myUTTyler Online Registration Tutorial

1. On the UT Tyler homepage, select myUTTyler under the UT Tyler Logins drop-down menu.

2. Sign on using your Patriot username and password.  
   **NOTE FOR NEWLY ADMITTED STUDENTS:** Your Patriot ID is NOT the Guest ID issued by Admissions. You must activate your Patriot e-mail account. Your Patriot account login and password are the same as your Patriots Email login and password.

3. You will start on the My Page tab. Click over to the Student Home Page tab.

4. On the right-hand side of the screen, under System Access select Student Center.
5. In **Student Center** select either the blue **Search** link under academics or the **Search For Classes** button in the upper right-hand corner.

![Student Center screenshot](image1.png)

6. Under **Class search Criteria** searches can be done by several criteria.

- **Course Subject** will search by the topic (IE. Accounting, Nursing, Speech).

![Course Subject screenshot](image2.png)

- **Course Number** has options for filtering your search.
  - A search of **is exactly** will pull only courses with a given number. Searching **is exactly** 3311 will pull all 3311 courses such as MANA 3331, FINA 3311, etc.

![Course Number screenshot](image3.png)

  - A search of **greater than or equal to** will pull courses of or above a certain level. Searching **greater than or equal to** 2000 will pull all sophomore level classes. Junior-level is 3000, Senior is 4000, Graduate is 5000 and Doctoral is 6000.

![Course Number screenshot](image4.png)

  - A search of **less than or equal to** will pull courses below the selected level.

![Course Number screenshot](image5.png)

  - A search using **contains** will pull any course than include the value put in the search box.

![Course Number screenshot](image6.png)

- **Course Career** filters between Graduate and Undergraduate courses. Doctoral classes are included under Graduate.

![Course Career screenshot](image7.png)

- The **Show Open Classes Only** box filters out closed and cancelled classes. Un-checking it will allow you to view which sections are closed or cancelled.

![Show Open Classes Only screenshot](image8.png)
- **Additional Search Criteria**, which is collapsed by default (click the wording or arrow to expand those options), has a large number of extra ways to filter your class search.

Use Additional Search Criteria to narrow your search results.

![Additional Search Criteria](image)

Blank:

![Additional Search Criteria](image)

Examples:

![Additional Search Criteria](image)

7. When searching, each class will show only the first three sections of each course. Click the **View All Sections** link to expand the view to include all sections of that course.

![Math 1342 - Statistics](image)
8. Once you have found the course you want to select, click the small green **Select Class** button on the right-hand side.

9. At the following screen, click the green **Next** button to finish adding the course to your shopping cart.

10. When you have added your courses to your shopping cart, click over to the **Enroll** tab at the top of the page. There select the appropriate Term/Year (IE. 2010 Fall) and click **Continue**.
11. On this page you will be able to view the current contents of your shopping cart. To enroll in those classes, click the **Proceed To Step 2 of 3** button.

12. At this page you have a final chance to review your classes before they are added to your schedule. Click **Finish Enrolling** to finalize your enrollment.

13. If one or more of the courses you are attempting to enroll in gives an error message, please take note of each error.

14. If all of your classes give an error, check your **Holds** on your **Student Center** to see if one of them has blocked your registration. Contact the office(s) referenced by those **Holds**. Each **Hold** should have a room number, e-mail address or phone number listed in its description text.
15. If the error message you receive for a course reads **Error: Department Consent Required**, you must contact the department offering the course and request a **Permission Number** to add the course. The same is true for courses that call for **Instructor Consent**. See the document with instructions for adding independent study courses for details on adding a course that requires a permission number.

![Error Message Example]

16. Once your courses are enrolled, you **MUST** take one additional step to update your bill and check your new account balance. In **Student Center**, under **Finances**, click the **Account Inquiry** link.

![Account Inquiry Example]

Clicking the **Account Inquiry** link will re-calculate your bill and give you an accurate, updated account balance. **You must do this each time you add or drop courses to have your account reflect your true balance.**

**** **Be Aware:** Failure to follow this step could result in not seeing your accurate account balance and having an outstanding balance on your account. This could result in a Financial Services hold or possibly cause you to be dropped for non-payment if you pay the wrong balance. Financial Services holds prevent all enrollment and block printing of official transcripts. ****