



# Student Registration

Fall 2020

# AGENDA

1. Student Registration Step-by-Step
  - UT EID
  - OnRamps Portal
  - Canvas & Orientation
2. Enrollment Information in OnRamps Portal – Instructor View
3. Resources & Help
4. Questions

# REGISTRATION DATES

# REGISTRATION

Event	Description	Dates
Student Registration Begins	Students may self-register, self-transfer, or self-withdraw in the OnRamps Portal.	Monday, August 3 8:00 a.m. CT
Student Registration Ends	Students may no longer register for the OnRamps course.	TBD; no earlier than September 30
Census	Official date of enrollment in the OnRamps course; students included in reporting & invoicing	TBD; no earlier than September 30

# STUDENT REGISTRATION STEP-BY-STEP

# REGISTRATION STEP-BY-STEP

**1**

## **UT EID**

Create a new or claim  
an existing UT EID

## **OnRamps Portal**

Create or update  
student profile &  
register for course

**3**

## **Canvas**

Access courses &  
complete Orientation

# REGISTRATION STEP-BY-STEP

**1**

## **UT EID**

Create a new or claim  
an existing UT EID

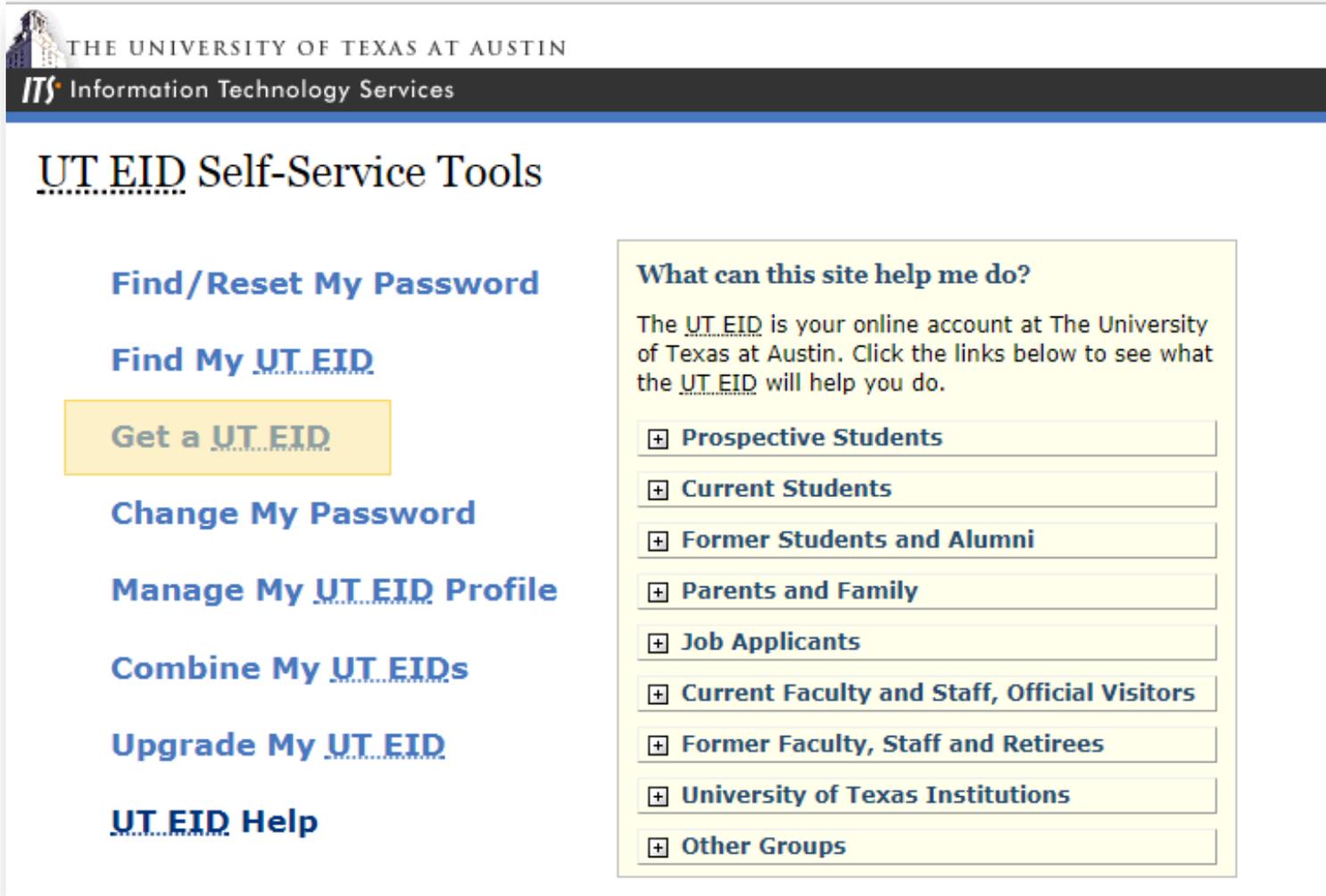
## **OnRamps Portal**

Create or update  
student profile &  
register for course

## **Canvas**

Access courses &  
complete Orientation

# STEP 1: UT EID



The screenshot shows the 'UT EID Self-Service Tools' page from The University of Texas at Austin. The page header includes the university logo and 'Information Technology Services'. The main heading is 'UT EID Self-Service Tools'. On the left, there is a vertical list of links: 'Find/Reset My Password', 'Find My UT EID', 'Get a UT EID' (highlighted in a yellow box), 'Change My Password', 'Manage My UT EID Profile', 'Combine My UT EIDs', 'Upgrade My UT EID', and 'UT EID Help'. On the right, there is a yellow box titled 'What can this site help me do?' containing an introductory paragraph and a list of user groups with expandable buttons: 'Prospective Students', 'Current Students', 'Former Students and Alumni', 'Parents and Family', 'Job Applicants', 'Current Faculty and Staff, Official Visitors', 'Former Faculty, Staff and Retirees', 'University of Texas Institutions', and 'Other Groups'.

THE UNIVERSITY OF TEXAS AT AUSTIN  
ITS Information Technology Services

## UT EID Self-Service Tools

[Find/Reset My Password](#)

[Find My UT EID](#)

[Get a UT EID](#)

[Change My Password](#)

[Manage My UT EID Profile](#)

[Combine My UT EIDs](#)

[Upgrade My UT EID](#)

[UT EID Help](#)

**What can this site help me do?**

The [UT EID](#) is your online account at The University of Texas at Austin. Click the links below to see what the [UT EID](#) will help you do.

- [Prospective Students](#)
- [Current Students](#)
- [Former Students and Alumni](#)
- [Parents and Family](#)
- [Job Applicants](#)
- [Current Faculty and Staff, Official Visitors](#)
- [Former Faculty, Staff and Retirees](#)
- [University of Texas Institutions](#)
- [Other Groups](#)

Students access the UT EID Self-Service Page <https://utexas.edu/eid> and choose *Get a UT EID*.

