How to View and Accept Your Registration Agreement

Click the Tasks tile from your myUTTyler home page

- Click the “Registration Agreement” link under your To Do List. The upcoming semester will be part of the name.
  - Please note the “Registration Agreement” Hold and To-Do list item will automatically release once you have completed all necessary steps.
Clicking the Registration Agreement link from your to-do list will bring you to the Student Task Work Center.

- Read the instructions, you must click Confirm first, then click Next. You will then see that the Introduction tab on the left changes to “Complete” when you are taken to the next section. Each section will change to “Complete” as you go through.
You may update your Phone number(s) on the Contact Details screen by clicking the arrow icon to the right of each number or Add a number with the Plus sign. If the information is current, click Confirm; this will populate the Next button for you to click and progress to the next section.
You may update your Address(es) by clicking the arrow icon to the right of each one OR Add where available. If the information is current click Confirm, then Next to continue.
You may update your Emergency Contact information by clicking the arrow icon to the right of each one OR click the plus sign to add an emergency contact. If the information is current click Confirm, then Next to continue.
You must then verify your current living location. For the purposes of this request, "living location" should be the city and state where you will be sleeping the majority of the time while taking your classes. Once you have entered your Student Location information, click Save at the bottom to populate the Next button at the top.
You must then review UT Tyler’s Sexual Misconduct Policy. Clicking the link will take you to the PDF webpage – If this does not open a new tab/window, you should be able to navigate back to your Registration Agreement by clicking your browser’s back button. You may also right click and select to open the link in a new tab or window, then simply close it once you have reviewed.

Click Accept, and your agreement to the Sexual Misconduct Policy will be dated. Click Next to continue.

You must then review UT Tyler’s Student Conduct and Discipline (Code of Conduct) Policy. Clicking the link will take you to the PDF webpage – If this does not open a new tab/window, you should be able to navigate back to your Registration Agreement by clicking your browser’s back button. You may also right click and select to open the link in a new tab or window, then simply close it once you have reviewed.

Click Accept, and your agreement to the Code of Conduct Policy will be dated. Click Next to continue.
Next is the Student Financial Responsibility Agreement. Take care to scroll down, so you review this information in its entirety.
After reading the entire agreement, scroll back up and click Accept, and your agreement to the Student Financial Responsibility Agreement will be dated. Click Next to continue.

- This will bring you to the Complete Task page. DO NOT CLICK EXIT YET. Click Submit in the top right. Please note, the enrollment hold will not be removed from your account unless this step is complete.
- Note: if routed back to an earlier section of the agreement, you can click the “Complete Task” box on the left side of the page. You may also click to earlier sections of the agreement if you need to make any additional changes at this time.
You may now click the Exit button in the top left to return to your Task page. You should notice that the financial agreement to-do item and hold have released.