

# 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 **User Login**.
- 4) Security Alert (If the Alert appears)
  - A. Read the message and make the appropriate selection.

*Place Advisor Approval Label Here*

- 5) User Login
  - A. Enter USER ID (Your ID is the nine digit number on the back of your Rambler Card; or if that number does not appear, the last nine digits of the number on the front of your Rambler Card). Click in the space before entering the numbers.
  - B. Press the tab key to enter your Login PIN (Personal Identification Number—initially your birth date in the format MMDDYY).
  - C. Click on LOGIN. The Login PIN will expire immediately and you will need to create a new Login PIN of your choice. Your new Login PIN can be a minimum of 6 but not more than 15 alphanumeric characters, but CANNOT be your birth date. You must remember this new Login PIN!

Select a Login Verification Security Question and provide the answer. If later on you forget your Login PIN, you can click on the Forgot PIN? button and answer the question you have just selected.

At that time, you will then be asked to enter and confirm a new Login PIN (6-15 alphanumeric characters, but not your birth date).

- 6) If an incorrect PIN is entered 5 times in succession, access to RAIL 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.
- 8) Click on **Student & 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.

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 Course 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.