# ANSWER INTRO QUESTIONS

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ITS Information Technology Services

## Get a UT EID Step 1 of 6

**Describe Your Relationship with The University of Texas** Page ID: CE2

First, we need to ask you a few questions about yourself, your plans, and any previous relationships you have had with the university.

Do you want to apply (or have you already applied) to be a student at the University of Texas at Austin?  yes  no  
*(Note: If you applied to the university online in the last 1-2 business days, a UT EID will be emailed to you. Please do **NOT** request a second EID. More information can be found at [ApplyTexas](#).)*

Are you the parent of a child who wants to apply to be a student (or is already a student) at the University of Texas at Austin?  yes  no

Have you ever taken classes at the University of Texas at Austin?  yes  no

Have you ever worked at any University of Texas institution? *(Including work-study and other student jobs)*  yes  no  
If so, choose the university where you worked most recently:

Students answer each question on the first page. If unsure of the answer, student may select "No."

# PROVIDE PERSONAL INFORMATION

 THE UNIVERSITY OF TEXAS AT AUSTIN  
ITS Information Technology Services

## Get a UT EID Step 2 of 6

**Provide Personal Information** Page ID: CE3

Please provide as much of the following information as possible. This information will be used to search for an existing UT EID you may have or to establish a new UT EID for you. The information gathered here is subject to the university's [privacy policy](#).

Required fields are marked with an asterisk (\*).

Enter your full name (Note: use your name as it appears on either your driver's license or passport)

First (Given) Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last (Family) Name:	<input type="text"/>
Generational Suffix:	<input type="text" value="None"/>

Next, students provide personal information, such as their name, date of birth, and **email address**.

Students should use an active email account they can access well into the future.

# CLAIM AN EXISTING UT EID IF PROMPTED

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ITS Information Technology Services

## Get a UT EID

UT EID May Already Exist Page ID: CE4

The following UT EID(s) match the information you provided and **MAY** be yours. Choose ALL UT EIDs you believe are yours.

If you do not see your UT EID on this list, please [enter additional personal information](#) to help refine your search.

<u>UT EID</u>	Name	Affiliation with the University	Year Graduated from UT Austin
<input type="checkbox"/> rtw647	Rachel Wester	UT Austin Current Staff	

**NOTE:** If you have **restricted** your student information, there may be additional EIDs that match the data you entered. However, we are unable to acknowledge these EIDs or show them online. Refer to the [UT FERPA home page](#) for more information.

After providing personal information, students may be prompted to claim an **existing UT EID**.

UT EIDs are created when students submit test scores or apply to UT.

OnRamps Support can help reset passwords for claimed UT EIDs.

# SET PASSWORD RESET QUESTIONS

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ITS Information Technology Services

## Get a UT EID Step 3 of 6

### Set Up Password Reset Questions Page ID: CE7

If you ever forget your UT EID password, you can use your password reset questions to access your UT EID.

To create your password reset questions, select three questions and then answer each question using answers of at least three characters.

**HINT:** If possible, use **one-word answers** that you can **remember easily** so you can use them to access your UT EID if you ever forget your password. [Show me an example.](#)

**Reset Question One**

Question:

**Reset Question Two**

Question:

**Reset Question Three**

Question:

Students select their password reset questions and answers.

# CREATE A SECURE PASSWORD

## SECURE PASSWORD REQUIREMENTS

- must be between 12 and 32 characters in length
- must contain at least two of the following: letters, numbers, and special characters
- cannot contain the UT EID, birthday, or first, middle, or last name
- cannot contain any words or character combinations found in a list of common passwords that are considered insecure (e.g., p@ssword, 12345, 11111, qwerty123, etc.)

Next, students create a **secure** UT EID password and set their password hint.

Students who do not create strong passwords initially may be prompted to reset their password later in the year.

# CONFIRM INFORMATION

## Get a UT EID

Step 5 of 6

### Confirm Information

Page ID: CE8

You are about to create a UT EID with the following information:

### Personal Information

**First Name:** Zanny

**Last (Family) Name:** Zane

**Other First Name:**

**Other Last Name:**

**Date of Birth:** 02/2/2003

**E-mail address:** zany.zane@onramps.edu

Students confirm their personal information and click *Create my UT EID*.

# UT EID CREATED

The new UT EID displays on the page and students receive an email confirmation.

## Get a UT EID

**Step 6 of 6**

**UT EID Creation Complete**

Your new UT EID is: **zz5695**

An e-mail confirming this new UT EID is being sent to: zany.zane@onramps.edu.

Page ID: CE9

[Logon using your UT EID](#) [Return to Main UT EID Page](#)

**TIP:**  
Students should record their UT EID and associated email address and store them in a safe place.

# RETURNING STUDENTS

- Don't create a new UT EID!
- Use the same UT EID and password as they previously used.
- Use the *Find My UT EID* or *Find/Reset My Password* tools on the UT EID Self-Service page if they cannot remember their UT EID or password.
- Contact OnRamps Support if they still need help.

# REGISTRATION STEP-BY-STEP

## UT EID

Create a new or claim  
an existing UT EID

## OnRamps Portal

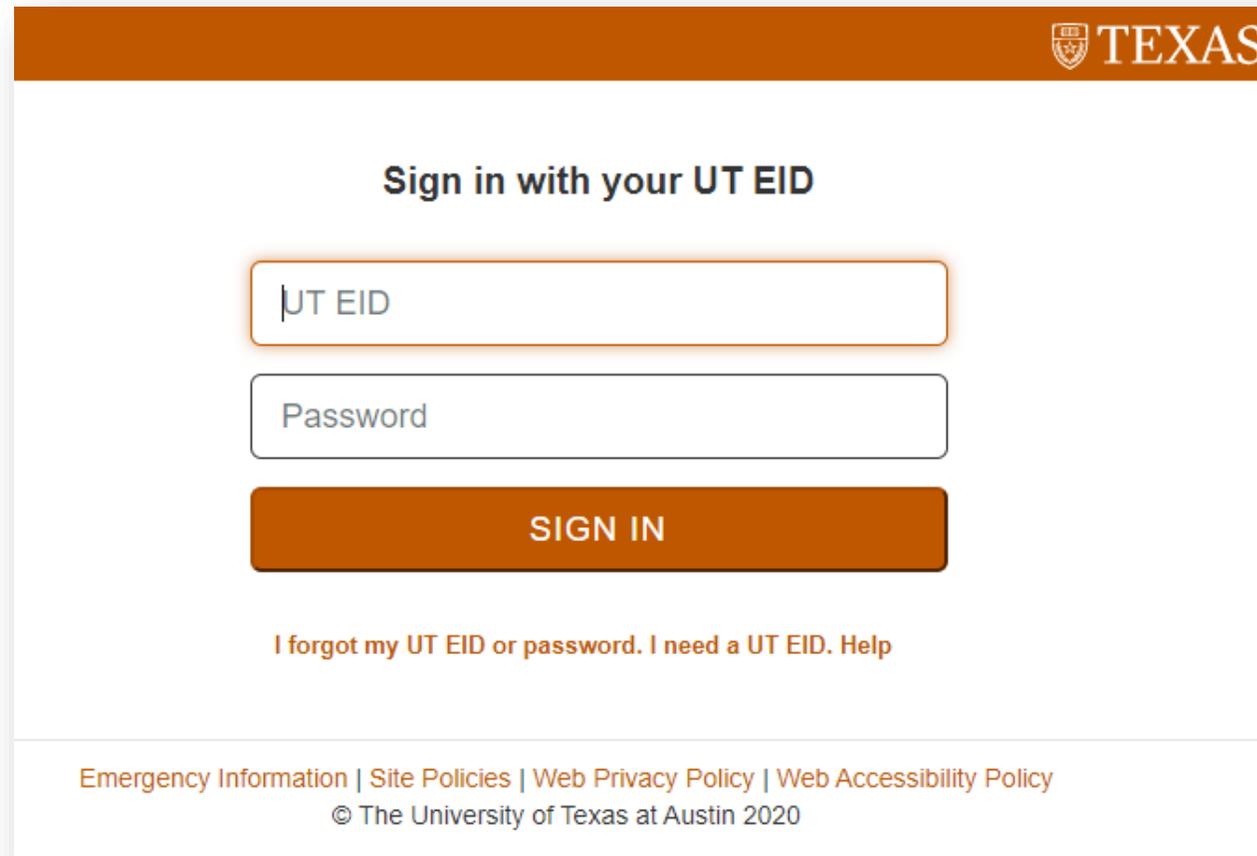
Create or update  
student profile &  
register for course

