

## ADD AUTHORIZATION CODES

Beginning on the first day a class meets, an add authorization code is required to register. Add authorization codes are four-digit numerical codes available only from the instructor of the individual class section. Each code may be used by one student only to register for that specific class. Students should attend the first class meeting to request a code. If one is granted, the student to whom it is assigned **must input it in WebSTAR to register**. Use the code as soon as you obtain it; do not wait until the last day to register. If you encounter a problem, you may not be able to resolve it before the deadline.

### *INSTRUCTIONS:*

1. See the earlier sections on *Signing On To WebSTAR* and *Register or Add Classes* for step-by-step instructions for using WebSTAR.
2. Input the CRN of the class for which you wish to register or add to your schedule.
3. Click on *Submit Changes*.
4. You will then receive a message that the course status is *INCOMPLETE* with a box in which you must input the Add Auth Code. Type it in the box provided.
5. Click on *Validate*. The code will be checked to make sure it is assigned to the class CRN. If okay, *APPROVED* or *VALIDATED* will appear in the space under "Status." **YOUR REGISTRATION IS NOT COMPLETE.** Continue to #6.
6. Click on *Submit Changes*. If no other errors appear, "*Registered via Web*" will appear under "Status."
7. Verify you completed the process correctly by reviewing your schedule. See the later section on *Review and/or Print Your Schedule*.
8. Review your fees. See later section on *Review Fees*.