Non-Degree Seeking Admission for New Users

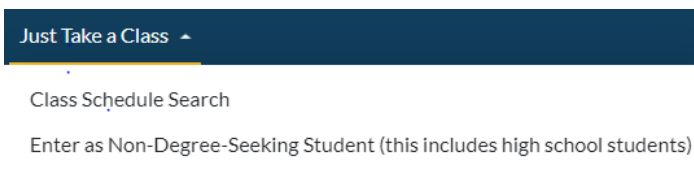**Welcome to the University of Alaska Anchorage (UAA)!**

These instructions are specific to students new to UAA and have **never taken a class** from any campus within the University of Alaska (UAA, UAF or UAS). Follow these instructions to create a student login in the UA system, apply for non-degree seeking admission, and activate your UA Account.

UAOnline is the access portal for University admissions, registration, financial and student records.

Access UAOnline: https://alaska.edu/uaonline

If you receive an error message when opening the site directly from the web address, go to the main UAA website <http://www.uaa.alaska.edu> and choose **UAOnline** from the **Quick Links** menu on the right-hand side of the page.
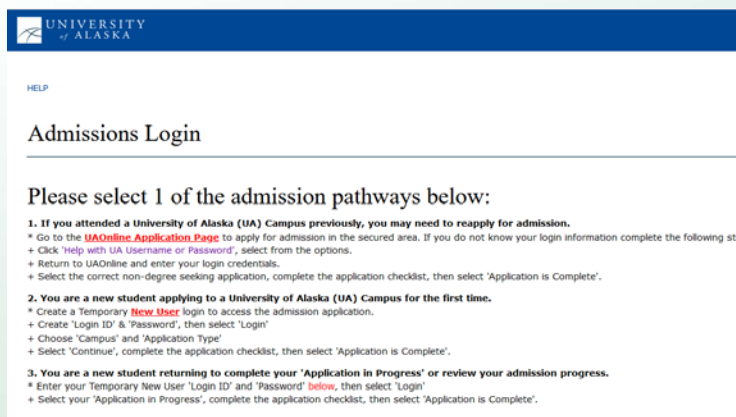
- From the UAOnline homepage, hover over the **Just Take a Class** tab and select **Enter as Non-Degree Seeking Student**.

Just Take a Class ▲

Class Schedule Search

Enter as Non-Degree-Seeking Student (this includes high school students)

- From the **Take a Class** screen, click on **Enter** in the UAA University of Alaska Anchorage column.

University of Alaska Anchorage	University of Alaska Fairbanks	University of Alaska Southeast
ENTER	ENTER	ENTER

- Next, from the **Admissions Login** menu, click on the red **New User** link from pathway number 2.

UNIVERSITY of ALASKA

HELP

Admissions Login

Please select 1 of the admission pathways below:

1. If you attended a University of Alaska (UA) Campus previously, you may need to reapply for admission.
* Go to the **UAOnline Application Page** to apply for admission in the secured area. If you do not know your login information complete the following step
+ Click 'Help with UA Username or Password', select from the options.
+ Return to UAOnline and enter your login credentials.
+ Select the correct non-degree seeking application, complete the application checklist, then select 'Application is Complete'.

2. You are a new student applying to a University of Alaska (UA) Campus for the first time.
* Create a Temporary **New User** login to access the admission application.
+ Create 'Login ID' & 'Password', then select 'Login'
+ Choose 'Campus' and 'Application Type'
+ Select 'Continue', complete the application checklist, then select 'Application is Complete'.

3. You are a new student returning to complete your 'Application in Progress' or review your admission progress.
* Enter your Temporary New User 'Login ID' and 'Password' below, then select 'Login'
+ Select your 'Application in Progress', complete the application checklist, then select 'Application is Complete'.

UAA **AMAZING STORIES** BEING WRITTEN EVERY DAY.

- **Admissions Temporary Login**. Create a temporary **Login ID**, create and verify a **Password** and click **Login**. Your login ID is case sensitive; your Password must contain numbers only and be exactly six digits long. Make note of your temporary ID & Password until you have obtained your assigned UA ID number and set your password.

Admissions Temporary Login - New User

Please create a temporary Login ID and Password. You will use this to access your admission application until you are issued a student ID.

Login ID is case sensitive. Do not use your Social Security Number.

Your password must contain numbers only and be exactly six digits long.

Make note of your Login ID and password for future reference.

Create a Login ID:

Create a Password:

Confirm Password:

[Login]

- **Select a Campus and Application Type**. Choose **University of Alaska Anchorage** and **Non-Degree** from the options* and click **Continue**. (*US Citizen or Non-US Citizen, whichever is appropriate for your situation).

Select an Application Type

Welcome and thank you for your interest in the University of Alaska.