## Canvas

Access courses &  
complete Orientation

# STEP 2: ONRAMPS PORTAL

Students access <https://onramps.utexas.edu/portal> and log in using their UT EID and password.



The screenshot shows the sign-in page for the OnRamps portal. At the top right, there is a brown header with the University of Texas logo and the word "TEXAS". The main heading is "Sign in with your UT EID". Below this are two input fields: "UT EID" and "Password". A large brown "SIGN IN" button is positioned below the password field. At the bottom of the form area, there is a link: "I forgot my UT EID or password. I need a UT EID. Help". The footer contains links for "Emergency Information", "Site Policies", "Web Privacy Policy", and "Web Accessibility Policy", along with the copyright notice "© The University of Texas at Austin 2020".

# CREATE OR UPDATE PROFILE

New students must **create** a profile.

## Create a Profile

Complete your profile before you can complete OnRamps registration

Returning students must **update** their profile.

## View/Update My Profile

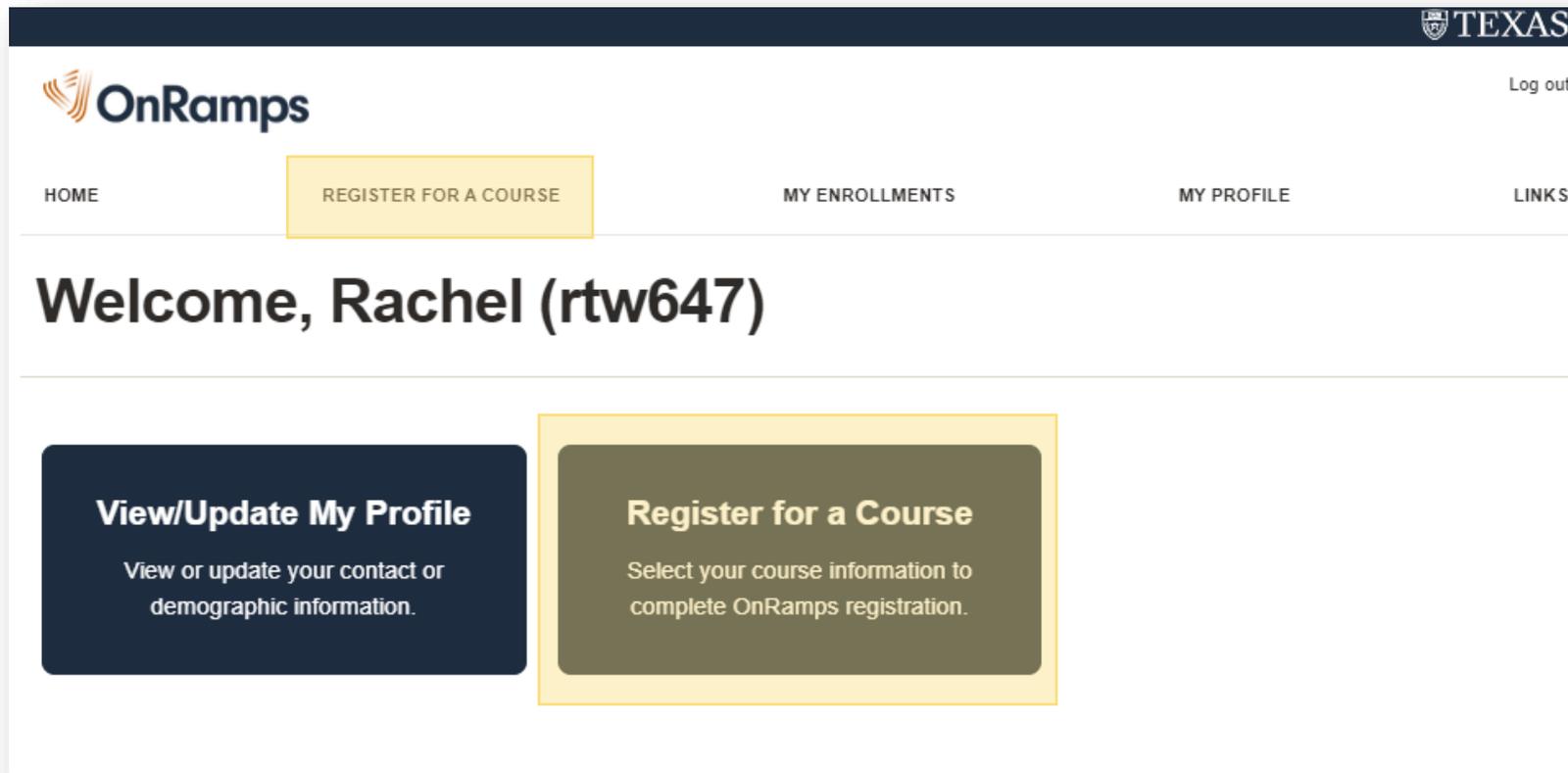
View or update your contact or demographic information.

# CREATE OR UPDATE PROFILE

- Students provide or update contact and demographic information.
  - OnRamps uses the email address from the Student Profile to communicate important details regarding program participation and course enrollment.
  - Students are responsible for reading each email from OnRamps and following the instructions it contains, if any, according to the deadline provided.
- Students review and accept 2020-2021 program terms and FERPA information.
- Students click *Submit* to save their profile.

