

# Register for 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:**

Must use a Capital "A"  
Example: A00001111

Initially your birth date  
Six Numbers: 111111

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:

Personal Information **Student and Financial Aid**

Search   [RETURN TO MENU](#) [SITE](#)

Registration Term A002  
Ap


Select a Term:

6. Enter your Alternate PIN (previously known as your RUN)

Personal Information **Student and Financial Aid**

Search   [RETURN TO MENU](#) [SITE](#)

Alternate PIN Verification A002301  
F.  
Apr 0

 Please enter your Alternate PIN to access registration.

Alternate PIN:

RELEASE: 7.0 MC:8.0.1 powered by  
**SUNGARD**

7. If you don't already know the CRN numbers for your courses click on Class Search.

**Add Classes Worksheet**

CRNs

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[ [View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#) ]

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**SUNGARD** HIGHER EDUCATION

8. The Look Up Classes page will appear, select a subject from the Subject selection then click on Class Search button.

**Look Up Classes** A002

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AF

Use the selection options to search the class schedule. You may choose any combination of fields to but you must select at least one Subject. Select Class Search when your selection is complete.

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

**Course Number:**

**Title:**

**Instructional Method:**   
 Audio Tape  
 Clinicals

**Credit Range:**  hours to  hours

**Campus:**   
 APSU RODP Delivery Inst  
 Austin Peay SU, Fort Campbell

**Part of Term:**   
 Non-date based classes only  
 1st Eight Weeks  
 2nd Eight Weeks

**Instructor:**   
 Albertia, James L  
 Ameigh, Rex A

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

9. 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

**Personal Information** **Student and Financial Aid**

Search   [SITE MAP](#) [HELP](#) [EXIT](#)

**Look Up Classes**

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


**Sections Found**  
Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL	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	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	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	Hassan A. Said (P)	08/27-12/05	KB 115	

Internet

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

- 10. Select the box in front of the CRN number and choose Register or Add to Worksheet
- 11. If you click on the Add to 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

167										
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- 12. 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

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