To Apply for Admission:

1. Choose a campus
2. Then click on the application type
3. Then click **Continue** in the lower right corner

- Do **not** submit a non-degree-seeking application if you are currently admitted to a degree program anywhere in the University of Alaska system. Doing so will remove you from your degree program.
- Non-degree-seeking students are **not** eligible for financial aid.
- Submitting multiple non-degree-seeking applications will not ensure immediate access to registration.
- Students interested in pursuing a degree, many of which are financial aid eligible, should submit a degree-seeking application. Contact your local Admissions Office with questions about this process.

Campus:

University of Alaska Anchorage
University of Alaska Fairbanks
University of Alaska Southeast
Kenai Peninsula College
Kodiak College
Mat-Su College
Prince William Sound College

Application Type:

Anchorage Middle College
Non-Degree Seeking: 18 & older
Non-Degree: Non-US Citizen
Secondary School: 17 & younger

Details:

Students who are taking classes solely for the purpose of:
- recreation,
- personal interest or
- professional development.

These students are not eligible for financial aid.

[Continue]

- Select the **Current Semester** from the admission term drop-down menu, enter your Full Name (first, last and middle) & click **Fill Out Application**.

Apply for Admissions

Select the term you want to apply for and then enter your full legal name. When you're finished, click **Fill Out Application** to continue.

* - indicates a required field.

Application Type: Non-Degree Seeking: 18 & older

Admission Term:* Select...

First Name:*

Middle Name:

Last Name:*

[Fill Out Application]

- To begin the application, click on **Name** from the **Application Checklist**. Enter your information and click **Continue**. On the screens that follow, provide the requested information. Click **Continue** at the end of each page to move to the next section. There are five sections to the application. *All fields marked with a red asterisk are required*.

Application Checklist

This is a checklist of your application sections. When you have completed each section, a checkmark will appear by that section. When you have completed all the sections, click **Application is Complete** to submit your application for processing.

If you are not able to complete your application at this time, you may select **Finish Later** and return to your application at another time. Incomplete applications will be removed from the website after 21 days.

- Name
- Current Mailing Address/Phone
- Personal Information
- Emergency Contact Information
- Agreement

[Application is Complete] [Finish Later]

- When all sections have been completed, a checkmark will appear by that section.
  - Ensure that you have checked the "Yes" box on the **Agreement** page.
  - Submit your application for processing by clicking **Application is Complete**.

✓ Name   ✓ Emergency Contact Information
✓ Current Mailing Address/Phone ✓ Agreement
✓ Personal Information

[Application is Complete] [Finish Later]

- After submitting your application, a **Signature Page** will appear confirming receipt of your application.

  Please allow 1-2 business days for applications to be processed.
  After the 1-2 business day waiting period, activate your UA Account and claim your UA credentials (UA ID number and username) using **ELMO** (Easy Login Maintenance Option):

https://elmo.alaska.edu

- From the ELMO login screen, click the **Lookup Username/ID** link. Using the pull down menus, select your birth date, enter your last name, the last four digits of your Social Security Number, and click **Recover Username**.

  If ELMO cannot find your record or you encounter other errors using ELMO, please contact UAA Technical Support Services at 907-786-4646, option 1.

ELMO Login

UA Username or UA ID#:   Lookup Username/ID
[Username]

Password: Forgot password
[Password]

[Login]

Lookup Your UA Account

Your birth date
[JAN ▾] [1 ▾] [1998 ▾]
Your last name:
[Last Name]
Last four digits of your SSN:
[####]
Don't have a Social Security Number?
[Recover Username] Cancel

Welcome, Student Name

Employee (UAA)
[⚙ Security Settings] [Sign Out]

Account Information

| Your UA ID# is: | 34567890 |
| Your UA Username is: | sname |

learn about UA Username

- Next, you will be directed to set up **security questions** and **set your password**.
  - *Please carefully review the security setting options.*
  - *Disabling self-service removes the ability to search for your information and/or reset your password.*
  - *If you choose to set three custom questions and do not want to also answer the ELMO standard security questions, check the box underneath the custom questions.*

Security Settings
Please select the security policy that is right for you

Choose Your ELMO Security Level:
- ● Enable Self-Service Security (Recommended)
  learn more
- ○ Disable Self-Service Security
  learn more

DUO Multi-Factor Authentication (MFA) (enabled)
UA uses multi-factor authentication to provide additional security for many systems. Multi-Factor Authentication is currently enabled for your computer account.
[Generate one-day passcode] [Hardware keys]

Custom Security Questions
For best results, enter three security questions. To remove a question, simply delete its response.

- From the **Welcome page**, in the Password Reset section, select your UA Username using the username pull down menu. Type your selected password in the **New Password** and **Confirm Password** fields. When your new password conforms to the requirements the red X's will turn into green check marks. When you have a good password, click on **Set Password.**

Please make note of your UA Username and Password as they will be needed to login to UAOnline as well as most other UA Services (Blackboard, UAA/APU Consortium Library, etc.).