# REGISTER FOR A COURSE

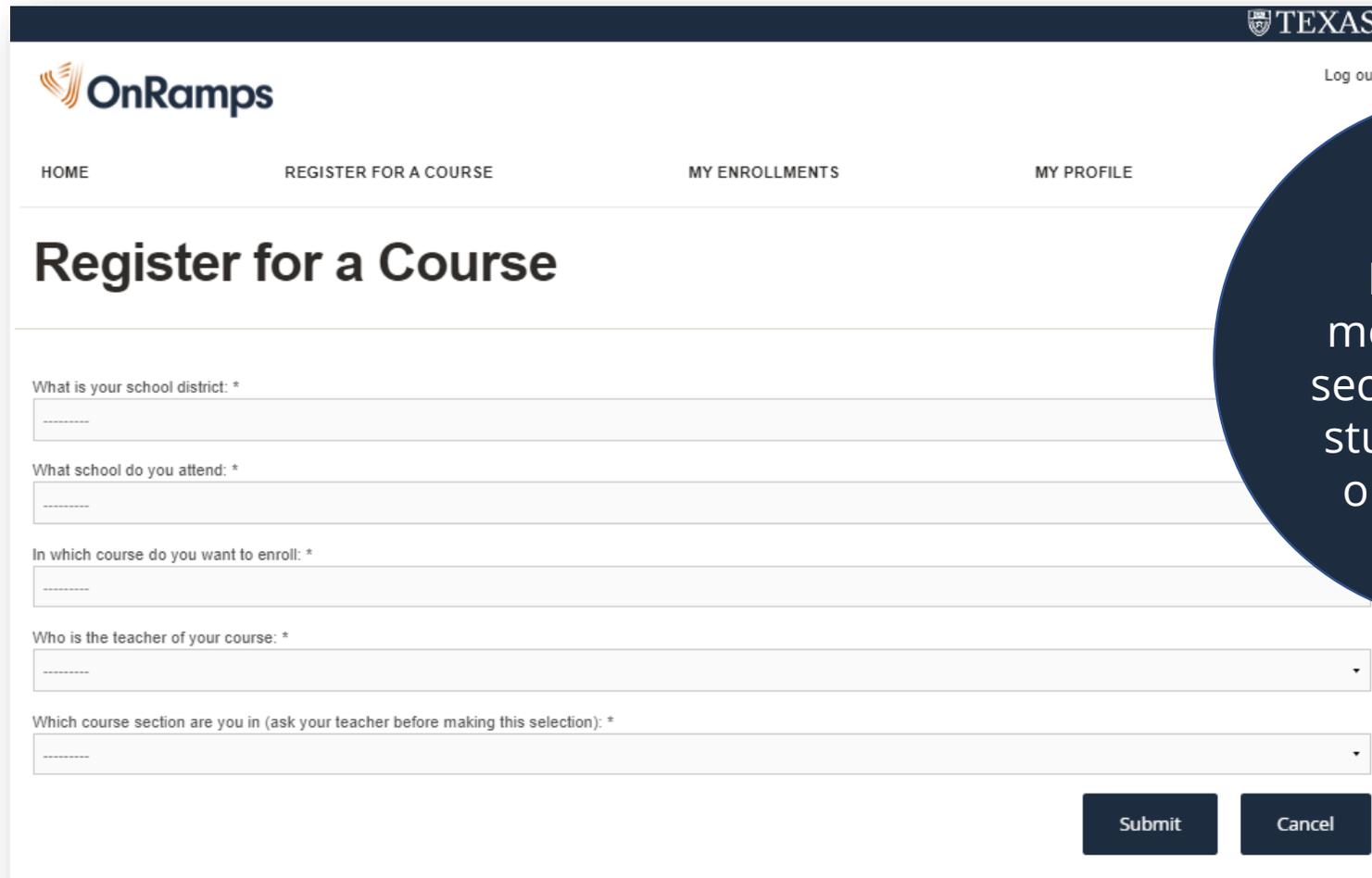
From the Home page, students click *Register for a Course*.



The screenshot displays the OnRamps user interface. At the top right, there is a dark blue header with the Texas state seal and the text 'TEXAS'. Below this, the 'OnRamps' logo is on the left, and a 'Log out' link is on the right. A navigation menu contains five items: 'HOME', 'REGISTER FOR A COURSE' (highlighted with a yellow background), 'MY ENROLLMENTS', 'MY PROFILE', and 'LINKS'. Below the navigation, a large heading reads 'Welcome, Rachel (rtw647)'. Underneath, there are two call-to-action cards. The first card, 'View/Update My Profile', has a dark blue background and white text. The second card, 'Register for a Course', has a dark olive green background and white text, and is highlighted with a yellow border. The 'Register for a Course' card contains the text: 'Select your course information to complete OnRamps registration.'

# REGISTER FOR A COURSE

Students select district, campus, course, teacher, and section number and click *Submit*.

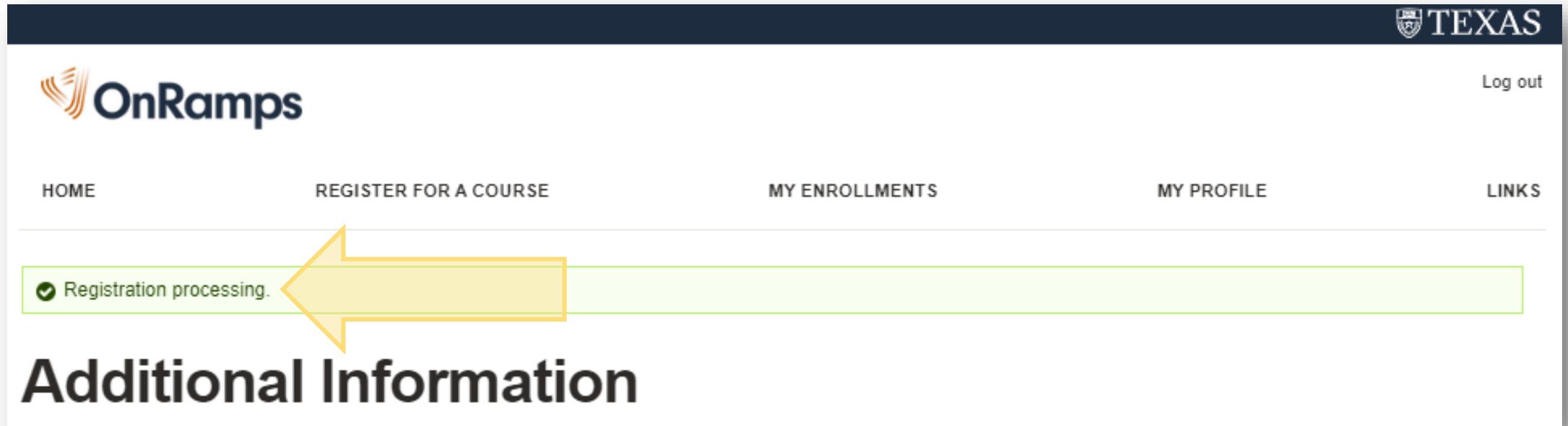


The screenshot shows the 'Register for a Course' page on the OnRamps website. The page has a dark blue header with the 'OnRamps' logo and 'TEXAS' on the right. Below the header is a navigation bar with links for 'HOME', 'REGISTER FOR A COURSE', 'MY ENROLLMENTS', and 'MY PROFILE'. The main heading is 'Register for a Course'. The form contains five required fields, each with a dropdown menu and a red asterisk: 'What is your school district: \*', 'What school do you attend: \*', 'In which course do you want to enroll: \*', 'Who is the teacher of your course: \*', and 'Which course section are you in (ask your teacher before making this selection): \*'. At the bottom right of the form are two buttons: 'Submit' and 'Cancel'.

