REGISTERING FOR CLASSES ON MYUALBANY

MyUAlbany is the university’s online system that allows you to register for classes and see your grades, financial aid information, and records—among other things. It can be accessed 6 a.m. to midnight every day and is pretty user-friendly once you get your account set up.

Setting up your MyUAlbany account:
Go to http://www.albany.edu/myualbany, and click on PASSWORD/RESET. The university will send you a PIN number. Using this and your student ID number you will follow the instructions on the site to set up your account. If you have not received your PIN, you can get it from the Help Desk at 518-442-3700 or ihelp@albany.edu.

Registering for Classes:
1. Log on to MyUAlbany. (Student Log on button)
2. Choose “Academic” tab (on the top, second from the left.)
3. In the left hand menu, under “Steps to Enroll,” you will see “Enter my AVN.”
   Enter your AVN* next to the appropriate term, then click “Add Classes.”
4. Now, click “Enroll, Add or Drop Classes.” Click on “Fall 2010,” then click “Add Classes.”
5. Under “Class Number,” enter the number for the class you want to take (see the course schedule at http://www.albany.edu/graduatebulletin/school_public_affairs.htm for class numbers).
6. Click Submit.

This usually works with no problems; you follow the same steps to drop courses. Sometime in the future, you may take a course that requires a permission number (often called an SKN) from the professor, in which case the process has an extra step. Ph.D. students and those taking specially restricted courses, like independent studies, will need to contact the course instructor (in addition to speaking with their advisor) for permission numbers to enter the class on the MyUAlbany system. For more details, contact Linda Pagan at lpagan@albany.edu or 518-442-5258.

*What is my AVN?
AVN stands for Advisor Verification Number. It is a number given to you by your advisor before you are able to register for classes for the upcoming semester. If you have not yet contacted your advisor, you must do so in order to be able to register for classes. You can contact your advisor by email or make an appointment to meet with them during their office hours.

Possible Problems
It is possible that after you click submit a red “Errors Found” message will appear to the right of the course number. If this happens, click on “Errors Found” and there will be a fairly clear explanation of what the issue is (a class might be full, might have been cancelled, might require a permission number, etc.). Again, these are problems you are unlikely to encounter at this early stage in your graduate career.

When in doubt, try clicking “Submit” again.
For whatever reason, MyUAlbany likes things to be entered in a specific order and may require you to hit submit even after minor changes. This is a step that can be easy to forget, so if you are in trouble, try clicking “Submit” after every step you take. Often this is enough to resolve the problem.

Good luck! If you have problems, remember to contact the Help Desk first. If they can’t resolve it, then contact Linda Pagan.