Online Registration

Access UAOnline: https://www.alaska.edu/uaonline/

If you receive an error message when opening the site directly from the web address, simply go to www.uaa.alaska.edu and choose UAOnline from the "Quick Links" menu on the right-hand side of the page.

RETURNING UAONLINE USERS:	NEW UAONLINE USERS:
Login to UAOnline using your UA Username and Password. ***If you do not know your UA Username or Password,** click on the Help with UA Username or Password link and you will be routed to https://elmo.alaska.edu/. Choose either Lookup Username/ID or Forgot Password and follow the prompts. If you have difficulty with your Username/Password, or the system cannot locate your information, you may call UAA IT Services at 786-4646 option 1 for assistance.	If you are new to Alaska or have never taken classes from the University of Alaska (UAA, UAF or UAS), please contact Katie Brennan-Tollefson (786-1934 or kabrennan@alaska.edu) and an alternate set of instructions will be sent to you.

Course Registration

1. Click on **Student Services & Account Information** tab.

2. Click on **Registration.**

3. Click on the **Add/Drop/Withdraw** link**.**

   If you receive a message stating, "You are not permitted to register at this time," after clicking the Add/Drop/Withdraw link, your non-degree seeking admission status is out of date. To update your information, please re-apply for non-degree seeking admission (See Appendix, page 5).

** Note: Online re-application for non-degree seeking admission may take up to three days before you will be permitted to register. You will not receive notification that your status has been updated, so please be sure to return to UAOnline for your current status. **

   If the information displayed states that you have Holds, you can view your holds by clicking on the Student Services & Account Information tab, then on Student Records, and then on View Holds.

For Holds due to:

Financial obligations, you will need to call the UAA Bursar's Office: 786-1440.
Library fines, you will need to call the UAA Consortium Library: 786-1871.
Parking fines, you will need to call the UAA Parking Services: 786-1119.
If your hold is due to another reason not listed above, you will need to contact UAA Enrollment Services (786-1480) to determine what needs to be done to resolve the issue. **Your Hold(s) must be resolved (any account balances/fines paid, etc.) and your hold released before you will be permitted to register.**

4. Choose the **Current Semester** from the drop-down menu & click **Submit.**

5. You may be asked to verify your Education Level and Education Goal. Choose the appropriate selections for the drop-down menus and click **Continue**.

6. Scroll to the bottom of the page & locate the **Add/Drop/Withdraw Classes page.**

7. Enter the **CRN** for your course & click **Complete Registration Changes.** *(see the Course, Registration & Transcript Information on page 1 of this packet for the CRN).*

8. After clicking **Complete Registration Changes**, you will be prompted to accept the fee acknowledgement. After clicking Accept, the page will refresh and the course should now appear under current schedule**.**

Current Schedule

Status	Change?	CRN	Subj	Crse	Sec	Level		Cred	Grade Mode	Title
Registered - Web on Nov 21, 2006		37837	OSH	A112	AES	Undergraduate - UAA		3.000	Letter Grades	Introduction to Injury Epidemiology

**After clicking Complete Registration Changes, if you receive a registration error indicating a capacity, duplicate section, or time conflict, please contact the PACE Office to either have an override entered for you or further instructions. **

9. At the bottom of the page, below the horizontal line, click on **Pay Now** link (even if you will be paying by e-check or savings).

[View Holds | Change Course Options | View Fees/Make Payment | Pay Now]

10. The next screen is the Account Detail for Term page. This shows the detail of payments and charges for the selected semester, as well as Current Amount Due. You must acknowledge the Refund Policy Statement with the red asterisk. Click on the **Pay Now** button and you will be directed to the University of Alaska (UA) payment system.

*☐ By checking this box, you acknowledge you have read and agree to the following refund policy: Refunds are processed in accordance with approved schedules for dropping or withdrawing from courses. Please consult your local campus for the current schedule. Refunds are also processed for credit balances on accounts, net of any amounts owed to the university. If a refund is due, payments made to the university by credit card will generally be credited back to the card up to the amount of the charge, subject to any applicable laws, regulations or agreements. Individuals paying with gift card or prepaid card should retain the card to preserve the ability to credit such card.

You must acknowledge the above before proceeding.

PAY NOW

11. From the University of Alaska payment screen, click on the green **Make Payment** button under Student Account.

12. From the **Account Payment screen**, you will see the amount owed in the **Current Account Balance**. If you are paying a different amount than your balance, please notate the amount in the box.

13. Click the **Add** button next to the payment amount, then click the green **Continue** button at the bottom of the page.

Current Account Balance
Select 'Add' to add input amount or enter different amount by selecting input.

UAA WEB Payments | $0.00	$ 79.00	Add

Select input to change payment amount

14. Choose your method of payment on the next screen, either Credit Card or Electronic Check, and click **Continue**. Enter your payment information. You will receive confirmation and a receipt following payment.

For security purposes, please be sure to logout of UAOnline & close your browser window.