**TIP:**  
If you have more than one section, tell your students which one to select.

# ADDITIONAL INFORMATION

- After clicking *Submit*, students see a message confirming the course registration is processing.
- Students are redirected to the **Additional Information** page.



The screenshot displays the OnRamps web application interface. At the top right, there is a dark blue header with the University of Texas logo and the text "TEXAS". Below this, the "OnRamps" logo is on the left, and a "Log out" link is on the right. A navigation menu contains five items: "HOME", "REGISTER FOR A COURSE", "MY ENROLLMENTS", "MY PROFILE", and "LINKS". A light green message bar with a checkmark icon contains the text "Registration processing." A large yellow arrow points from the right side of this message bar towards the "REGISTER FOR A COURSE" menu item. Below the message bar, the page title "Additional Information" is displayed in a large, bold, black font.

# ADDITIONAL INFORMATION

The **Additional Information** page is where students

- enter their local student ID number
- enter **parent contact information** for Parental Consent, if under 18
- indicate any **content-area accommodations** they receive

# LOCAL ID NUMBER

Students enter their **local student ID** number—the ID number they use regularly at school.

- Assists district main contacts in identifying students in roster
- Used in data exchanges with district and TEA

## Identifiers

*Your Student School ID is the ID number you use regularly at school. It is NOT the same number as a Social Security number.*

Student school ID: \*

# PARENTAL CONSENT

Students **under 18 years old** provide an email address for a parent or guardian.

- OnRamps will send an electronic **consent form** for participation in the course.
- PDF version is available if needed. Click *Download Parental Consent Form*.

## Parental Consent

*Because you are under 18 years old, OnRamps requests consent from your parent or guardian for you to participate in OnRamps courses. Please provide your parent or guardian's email address below.*

Parent/Guardian email address:

*If your parent/guardian does not use email, please download the Parental Consent Form and share it with your parent/guardian. Email the completed and signed form to [consent@onramps.zendesk.com](mailto:consent@onramps.zendesk.com).*

[Download Parental Consent Form](#)

# PARENTAL CONSENT

- OnRamps requests parental consent for the following:
  - Course participation
  - Accommodations
- If parent/guardian gives consent via electronic consent form or PDF, there is no further action and student continues participation in OnRamps.
- If parent/guardian revokes consent via electronic consent form or PDF, OnRamps will confirm information prior to taking any action.
- If parent/guardian takes no action, student continues participation in OnRamps.

# ACCOMMODATIONS

The next section asks about **Special Education & 504 Accommodations**.

Students are asked if they receive accommodations and they select *Yes*, *No*, or *I don't know* from the drop-down menu.

## Special Education & 504 Accommodations

*If you receive high-school accommodations related to a disability under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act, you may also receive certain accommodations in your OnRamps college course. Accommodations in an OnRamps course must follow accommodations in your Individual Education Plan or 504 Individual Accommodation Plan and be allowable under the university assessment practices. Accommodations are individualized and based on need and disability.*

Do you receive accommodations in the content area of this course through an Individual Education Plan (IEP) or 504 Individual Education Plan?: \*

# ACCOMMODATIONS

Students who choose *Yes* or *I don't know* will see a list of course accommodations.

Students select the accommodations they receive for the course.

## Request Accommodations

Please select the accommodation(s) you receive for this course. You may return to this page at any time to update your accommodations to match your IEP or 504 Plan:

- Extended time on timed assessments (1.5x allotted time)
- Extended time on timed assessments (2x allotted time)
- Oral administration of assessments
- Oral administration of words or phrases
- Oral identification of colors in assessment figures
- Permission to ask for flexible deadlines
- Permission to read aloud to self
- Small group testing
- Testing environment with limited distractions
- Use of calculator except when computation is the skill being tested
- Accommodated assessment format (please user "other" box to describe needs)

# ACCOMMODATIONS

If students receive an accommodation in the content area not on the list, they can select *Yes* and enter their accommodations in the text fields.

Do you receive any other accommodations in the content area of this course that are not in the above list?:

Yes

*Please list your other accommodation as it appears on your IEP or 504 Plan. Please use one box per accommodation.*

Other accommodation 1:

Other accommodation 2:

Other accommodation 3:

# ACCOMMODATIONS

- Students may return to the **Additional Information** page at any time during the school year to view approved accommodations or update their accommodations.
- Training for OnRamps Instructors' role in the OnRamps Student Accommodations process is found in the **Policies & Training** section of the **Policies & Procedures** section of Instructor HQ.

## POLICIES & PROCEDURES

- Enrollment Resources
- OnRamps Policies
- Compliance Modules
- Student Experience



### [Policies & Training](#)

Review important OnRamps policies and complete compliance training modules.

# REGISTRATION COMPLETE

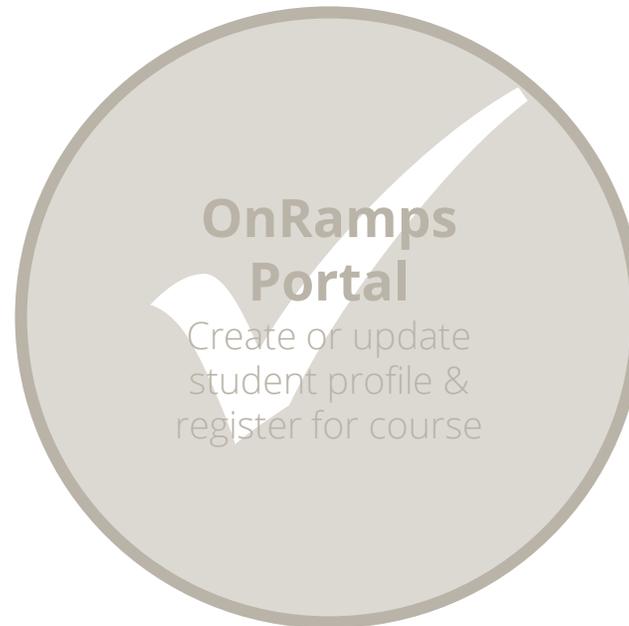
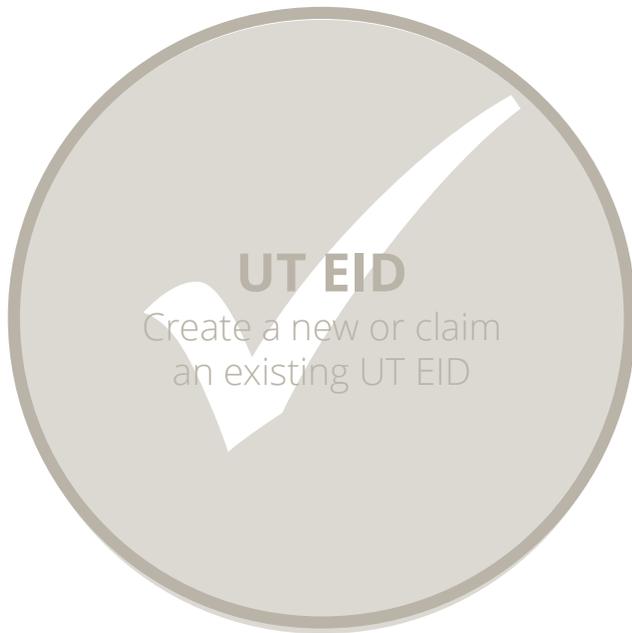
Students can click the *Additional Information* button to return to the Additional Information page.

