# NIAGARA UNIVERSITY

## Graduate Education

# *Registration for Spring 2016 Semester*

**NU** students must ***update their profile*** online
at *mynu.niagara.edu every semester* before registering.

**(Individuals registering for the first time must do so in person or on the phone.)**

## How to log in to myNU and *Update your Profile*

Go to *mynu.niagara.edu*

1. **Enter in Username.** Username is a lowercase "s" followed by your 7 digit student number   Example: s0056789 (include zeros to the front of your student number to make it 7 digits)
2. **Enter Password.** *To get an initial password, all students must first* [activate their PurplePass](). At NU, one username and password allows you access to all of our Systems. We call it the PurplePass. Your PurplePass username will be a lower case "s" followed by your 7-digit student number (for example, s0123456). Once activated, you'll be given a random password. Please [Change Your Password]() as soon as possible through the Change Password link in myNU. ([*Forgot your Password?*]())
3. You should now be logged in to your myNU account.  Click on the *Edit Your Profile* Box and update your profile (You must do this even if there are no changes.  Check over the data and make any necessary corrections.)
4. Click SUBMIT button on the bottom of the page

**\*\*It will take at least 20 minutes to update your profile in the system before you are able to register\*\***

## Online Registration

Log into myNU  *mynu.niagara.edu*

1. Click on **Web Advisor** tab at the top, a new window will open
2. Click on *Login*
3. **Enter Username and Password - which is the same as your myNU (PurplePass) login**
4. Click on *Students*
5. Click on *Register for Classes*
6. Click on *Express Registration*
7. To register follow the directions on the screen
8. Once you have entered your classes click **"submit".** (Click submit only one time or you may have to log into Web Advisor again).   On the **"Preferred Sections"** screen, under **"Action"** choose **"Register"** for each class then click **"submit"** again.
9. At the bottom of the page, click on **"My Schedule"** then select the appropriate semester and submit.  Your schedule for the semester will appear.  **Print Your Schedule.**   You should always print your schedule upon completion of the registration process to serve as your verification.  Log completely out when finished!

*If you have a hold (ex.* **Health, Student Accounts, etc.)** *a message will appear and you will <u>not</u> be able to register.*
*The hold must be addressed and cleared with the appropriate university office before you will be able to register.*

Please remember your login and password (PurplePass) for future registrations.

**IF YOU NEED TECHNICAL ASSISTANCE  PLEASE CONTACT THE HELP DESK**
716-286-7300 / helpdesk@niagara.edu / St. Vincent's Hall - Room 108
***http://www.niagara.edu/it/purplepass***
*Computers are available in St. Vincent's Hall - Room 107*

# Schedule of courses can be found at:
# *www.niagara.edu/advance & www.niagara.edu/courses*
### *& at the College of Education in the Academic Complex - Room 322*
716-286-8550 / 716-286-8560
*sjh@niagara.edu / bje@niagara.edu*