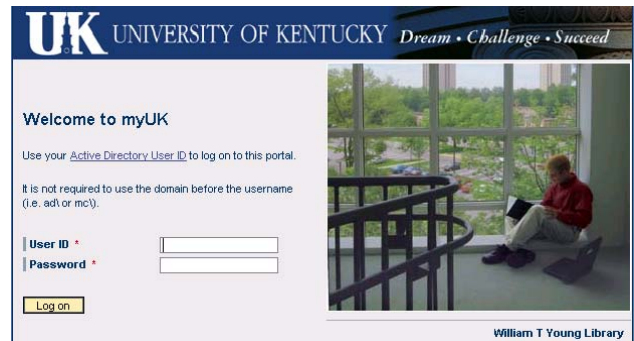


Registration Using myUK

1

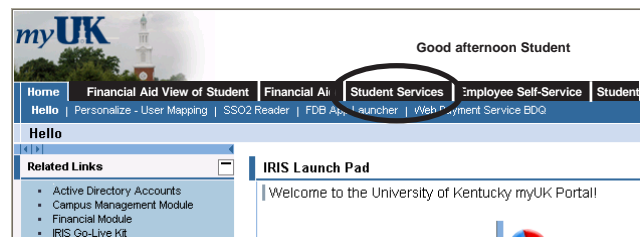
- Log on to the **myUK** portal using your Linkblue User ID and password. This is the same as your UK e-mail account information. For example, if the e-mail address is **student@uky.edu**, the Linkblue User ID is **student**.

If you need assistance with your User ID and password or if you have not created an account, follow the instructions at the Information Technology Customer Service Center site: www.uky.edu/IT/CustomerService/. You may also e-mail the Help Desk at: helpdesk@uky.edu or call at (859) 257-1300. The Help Desk is available between 7 a.m. and 6 p.m., Monday through Friday. If you do not have a Linkblue account, please note that it may take up to 24 hours to create.



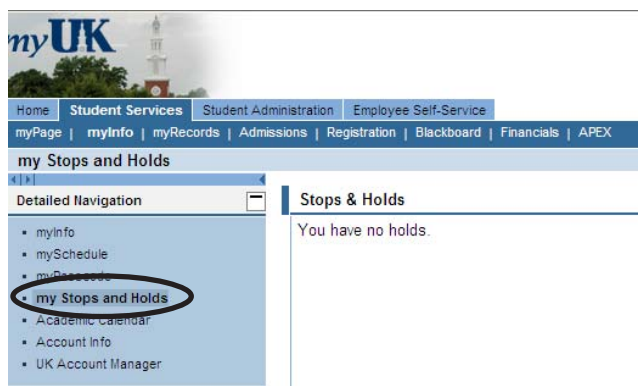
2

- Click on the **Student Services** link at the top of the page to the right of the **Home** link.



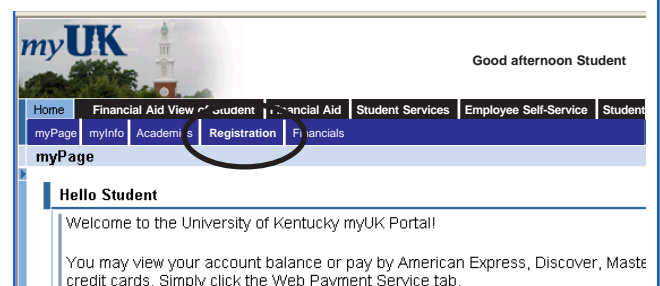
3

- To check for **Stops** or **Holds**, from the **Student Services** page, click on the **myInfo** link and from there, click on **myStops and Holds**. You must clear any Stops or Holds before you can register.



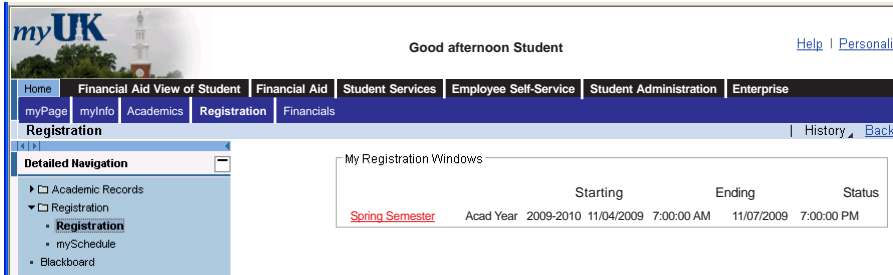
4

- Click on the **Registration** link at the top of the page to the right of the **myPage** link.



Registration Using myUK

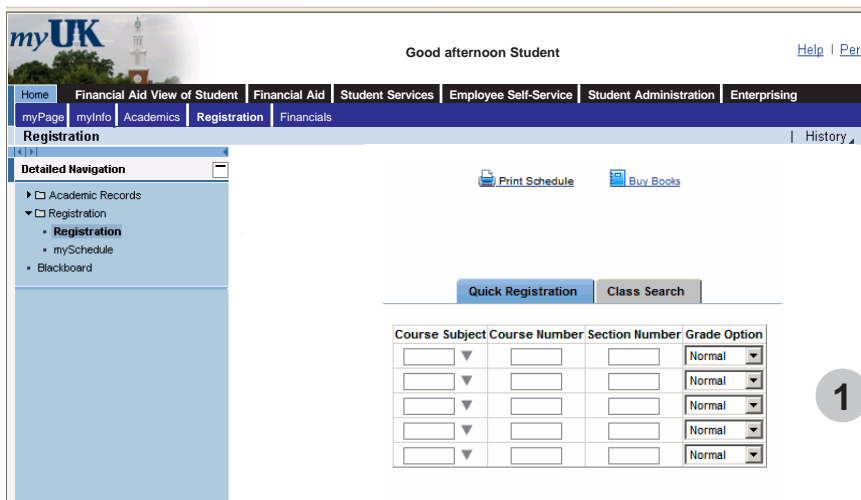
5



- The **My Registration Windows** box lists the dates and times of your Priority Registration Windows and your registration status. From the **My Registration Windows** box, click on **Spring Semester** Acad Year 2009-2010.

