I. MyNewpaltz: Login
   1. Open a web browser (e.g., Internet Explorer, Mozilla Firefox)
   2. Go to My.Newpaltz: http://my.newpaltz.edu/
   3. Login

A. User Name
   If you began classes prior to the summer of 2007 your user name
default is the first six letters of your last name and the last two digits of
your Social Security Number (SSN). If you began classes in the
summer of 2007 or after your user name default will be your Banner
ID# (ie: N12345678).

   1. Examples
      1. If your last name is Jacobs and your SSN is 123-45-6789,
your user name is jacobs89.
      2. If your last name is Deyo and your SSN is 987-65-4321, your
user name is deyo21.

B. Password
   Password default is the lowercase letter s followed by the last six digits
of your SSN

1. Examples
   1. If your SSN is 123-45-6789, your password is s456789.
   2. If your SSN is 987-65-4321, your password is s654321.

After you login, it is recommended that you change your password
from the default to something easy for you to remember and hard for
others to guess.

2. Change Your Password
   1. Click on the Change Password link located under the personal
greeting

   2. Enter Current password, New password, and Confirm
password then click Save Changes
II. The Student Services Tab: Web Registration Portal

1. Click on the Student Services tab
2. Note the Web Registration portal

A. Time Assignment

1. Select term from drop-down menu and click [View Registration Time Assignment]
2. View registration time assignment

Last Update: April 28, 2009
B. Look Up Classes

1. Select term from drop-down menu and click [Submit]

2. Select criteria (be sure to scroll down to view all options) and click [Class Search]
3. View results

The above are results for courses in Anthropology.

a. Select section(s) by clicking on the checkbox under the heading, “Select”
   i. Click [Register] to register

b. Click the CRN number for information about a course
C. Add/Drop Classes

1. Add Classes
   1. Select Term (as for Lookup Classes)
   2. Click Class Search (as for Lookup Classes)

   i. Click [View Catalog Entry] for more information about a course including course description

   ii. Click Return to Previous

   c. Click Return to Previous
3. Enter criteria and click Class Search (as for Lookup Classes)
4. Select section(s) by clicking on the checkbox under the heading, “Select” (as for Lookup Classes)
5. Click [Register] (as for Lookup Classes)

2. Drop Classes
1. Select term (as for Lookup Classes)
2. Select DROP on Web (from Action drop-down menu)

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, select the class and click [DROP on Web].

It is the student’s responsibility to confirm that a course has been added or dropped and to keep a copy as confirmation for your records.

If you encounter a problem registering for a class, please check with the department office.

Printable Schedule

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec</th>
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<td>ARE</td>
<td>505 01</td>
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<td>ANT</td>
<td>211 01</td>
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<td>305</td>
<td>ANT</td>
<td>214  01</td>
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</tbody>
</table>

3. Click [Submit Changes]