HOW TO REGISTER ON UAONLINE

New and returning students can register for courses through UAOnline at [https://uaonline.alaska.edu/](https://uaonline.alaska.edu/).

1. **RETURNING STUDENTS**: Login using your UA Username/Password or UA ID#/PIN and skip to step 10.

2. **NEW STUDENTS**: Select [Apply for Admission or Check on Status of Application](https://uaonline.alaska.edu/) and continue to step 2.

3. Create an Admissions Login ID and PIN to access your application in the near future.

4. Select Campus: **University of Alaska Southeast** > Select Application Type: **Non-degree Seeking**

5. Provide your full legal name. Ensure all information is complete and accurate.
6. Follow this checklist to ensure your application is complete. You can select Finish Later to complete the application later. Use the Login ID and PIN you created to log back in to finish your application.

7. After you’ve completed your Non-Degree Seeking application, you will receive a Signature Page.

8. You will receive an email confirmation once your application has been received. You have 24 hours to login to UAOnline using the Login ID and the default PIN (set to your date of birth – mmddyy).

9. Use your newly created Login ID and PIN to log in to UAOnline to register for courses by selecting Login with PIN. Your PIN is set to your date of birth (mmddyy). Please refer to your signature page under Note for instructions.
10. Select the Student Services & Account Information link or tab

11. Select Registration

12. Select Register/Add/Drop Classes

13. Use the drop down menu to select the semester of the class you plan to register for (Summer, Fall, or Spring).

14. Use the drop down menus to indicate your current Educational Level and your Educational Goal.

15. Enter the CRN (Course Reference Number - 5 digit number received from the instructor) > Select Complete Registration Changes > Select Accept to acknowledge the mandatory payment.

16. If you receive an error that requires Department Approval, contact the instructor.
17. You should receive the status Registered.

19. Select View Fees/Make Payment.

20. Select Account Detail for Term / Credit Card Payment.

21. Select PAY NOW to make a credit card payment.

Questions? Please contact the Registrar's Office at 907-796-6100 or via email at registrar@uas.alaska.edu.