Advanced Search

You also have the option of using the Advanced Search to view all the selection options for choosing classes.

Look Up Classes

If you are interested in searching for more than one subject at a time, hold down the control key while you highlight your selections. If you want to search on all departments at once, click on the first subject and the final subject. Please remember, after first week of the semester, you may only drop or add courses that are scheduled to meet during the second half of the third 3 weeks of the term. See "Part of Term" box below.

Subject:

- Academic Services
- Accounting
- Arabic
- Art
- Biology
- Chemistry
- Chinese
- Communication
- Computer Science
- Counseling & Development
You MUST select at least ONE subject.

To select ALL subjects, hold SHIFT and use your down arrow to highlight.

To select MANY subjects, hold CONTROL and use your mouse to highlight specific subjects.

You can search for classes using some or all of the following parameters:
- Subject
- Course Number
- Title
- Schedule Type
- Instructional Method
- Credit Range
- Campus Course
- Level
- Instructor
- Attribute Type
- Date or Time

### Attribute Types
Include the following:
- Liberal Studies Goal or Enrichment Areas
- Basic Requirement
- Developmental Course
- Computer Competency
- Course Taught in Foreign Language
- Honors Course
- International Study Abroad

### Form Fields
- **Subject:**
  - Academic Services
  - Accounting
  - Arabic
- **Course Number:**
- **Title:**
- **Schedule Type:**
  - All
  - Activity
  - Activity/Lecture
- **Instructional Method:**
  - All
  - Blended/Hybrid: 30-79% Online
  - Interactive TV Home Site
- **Credit Range:**
- **Campus:**
  - All
  - Off
  - Regional Learning Alliance
- **Course Level:**
  - All
  - Graduate
  - Undergraduate
- **Part of Term:**
  - All
  - Non-date based courses only
- **Instructor:**
  - Abney, Robertha
  - Amatucci, Frances M.
- **Session:**
  - All
  - Evening
  - Weekend
- **Attribute Type:**
  - All
  - Arts Enrichment
  - Arts Goal
- **Start Time:**
  - Hour 00
  - Minute 00
- **End Time:**
  - Hour 00
  - Minute 00
- **Days:**
  - Mon
  - Tue
  - Wed
  - Thur
  - Fri
  - Sat
  - Sun

**Class Search**  **Reset**
Student Links Tab (in the MySRU portal)

On the Student Links tab you will find these channels. These links are tailored to your needs at the University.

**NOTE:** Links to SRU web pages will not open in a new window. They will load in a new frame WITHIN the portal. When you want to return to the Student Links tab, you will see a link in your top left hand corner (above the SRU web page) that will take you back to the portal.
1. **What is Self-Service Banner?**
   Self-Service Banner is the self service (Web based) product used by students, faculty, staff and advisors. A secure web product, Self-Service Banner retrieves and records data directly to and from the Banner database, based upon the user’s role in Banner. All information is live and in real time. Self-Service Banner provides information in an easy-to-read format that is available from any computer connected to the Internet.

2. **Which browser do I use?**
   If you run on Windows (PC) use Internet Explorer, Firefox, or Safari. If you run on Mac use Firefox or Safari.

3. **How do I access Student Self-Service Banner on the Internet?**
   Click the MySRU Icon located in the top right hand corner of Slippery Rock University’s Homepage. If problems occur, please use the following hyperlink: [https://mysru.sru.edu](https://mysru.sru.edu)

4. **What information do I need to login to Student Self-Service Banner (SSB)?**
   You will need your SRU username and network password. Policy prohibits access to the system by anyone other than the authorized user.

5. **Is there a time limit on Student Self-Service Banner (SSB)?**
   Yes. For your protection, if your Self-Service Banner (SSB) session has more than 60 minutes of inactivity, your session will be terminated.

6. **What if I get lost or stuck in Student Self-Service Banner (SSB)?**
   or need to exit Student Self-Service Banner (SSB), always click on the EXIT button on the top right of the page. Any data that you entered on the page will be lost.

7. **Who do I call for help?**
   **Contact the IATS Help Desk**
   Location: 104 Maltby Center
   Hours: Monday - Friday 8-4:30
   Phone: 724-738-4357 (HELP) or campus extension x4357
   Email: helpdesk@sru.edu