Online Registration

1. Click on **Athens State Online** on the home page

2. Enter University ID (Athens State generated ID number)
   Enter PIN as assigned to you - 6 digits
   You will be prompted to change your PIN to a different 6-digit PIN

3. You will be asked to make up a security question and a one word answer

4. Click on **Student Information**

5. Click on **Registration**

6. Register/Drop/Add Classes

7. Select Term
      Defaults to current term
      Click on Submit

8. Add/Drop Classes
         CRNs
       Add 5 digit CRN numbers to boxes
       Click on Submit Changes

> **Q. What is the CRN Number?**
> **A. 5 digit number beside the course title in the schedule.**

> **Q. I forgot my PIN?**
> **A. Enter your ID and click on forgot PIN.**

9. Screen shows courses registered for

10. To print copy of class schedule, go back several screens to the Registration Page click on either Student Schedule by Day & Time or Student Detail Schedule.

11. Click on View Fee Assessment for a summary of tuition and fees.

12. You are now registered for your classes. Please **EXIT** out of your student account.

> **Q. What is a security question?**
> **A. State a question only you know the answer to, answer it and the computer will reset your PIN.**