Students can self-transfer to a new section or self-withdraw using the *Transfer* and *Withdraw* buttons.

## Current Enrollments for Rachel Wester (rtw647)

Partner	Term	Campus	Course	Section	Eligibility [?]	Credit Type [?]	Final Grade [?]	Credit Status [?]	Transcript [?]	Actions
	Fall 2018 (Test Term)	Longhorn HS	Discovery Precalculus	Zimmerman, Zoey - Section 2	-	-	-	-	-	<a href="#">Additional Information</a> <a href="#">Transfer</a> <a href="#">Withdraw</a>

# REGISTRATION STEP-BY-STEP



# STEP 3: ACCESS COURSES IN CANVAS

Students click **CANVAS LOGIN** link in the OnRamps Portal or go to <https://onramps.instructure.com>.

## Current Enrollments for Rachel Wester (rtw647)

Partner	Term	Campus	Course	Section	Eligibility [?]	Credit Type [?]	Final Grade [?]	Credit Status [?]	Transcript [?]
	Fall 2018 (Test Term)	Longhorn HS	Discovery Precalculus	Zimmerman, Zoey - Section 2	-	-	-	-	-

**Contact Us**

Address:  
OnRamps  
Office of Strategy and Policy  
The University of Texas at Austin  
2616 Wichita St., BWY #101  
STOP A7300  
Austin, TX 78712  
Map

**HOME**

**FAQ**

**ONRAMPS HOME**

**CANVAS LOGIN**

**LOG OUT**

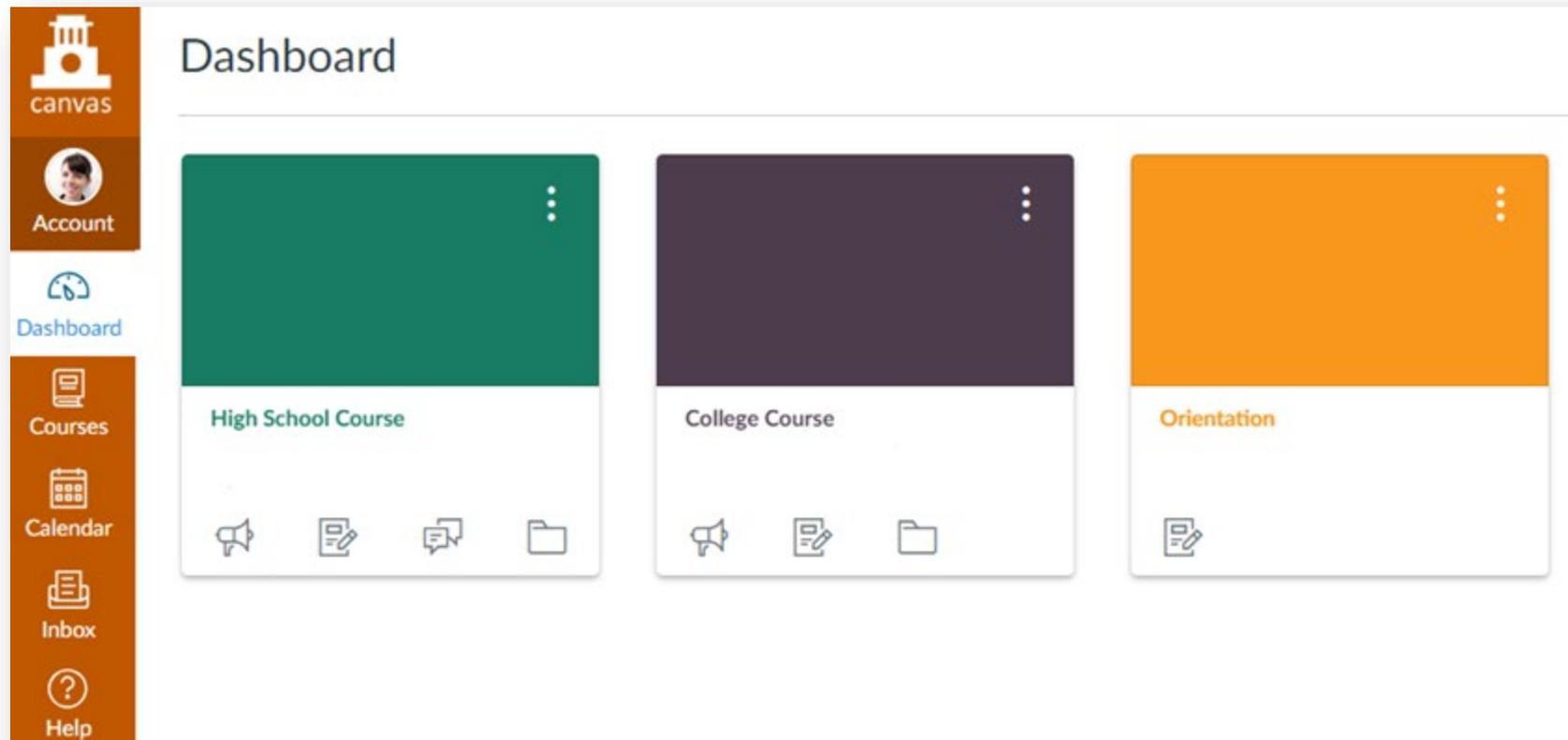
UT Austin Home      Site Policies  
UT System              Web Privacy Policy  
Texas Tech Home      Web Accessibility Policy  
Texas Tech System    Adobe Reader

**TIP:**  
Have students bookmark the OnRamps Canvas site!



# CANVAS DASHBOARD

Students should see their high school, college, and orientation course on the Canvas dashboard.



# ORIENTATION

- Students complete Orientation to **prepare** for college-level expectations and to reinforce their identity as college students
- **Required component** of the college course and counts for at least 1% of the college grade
- Students in more than one OnRamps course **only complete Orientation once**
- **Redesigned** for 2020-2021 academic year with refreshed content and new modules

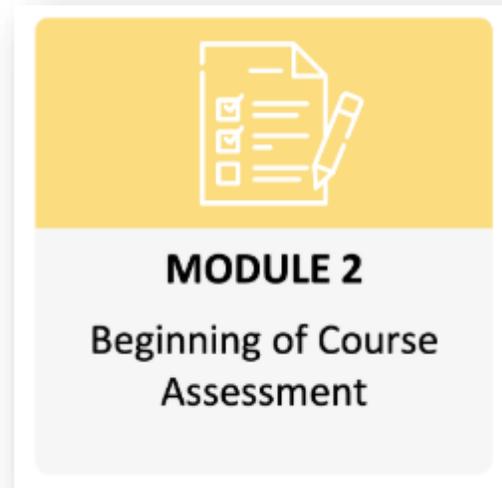
## OnRamps Student Orientation

Orientation will prepare you to succeed in your OnRamps course. Orientation is part of your college grade. Be sure to complete all 6 steps.