Before proceeding to registering for your courses, you will be required to read and accept the **Statement of Obligation**. You may also be required to **Update/Validate** your addresses (every 60 days) and **Update/Validate** your Expected Graduation date (every 90 days).

6



- On the **Registration** screen, there are two options for registering for your courses: **Quick Entry** and **Search**.

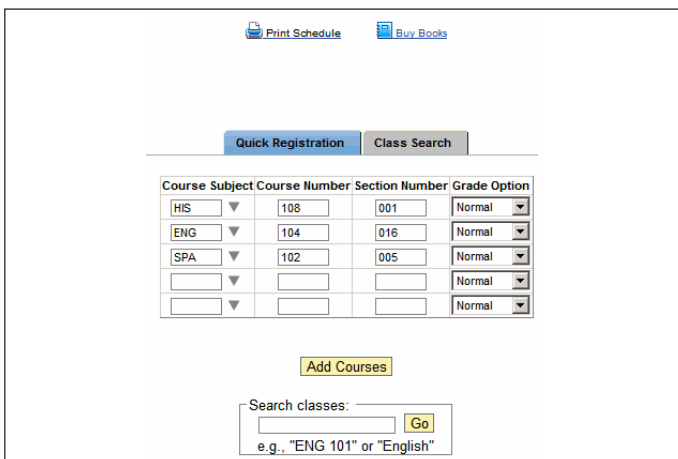
If you know the courses and sections you would like to enroll in, complete the fields in the **Quick Entry** box [#1]. You may enter up to five courses at a time.

If you do not know the course and section information, use the **Search classes** box [#2] or switch from **Quick Registration View** to **Class Search View**.

1

2

7



- Using the **Quick Registration View**, enter the courses by prefix, number and section number. If you wish to enroll in a course with a grade option of **Audit**, use the **Grade Option** pull-down menu to select grade type.

When you have entered your course requests, click the **Add Courses** box.

Registration Using myUK

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- The courses you have successfully added will appear in the **Schedule Box**.
- Above the **Schedule Box** is an Action Log. In the example at right, the student successfully enrolled in HIS 108 and SPA 102; ENG 104 was not added due to a time conflict with another booked course.

Course	
<input checked="" type="checkbox"/>	HIS 108 Section 001 addwaitlist complete.
<input checked="" type="checkbox"/>	ENG 104 Section 016 addwaitlist failed. A time conflict exists with another booked course.
<input checked="" type="checkbox"/>	SPA 102 Section 005 addwaitlist complete.
(7.17 seconds)	

Student is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	HIS 108 Section 001 HIST OF U.S. THRU 1865	3.0	Normal (Change)	T 11:00 am - 11:50 am (Funkhouser Building-Rm.306A-FB) TR 9:30 am - 10:20 am (Whitehall Classroom Bldg-Rm.118-CB)	Enrolled 08/14/2008 4:17 pm
<input type="checkbox"/>	SPA 102 Section 005 ELEM SPAN II (SPOKEN AP)	4.0	Normal (Change)	MWF 12:00 pm - 12:50 pm (Barker Hall-Rm.301-BH) T 2:00 pm - 2:50 pm (Whitehall Classroom Bldg-Rm.306-CB)	Waitlisted (#2) 08/14/2008 4:18 pm
<input type="button" value="Drop"/>		7.0			<input type="button" value="Show History"/>

Print Schedule

Buy Books

[Quick Registration](#)

[Class Search](#)

Course Subject	Course Number	Section Number	Grade Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>

9

- To **Drop** a course, click on the box to the left of the course listing and click the **Drop** box.
- To **change a grade type**, click the blue **Change** link and use the drop down menu to select a grade type.

Please note: You may use the **Drop** function to withdraw – drop all your courses – through **January 12, 2010**. After January 12, you must go to the Student Records Office, 10 Funkhouser Building, to withdraw from the University.

Student is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input checked="" type="checkbox"/>	HIS 108 Section 001 HIST OF U.S. THRU 1865	3.0	Normal (Change)	T 11:00 am - 11:50 am (Funkhouser Building-Rm.306A-FB) TR 9:30 am - 10:20 am (Whitehall Classroom Bldg-Rm.118-CB)	Enrolled 08/14/2008 4:17 pm
<input type="button" value="Drop"/>		3.0			<input type="button" value="Show History"/>

Print Schedule

Buy Books

[Quick Registration](#)

[Class Search](#)

Course Subject	Course Number	Section Number	Grade Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>

Registration Using myUK

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- To **view your schedule** at any time, click on **myInfo** on the left-hand top part of your browser. Then, from the left-hand menu, select **mySchedule**. Choose the **Printer Friendly Version** link if you would like to print.

mySchedule | History Back Forward

Detailed Navigation

- myInfo
- Academic Calendar
- **mySchedule**

my Schedule and Program

My Program of Study:
College: College of Arts & Sciences
Degree: Bachelor of Arts
Major: English

Expected Graduation Date: 0000-00-00 [Update](#)

My schedule of classes for current term.

[Printer Friendly Version](#)

Course	Hours	Grade Scale	Grades (Mid/Final)	Meeting Times	Location	Status
PHI 120 Section 401 INTRODUCTORY LOGIC	3.0	Normal	*** / ***	TR 6:00 PM - 7:15 PM (LEC)	Whitehall Classroom Bldg - Rm.241 (LEC)	Enrolled