# AP OneStop Registration Information
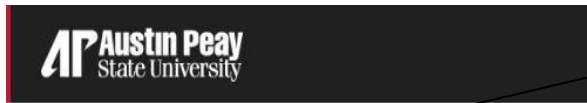
USERNAME: Refer to AP Self Service for user name

PASSWORD: The first time only will be ApA and the 8 digit A# or Birth date two-digit month, day and year.

Then click on: Login

NOTE: When you click on the "forgot your username/password" link, enter your A number for the User ID and your 6-digit date of birth for the PIN number.

1. Click on **Web Self Service**
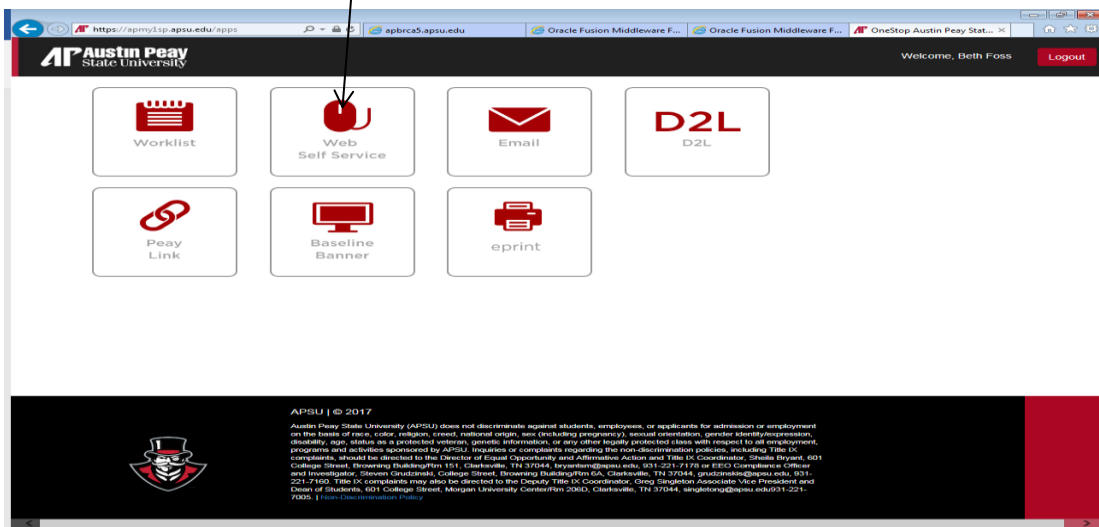
2. Click on the **Student** tab.
3. Click on the **Registration** link.
4. Click on the **Add or Drop Classes** link.
5. **Select a Term** from the drop down menu (i.e. Fall Semester 201X, Fall Term I 201X – Ft Campbell), click **Submit**.
6. If you are asked for an **Alternate PIN**, you will need to contact your advisor to be cleared for registration. If you do not have an assigned advisor, contact the department of your major.
7. To register or drop for a Freshman Block, click on the **Register/Drop for a Freshman Block.**

8. Enter your **CRN** numbers for the selected courses in the **Add Classes Worksheet** boxes. Then click on **Submit Changes**.

9. If you do not know the numbers, click on the button **Class Search**.

10. The **Look Up Classes** page will appear. Select a subject, click on **Course Search**, then **View Sections**.
11. On the left side of the CRN numbers, there is a check box for selection. *Note: If there is a **C** next to the CRN numbers, the course in closed. If there is an **NR**, registration is closed, and you'll have to complete a late add form.*
12. Select the check box of the course, then click on **Register** or **Add to Worksheet**.

*Note: If you are registering for a course that has a lab, click on **Add to Worksheet**. Courses with labs, must be registered at the same time.*

13. The status of your registration will show on the **Add or Drop Classes** page.
14. To view your detailed schedule, click on **Return to Menu**, then click on **Student Detail Schedule.**

Confirming your Registration

1. Under Web Self Service, click on **Student Account**, choose **Confirm & Pay or Enroll in Payment Plan**.
2. Choose **"Yes, I will attend"**. If you have a zero balance, you will see *"Your registration has been confirmed. Your confirmation number is xxxx."*
3. **If you do not have a zero balance**, you will be prompted to pay. Once the balance has been paid, you will see *"Your registration has been confirmed. Your confirmation number is xxxx."*

4. If you choose, **"No, I will not be attending"**, you'll see *"You have chosen not to attend (specific term given). Your classes will be deleted."*

*(**Note:** If you do not pay/confirm your classes, they will be dropped on selected dates. Check the Bursar's Office web page for those dates. If you are receiving financial aid and still have a balance, contact their office for a fee deferment.)*