

## Look up Classes in AP Self Service

1. Go to <http://webss.apsu.edu>
2. Click on :

[Enter Secure Area](#)

Enter your new Fall ID and pin:

**User ID:**   
**PIN:**

Use a Capital "A"  
Example: A00001111

Six Numbers: 111111

Login

Forgot PIN?

3. The Main Menu will appear, Click on tab:
4. Click on: **Registration** for these options.

[Student and Financial Aid](#)

[Select Term](#)

[Add or Drop Classes](#)

[Look Up Classes](#)

[Change Class Options](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[Registration Status](#)

[Active Registration](#)

[Registration History](#)

Click Here for  
Available courses

5. Click on the drop down arrow and select term, then click Submit:

**Search by Term:**  
Fall Semester 2007

Submit

6. The Look Up Classes page will appear with selection options to search for courses. Select a Subject in the Subject box, then click on Class Search

**Subject:** Accounting  
Advanced Computer Graphics  
African American Studies

Class Search

Reset

7. All sections in that Subject area will be displayed to view. On the left side of the CRN number of each course is a Check box to use for selection each course

## Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

### Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	3527	ACCT	2010 01	14M	3.000	Principles Accounting I	MWF	08:00 am-08:55 am	32	0	32	0	0	0	0	Pennye K. Brown (P)	08/27-12/14	KB 115	FC Military/Fam Memb Disc Crse
<input type="checkbox"/>	3460	ACCT	2010 04	14M	3.000	Principles Accounting I	TR	08:00 am-09:25 am	32	0	32	0	0	0	0	Pennye K. Brown (P)	08/27-12/14	KB	FC Military/Fam Memb Disc Crse
<input type="checkbox"/>	165	ACCT	2010 05	14M	3.000	Principles Accounting I	MWF	10:10 am-11:05	32	0	32	0	0	0	0	Hassan A. Said (P)	08/27-12/05	KB 115	

**At this point if you are ready you can Register for Classes.**

- Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet
- The Alternate PIN Verification page will come up.

## Alternate PIN Verification

Please enter your Alternate PIN to access registration.

Alternate PIN for Fall Semester 2007:

← Previously referred to as RUN

Submit

This is where you enter the Alternate PIN (previously called RUN) and click submit.

- If you click on the Add Class Worksheet the CRN numbers will appear in the boxes to be submitted.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

### Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

- If you have selected all the courses you want to register for, then click on Submit Changes.

The status of your registration will show on the Add or Drop Classes page.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered**		on Apr 05, 2007	167	ACCT	2010	06	Undergraduate	3.000	Standard Letter	Principles Accounting I

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Maximum Hours: 11.999  
Date: Apr 05, 2007 04:18 pm

**Add Classes Worksheet**

CRNs

  

14. To view you detailed schedule, click on Return to Menu, then click on Student Detail Schedule.