

REGISTRATION WORKSHEET

- 1) Open the Browser. Go to www.shepherd.edu
- 2) Click on **RAIL**.
You will be logged off after 10 minutes of inactivity.
- 3) Read user information; scroll to the bottom and click on **Next Stop Rail – All Aboard**.
- 4) Security Alert (If the Alert appears)
 - A. Read the message and make the appropriate selection.
- 5) User Login
 - A. Enter USER ID (Last Nine Digits of Rambler ID Card). Click in the space before entering the numbers.
 - B. Press the tab key to enter PIN (Personal Identification Number - initially your birth date in the format MMDDYY).
 - C. Click on **LOGIN**. The PIN will expire immediately and you will need to create a new PIN (6 digits) of your choice (NOT your birth date). You must remember this number! Login Verification Security Question and Answer will appear. Enter question of your choice (such as: What is your mother's maiden name?). Provide an answer that you can remember. If you then forget your PIN, click on **Forgot PIN?** button and answer the question that you entered. You will then be asked to enter a new PIN (a 6-digit number other than your birth date). This number becomes your new login PIN. Click on **Submit**.
- 6) If an incorrect PIN is entered 5 times in succession, access to the WEB will be disabled and you will need to contact the Office of the Registrar to have the PIN reset.
- 7) Read Terms of Usage and click **Continue** if Terms are agreeable. This screen will not be seen again if the Terms of Usage are agreeable.
- 8) Click on **Student Services & Financial Aid**.
- 9) Click on **Registration**.
- 10) Click on **Add/Drop Classes**.
- 11) Select the term registering for (use drop down menu if necessary) and click on **Submit Term**.
- 12) Enter **Alternate PIN** (on label provided by advisor during academic advisement) and click on **Submit PIN**.
- 13) Fill in CRNs (Course Request Numbers), using the TAB key to navigate between each block to be entered.

Place Advisor Approval Label Here

CRN	SUBJECT/COURSE #	SEC	DAYS/ TIMES	CREDIT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 14) Click on **Submit Changes**.
- 15) Scroll down to view schedule and to correct Registration Errors if necessary.
- 16) Click on the drop down menu in the Action field beside each course to drop a course. To add another course, enter the CRN in the block under Add Class. Click on **Submit Changes**.

CRN	SUBJECT/COURSE #	SEC	DAYS/ TIMES	CREDIT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 17) Click on **Confirm Schedule** if no registration errors. Check schedule for accuracy.
- 18) To Enter variable credit click on the underlined credit hours for each variable credit course or click on **Change Class Options** at the bottom of the screen. Enter desired hours (noting allowed range) and click on **Submit Changes**. Scroll down, check hours, or click **Return to Menu**, click on **Student Detail Schedule** and check hours.
- 19) Scroll to the top of the screen and click on **Exit** after reviewing schedule.
- 20) Click on the "x" on the top right of the screen to close the browser.

SEE BACK OF FORM FOR ADDITIONAL SPACES

