REGISTRATION GUIDELINES

To register for classes, complete the following steps:

Step 1: Getting Started

- Go to [http://its.syr.edu/sucomputing/](http://its.syr.edu/sucomputing/)
- Click on Activate your NetID

Step 2: To activate your NetID and password:

NetIDs are automatically created for all incoming students. NetIDs need to be activated before they can be used. The process includes creating a password and composing a challenge question that is used to reset passwords.

- Follow the instructions on Activate your NetID page. If you don’t know your NetID, please click on Look up your NetID.
- Enter your SUID number (which is found on your Intent to Register form from Syracuse University) and fill out your Date of Birth, then click the Submit button. A page verifying your name then prompts you to continue. Click on the Continue button. The next page gives your NetID.
- When you see your new NetID, write it down. You need to remember it. Set a challenge and response to be used later if you forget your password and then create a password.

Step 3: To log in into My Slice Page

- Go to the link to the My Slice Page through [http://sumweb.syr.edu/registrar](http://sumweb.syr.edu/registrar). Click on the large orange oval entitled MySlice of Syracuse University. From there click on the blue button titled Go to MySlice.
- Enter your NetID (ie sjohnson) and your password.
- Click Login.

If the computer returns you to an empty log-on screen ~ your password or ID# is incorrect. If you forgot your password, please call the Information Technology & Services 443-2677 for instructions. You may also contact them via email at consult@syr.edu.

Step 4: To select the academic term

- Click on Enroll in a Class under Student Services section.
- Select a term for which to enroll (ex. Fall 2010)

Step 5: Enroll for classes

- Click on the Add Classes link
- Insert the 5-digit class number in the empty box, click Submit. The computer will process your add
- Click on Finished
- Click on Add and repeat the procedure for additional classes

Step 6: View and print your schedule

- Click on View My Schedule. You can then print your schedule to check your registration

Step 7: Sign off from the My Slice and exit your Web browser.