

Registering for Classes – Fall 2006



Note: Answer “YES” to the question about meningitis information.

Step 1: Getting Your EUID

1. Go to <http://my.unt.edu>
2. Click on the “Activate my EUID” on the left side of the page
3. You will be taken to a new page, enter your first name, last name and date of birth as per UNT/HSC records.
4. Click SUBMIT and enter your UNT/HSC ID number (for international students it is the number on your admission letter. It is an 8-digit number.)

Note: If you have difficulty, contact the UNT helpdesk: 940-565-2324
M-F, 8 a.m.-5 p.m. and Sat. 9 A.M – 5 P.M.

Step 2: Seeing schedule of classes for Fall 2006

1. Get back to <http://my.unt.edu>
2. Login with your EUID and password
3. Click “For students” tab on left side top corner
4. Click “Schedule of classes” in the center
5. Select
 - a. institution (University of North Texas)
 - b. career (undergraduate or graduate)
 - c. Term for Fall2006 - **1068**
6. Enter subject (sample subject codes are CSCI, MATH, CHEM, etc. If you are not sure, enter the first letter of your major and click the “” icon. Select your subject from the list) Click “search”. You will get all the classes offered for Fall 2006.
7. Write down the “Class Nbr” of the courses you want to register.
Click “” if you need more information on the classes you want to register.

Step 3: Registering for classes

1. Click “For students” tab on left side top corner
2. Click “Register for Fall 06” in the center
3. Click 2006 Fall (skip to next step if you don’t see this.)
4. Click “add classes” at the bottom
5. Enter all the “Class Nbr”
6. Click “Submit” button

Note: You can remove the selected classes by using the “Delete” button after each class.

Step 4: Viewing online charges/bill

1. Once registered, you must pay. Click on the “For students: and click on the “my total due charges” below student accounting on the right hand side.
2. Scroll down if needed to see the amount due and the due date.

Step 5: Paying with a Credit Card

1. Click the “For students” tab and click on the “make a payment for Fall 2006” under student accounting. Pay the amount due using QuikPay services.
2. Click the “Make a payment by credit card or e-check” link. Enter the details and complete the payment

Note: If you don't have a credit card, go to the Eagle Student Services Center to pay. Payments should be made before 6 p.m. the **same day** you register for classes.

IMPORTANT!

Make sure that you have registered for at least 9 credit hours if you are a graduate student and at least 12 credit hours if you are an undergraduate student. To view your class schedules on the screen, click “My class schedule” on the right side of the screen.

Note:

This document is designed to make registering for classes simple. If you need more help or you want to explore the options that are present on the site, you can use the “Documentation and help” that is present under the “For students” section.