

REGISTRATION INSTRUCTIONS

1. Login to your [web account](#).
 - a. Access MSU's website at www.moreheadstate.edu.
 - b. Click on Current Students.
 - c. Click on On-line Services.
 - d. Select Datatel WebAdvisor from the Quick Login menu.
 - e. Enter your 7-digit MSU ID number and your PIN and click Submit. (If you do not have a PIN, click "I need to create a Web account".)
2. Select the Students Menu. Be sure to read any information at the top of the page.
3. From the Registration Menu, select Register for Sections (see Special Notes below)
4. Select Search and Register for Sections if you need to look for days and times. Select the term plus at least one other search criterion to narrow down your choices.
5. Once you have selected your choices, select Submit. Your schedule will be in your Preferred Sections list. (If you have added classes to your preferred list prior to registration, you should select Register for previously selected sections from the Registration menu when you register.)
6. You are not registered for the classes until you choose the action Register for your classes. To register for the classes in your preferred list, select one action to apply to all classes or select an action for each individual class. Select PART -- Complete Only Available to register for any open classes. If you select ALL -- Allow me to Adjust All, you will not be registered for any classes until all classes with conflicts have been adjusted.

SPECIAL NOTES

You can choose Express registration from the Registration menu if you have a planned list of classes. Enter each course prefix, number, section number, and term and then submit. The classes will be in your preferred list. You are not registered until you select an action (Register) for all sections. Choose PART from the menu at the bottom of the page to register for any classes that are available.

If you encounter closed classes or course restrictions, contact your advisor or the department of your major. If you encounter technical difficulties, call 606-783-2008 or 783-5000. You may continue to register or adjust your schedule through the Web for any classes that remain open.

To register for the courses in your preferred list select one action to apply to all courses or select an action for each individual course. At the bottom of the page selecting "Complete Only Available" will register you for any open classes when you Click Submit. If you select "Allow me to adjust all" you will not be registered for any courses until all courses with conflicts have been adjusted.