



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 (maximum 15 digits)
3. You will be asked to make up a security question and a one word answer
4. Click on **Student Information**
5. Click on **Register for Classes**
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
9. Screen shows courses registered for
10. **To print copy of class schedule**, go back several screens to the Register/Drop/Add Classes page.
click on either Student Schedule by Day & Time or View Student Detail Schedule.
11. **Click on View Student Detail Schedule** and then on **View Fee Assessment** for a summary of tuition & fees.
12. You are now registered for your classes. Please **EXIT** out of your student account.

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.

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.