 <b>MODULE 1</b> Welcome to OnRamps	 <b>MODULE 2</b> Beginning of Course Assessment	 <b>MODULE 3</b> The OnRamps Experience
 <b>MODULE 4</b> Learning Strategies for Success	 <b>MODULE 5</b> Academic Integrity	 <b>MODULE 6</b> The OnRamps Model

# BEGINNING OF COURSE ASSESSMENT

- **Module 2**, the **Beginning of Course Assessment (BOCA)**, is the only module that must be completed in one sitting.
- The BOCA is a questionnaire that asks students to reflect on their college plans, study skills, and beliefs about themselves.



# REGISTRATION RESOURCES



REGISTRATION  
FALL 2020

**STEP 1: CREATE A UT EID**  
<https://utexas.edu/eid>

- On the UT EID self-service page, choose **Get a UT EID**.
- Complete the form. Be sure to include an email address!
- If you are prompted to claim a UT EID, and you think it could be yours, claim it! If you don't remember the password, call OnRamps Support for help.
- Select your password reminder questions and create a secure password. A seven-letter word, four numbers, and a special character will meet the requirements for a secure password. Example: *college2020!* (Don't use your name or your birth year--or the example!)
- Memorize your UT EID and password. You will use it all year to log in to the OnRamps Portal and Canvas. If you write it down, keep it in a secure place.

**Returning Students:** Welcome back! If you remember your UT EID and password, go to Step 2. If you forgot your UT EID or password, use the self-service tools on the UT EID self-service page to find your UT EID or reset your password. If you still need help, contact OnRamps Support.

**STEP 2: COMPLETE PROFILE & REGISTER**  
<https://onramps.utexas.edu/portal>

- Use your UT EID and password to log in to the OnRamps Portal.
- If you're a new OnRamps student, click **Create my Profile**. If you're a returning student, click **View/Update My Profile**.
- Complete the profile information and click **Submit**.
- Next, click **Register for a Course**.
- Choose your district, school, course, teacher, and section from the drop-down menus. Ask your teacher if you don't know what section to choose. Click **Submit**.
- You will be directed to the *Additional Information* page, where you will enter your local student ID number, parent/guardian email address if you are under the age of 18, and indicate whether you receive content-area accommodations. Once the page is complete, click **Submit**.
- You will be directed to the *Current Enrollments* page and will receive an email confirming your registration.

**STEP 3: ACCESS COURSES & COMPLETE ORIENTATION**  
<https://onramps.instructure.com>

- Click **CANVAS LOGIN** at the bottom of the *Current Enrollments* page in the OnRamps Portal to log in to Canvas. Or, go to the website above and log in with your UT EID and password.
- In Canvas, you will see your high school course, college course, and orientation.
- Complete Orientation, which counts for at least 1% of your college grade.

Need help? Contact OnRamps Support | [support@onramps.zendesk.com](mailto:support@onramps.zendesk.com) | 512-265-2515

- Step-by-step training presentation
- Registration Instructions PDF
- Instructor Training Webinar FAQs
- Videos for students

# PREPARE FOR REGISTRATION

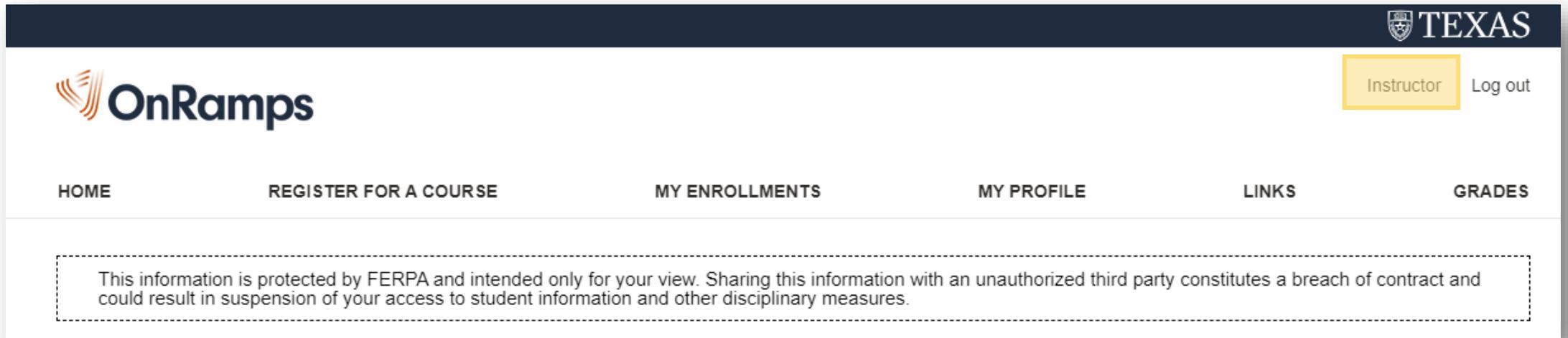
- ✓ **Provide** Registration Instructions to students. Be sure to let them know what section they're in!
- ✓ **Provide** instructional video links to students.
- ✓ **Ensure** students have access to their local student ID number.
- ✓ **Share** the OnRamps Support information with students:
  - 512-265-2515
  - [support@onramps.zendesk.com](mailto:support@onramps.zendesk.com)

# ONRAMPS PORTAL - INSTRUCTOR VIEW

# ONRAMPS PORTAL – INSTRUCTOR VIEW

Enrollment information is available to you in the [OnRamps Portal – Instructor View](#).

Log in to <https://onramps.utexas.edu/portal> using your UT EID and password. Click the *Instructor* link at the top right corner of the page.



The screenshot displays the top navigation bar of the OnRamps Portal. On the left is the OnRamps logo. On the right, the University of Texas logo is visible, along with a yellow 'Instructor' button and a 'Log out' link. Below the navigation bar is a horizontal menu with links for HOME, REGISTER FOR A COURSE, MY ENROLLMENTS, MY PROFILE, LINKS, and GRADES. A dashed-line box contains a FERPA privacy notice: 'This information is protected by FERPA and intended only for your view. Sharing this information with an unauthorized third party constitutes a breach of contract and could result in suspension of your access to student information and other disciplinary measures.'

# STUDENT ROSTER

Once students complete registration, they will appear in your student roster.

The *Orientation* column is updated nightly and shows who has completed Orientation. Additional Enrollment information will be available here throughout the school year.

