# What Would You Like to Do?

## **Need Help with Your User ID or Password?**

- -You can reset your password by clicking on "Forget Password?" in the login box
- -If you have been locked out of your account, contact the IT Helpdesk at (313) 993-1500 for IT to reset your Password

### **Register for Classes with CRNs**

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Registration"
- -Click "Add/Drop Classes"
- -Select Term
- -Input 5-digit CRN (ex: 12345) for each course in the boxes on the worksheet
- -Click Submit Changes

Note any Registration Add Errors and correct if necessary.

#### **Register for Classes without CRNs**

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Registration"
- -Click "Look Up Classes"
- -Select Term
- -Highlight the subject, scroll to the bottom of the page and click "Class Search"
- -Register by clicking box to the left of the class
- -Click "Register"

Note any Registration Add Errors and correct if necessary.

#### **Print Your Class Schedule**

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Registration"
- -Select Term
- -Click "Student Detail Schedule" or "Week at a Glance"
- -Click File, Print

# **View Holds on Your Account**

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Student Records"
- -Click "View Holds"
- -Contact the appropriate office to resolve the issue

#### Search Class Schedule

- -Go to udmercy.edu
- -Click on Quicklinks
- -Click on Class Schedules
- -Select Term
- -Highlight the subject, scroll to the bottom of the page and click "Class Search"

OR

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Registration"
- -Click "Look Up Classes"
- -Select Term
- -Click "Course Search"
- -Click "View Sections"

You can select any of the advanced search attributes, but keep in mind that the more information you request the fewer results you will obtain.

# To View the UDM Catalog

- -Go to udmercy.edu
- -Click on Quicklinks
- -Click on Catalogs
- -Select Student Level and Year
- -Choose the area you wish to investigate further OR
- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Registration"
- -Click "Course Catalog"
- -Select Term
- -Highlight the subject, scroll to the bottom of the page and click "Get Courses"

## **To Order Transcripts Online**

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Student Records"
- -Click "National Student Clearinghouse"
- -Click "Start"

# **Print Enrollment Verification Certificate**

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Student Records"
- -Click "National Student Clearinghouse"
- -Select Current, All Enrollment, or Advance Registration
- -Click "Obtain Enrollment Certificate"

#### To Run a Degree Evaluation

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Student Records"
- -Click on "Degree Evaluation" to either "Generate New Evaluation" of your current program or click on "What-if Analysis" to evaluate your credits within a program you are considering
- -Follow directions or click on "Review How-To Videos" to learn more about this tool

#### Other Enrollment, Deferment or Loan Information

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Student Records"
- -Click "National Student Clearinghouse"
- -Click on whichever option you desire
  - → Enrollment information on file
  - → See student loan deferment notifications sent to others
  - → See proofs of enrollment sent to others
  - → View loan information

## **View/Print Academic History**

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Student Records"
- -Click "Academic History"
- -Click "Submit" to view Academic History
- -Click File, Print to print Academic History

### **Access Midterm or Final PIN**

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Registration"
- -Click "Registration Status"
- -Click "Select Term" and select the current term
- -Midterm PINs are three digits
- -Final PINs are four digits

## **Updating Address or Other Personal Information**

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Personal Information"
- -Click on "Update Address and Phones" or "Update Email" or "Update Emergency Contact"
- -For addresses, select the type of address to update
- -Click "Submit"
- -Follow instructions to update information

# To View Academic and Advisor Information

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Student Records"
- -Click "View Academic Information and Advisor"
- -Here you can view your registration status, class, academic standing, advisor and curriculum information

# Make a Payment on Your Account

- -Log into TitanConnect with User ID and Password
- -Click TitanConnect Self Service
- -Click "Student"
- -Click "Student Account"
- -Click "Make a Payment"
- From here you can view your current balance and make a payment.