## Statistics

### Fall 2018 (Test Term)

Partner	EID	Student	Section	Orientation [?]	Eligibility [?]	Credit Type [?]	Final Grade [?]	Credit Status [?]	Transcript [?]	EOCA [?]
	pac2886	Castellanos, Phillip	<a href="#">Wester, Rachel - Section 1</a>	-	-	-	-	-	-	-
	emg3484	Grant, Elizabeth	<a href="#">Wester, Rachel - Section 2</a>	Complete	-	-	-	-	-	-
	ii937	Instructure, Ivan	<a href="#">Wester, Rachel - Section 2</a>	Complete	-	-	-	-	-	-
	abj629	Johnson, Aron	<a href="#">Wester, Rachel - Section 1</a>	Complete	-	-	-	-	-	-
	jwl336	Lucas, Jeremiah	<a href="#">Wester, Rachel - Section 2</a>	Complete	-	-	-	-	-	-

# CENSUS & ROSTER VERIFICATION

On the **Census date** all students who are enrolled in the OnRamps Portal will be considered Official for reporting and invoicing purposes. It is important that the roster is accurate.

Please **verify your roster** in the OnRamps Portal prior to Census.

- All students who **appear** in the roster should still be **enrolled** in your high school classroom.
- Any students who are **missing** from the roster need to **self-register** before Census.

## Statistics

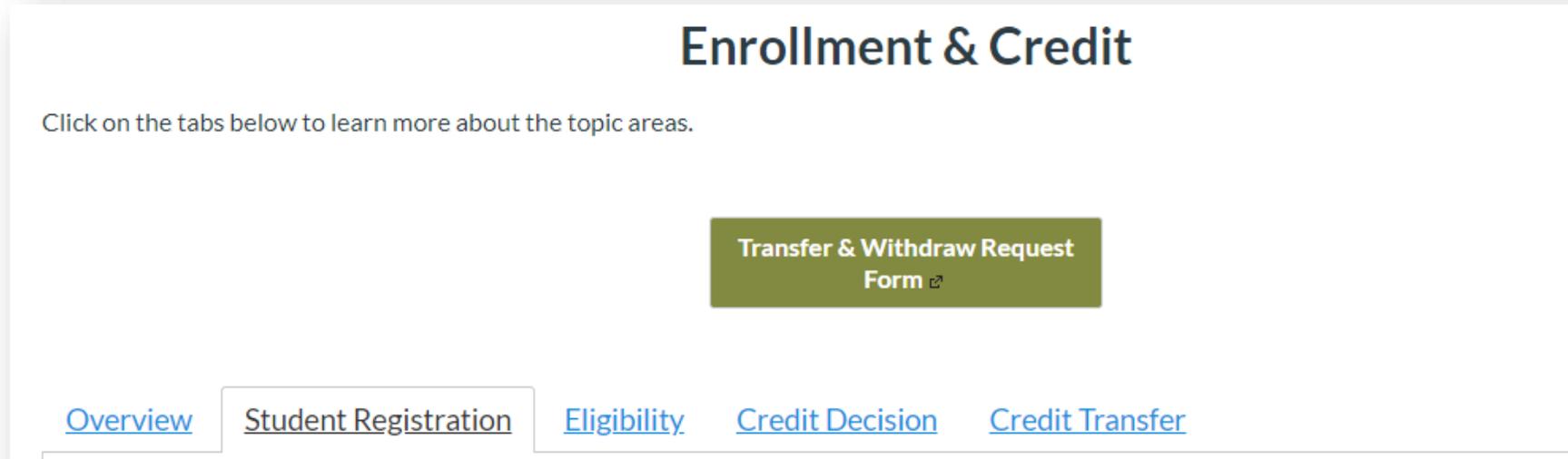
### Fall 2018 (Test Term)

Partner	EID	Student	Section	Orientation [?]	Eligibility [?]	Credit Type [?]	Final Grade [?]	Credit Status [?]
	pac2886	Castellanos, Phillip	<a href="#">Wester, Rachel - Section 1</a>	-	-	-	-	-
	emg3484	Grant, Elizabeth	<a href="#">Wester, Rachel - Section 2</a>	Complete	-	-	-	-
	ii937	Instructure, Ivan	<a href="#">Wester, Rachel - Section 2</a>	Complete	-	-	-	-
	abj629	Johnson, Aron	<a href="#">Wester, Rachel - Section 1</a>	Complete	-	-	-	-
	jwl336	Lucas, Jeremiah	<a href="#">Wester, Rachel - Section 2</a>	Complete	-	-	-	-

# ROSTER CHANGES

If you need to make changes to your roster after the Census date, or if a student is unable to self-transfer or self-withdraw prior to Census, the Enrollment Team can help.

Submit the change using the [Withdraw and Transfer Request Form](#). Look for the green button on the Enrollment & Credit page of Instructor HQ.



The screenshot shows a web page titled "Enrollment & Credit". Below the title is a navigation bar with five tabs: "Overview", "Student Registration", "Eligibility", "Credit Decision", and "Credit Transfer". The "Student Registration" tab is currently selected. In the center of the page, there is a prominent green button with the text "Transfer & Withdraw Request Form" and a small external link icon.

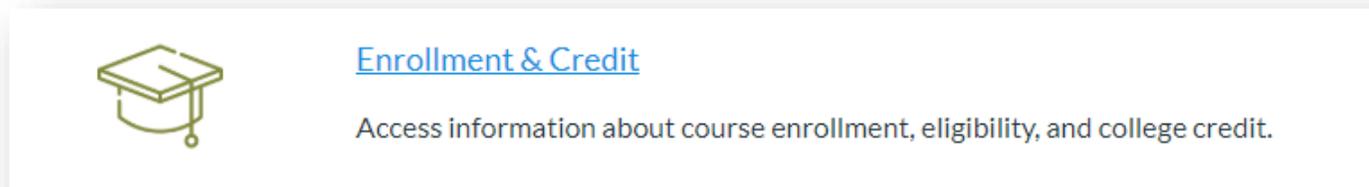
# RESOURCES & HELP

# REGISTRATION RESOURCES

Visit your [Instructor HQ](#) in Canvas, and select the *Policies & Procedures* tile.



Click the *Enrollment & Credit* link.



# REGISTRATION RESOURCES

The *Student Registration* tab has links to resources and videos. Check out the other tabs for additional enrollment information!

## Enrollment & Credit

Click on the tabs below to learn more about the topic areas.

[Overview](#) **[Student Registration](#)** [Eligibility](#) [Credit Decision](#) [Credit Transfer](#)

### Student Registration

**Registration Training**

Join the Enrollment Team for an upcoming Registration Training session. Choose the training option that works best for you—a traditional step-by-step training webinar or a refresher training with more opportunity for collaboration and Q&A.

**IMPORTANT!** You must use your UT Austin Zoom account information to register for your training session. Your email address is [your eid]@eid.utexas.edu. Example: zzz79@eid.utexas.edu

# ONRAMPS SUPPORT

We are here to help!

- **Submit** a help request using the *OnRamps Support* link in Canvas
- **Call or text** 512-265-2515
- **Email** [support@onramps.zendesk.com](mailto:support@onramps.zendesk.com)